

# Microsoft PowerPoint 2016 for Beginners

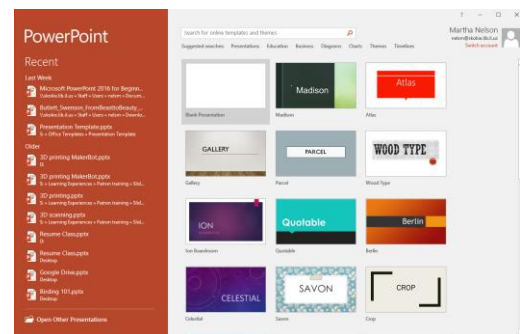


## To start PowerPoint, do one:

- Click on an existing PowerPoint (PP) file – they end in .ppt or .pptx
- Find and click on the PowerPoint program icon:
  - In Windows 7, click on the **Start** button in the lower left corner of the screen.
- If the orange icon is there, click on it, else type in “Power” in the search bar and press the Enter key.
  - Sometimes the icon is in the bottom tool bar.
  - In Windows 10, click on the **Window** button in the lower left corner of the screen. Scroll to Microsoft Office 2016 and open the folder. Click on the PowerPoint icon.

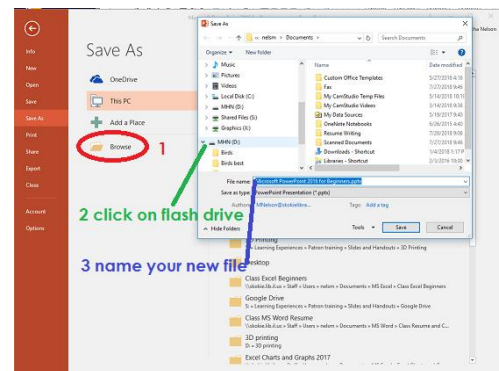
## To create a new PowerPoint file:

- The first time you open PowerPoint, you'll get the “Recent” page. From here you can choose to:
  - Open a recently worked on presentation by clicking on a file name in the left column
  - Create a new blank presentation
  - Create a new presentation by starting with a template
- If you've already been working in PowerPoint and now you want to start a New presentation, click on **File** (upper left corner). This brings you to the Backstage view. Next, click on **New**. From here, you can either create a Blank presentation, or use a Template to quickly start with a pre-formatted presentation.



## To save a PowerPoint presentation:

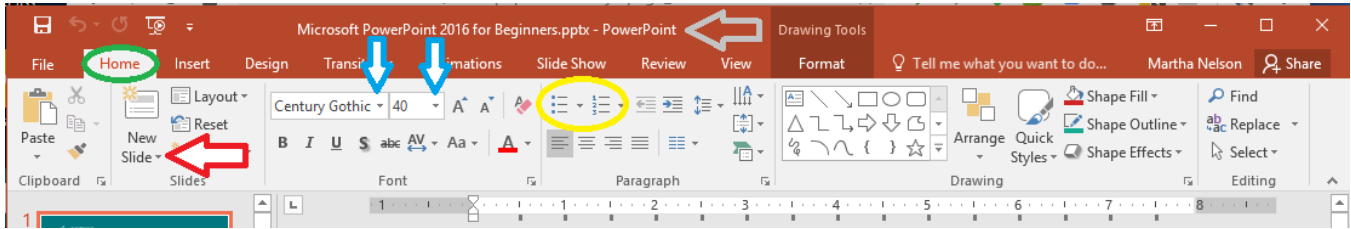
1. Click on **File** (upper left corner).
2. Click on **Save** if the file has already been saved once and you've updated it. OR Click on **Save As** if it's the first time to save this file, or you want to save the file in a new location. Click on **Browse**, then where you want to save the file, finally give the file a unique name.



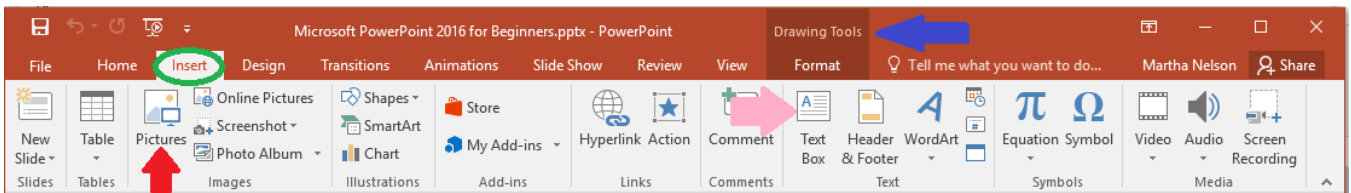
**Remember:** files saved on Library computers will disappear after you logoff! Save files to a flash drive, or email them as attachments to yourself.



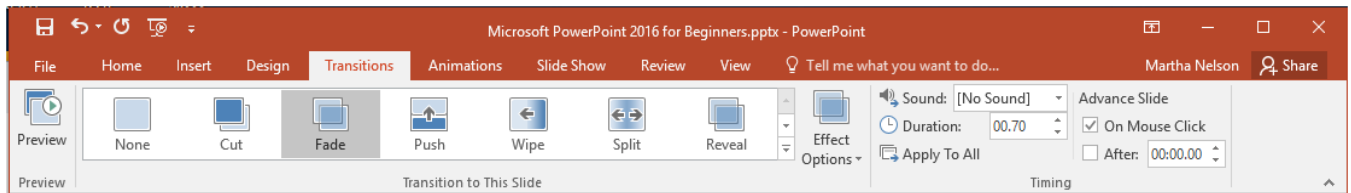
# The Ribbon



<b>File name</b>	The center-top line, ends in .pptx
<b>Home</b>	The next row are the “tabs”, each tab has its own set of sub-controls. The Home tab contains the most common formatting tools.
<b>Down arrows</b>	Click on any down arrow to see more options
<b>Bullets and lists</b>	Common listing technique
<b>New Slide</b>	Just as it says.



<b>Drawing Tools</b>	Some tabs are contextual. If you click on a graphic, the Drawing tab will appear. You can click on it if you want to crop or adjust an image.
<b>Insert</b>	The Insert tab is where you can add new things to your slide
<b>Pictures</b>	Click here to get a dialogue box to select a photo from your computer
<b>Text Box</b>	This will allow you to draw a resizable text box in your slide



**Transitions** between slides can add interest.



At the very bottom of the screen is where you can run the presentation. Can also use the **Slide Show** tab.



## Miscellaneous Office information

### How to select text:

- Place your cursor in front of the first letter of the word, sentence or paragraphs you want to select.  
Click and hold your mouse while you drag your cursor to select the text you want.

### Keyboard shortcuts:

#### To do this

#### Press

Copy selected text or graphics to the Office Clipboard.

Ctrl+c

Cut selected text or graphics to the Office Clipboard.

Ctrl+x

Paste the most recent addition or pasted item from the Office Clipboard.

Ctrl+v

Undo

Ctrl+z



### To resize a graphic:

- Click on image, photo, or graphic. Notice the white dots on the outside edge of the image - those are handles.
- Click on a corner handle and the cursor becomes a diagonal white double-arrow. This resizes the image proportionally.
- Click on an edge handle and the cursor becomes a vertical or horizontal double-arrow. This will resize the image in only one direction, and will make your image look weird.

1 This should be a white arrow

### Everything goes in a box:

- Text goes into a Text Box (Insert > Text > Text Box)
- Pictures are automatically put in a box.

Why? There are automatic processes that work great in a box – resizing, rotating, cropping.

To delete an empty box, click on the box once, then click on one of the handles. Finally, click on the delete key (above the arrow keys).

## Exercise 1 – Shakespeare plants presentation

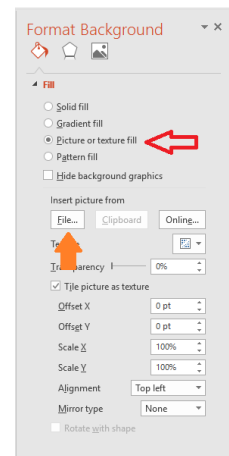
Create a simple presentation with pictures and text.

### First slide

1. Open the Poetry.doc file and the PP Picture folder, on the desk top
2. Open PowerPoint and create a new blank presentation.
3. Click on Insert > Picture. Click on any picture from the PP Picture file.
4. Click on Insert > Text box, and with your cursor, click and drag a box. Type your name
5. Select your text. From the Home tab, modify the font, color, and size. Press Enter.
6. Your first slide!

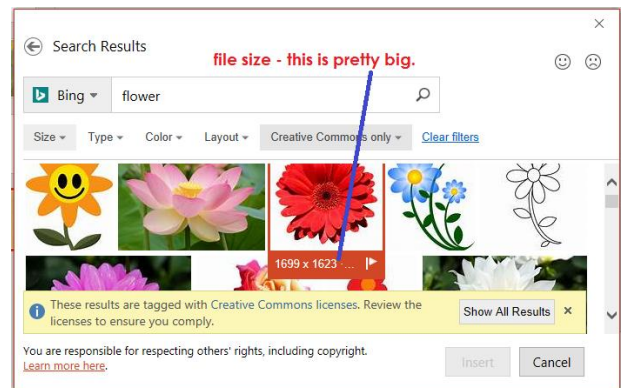
### Second slide – picture covers entire background

1. Click on Home > New Slide
2. Click on the Design tab > Format Background (on right side)
3. Click on File, and in the pop-up box, select a big “horizontal” photo.
4. Click enter. Optional: slide the Transparency bar to see



### Third slide – use Online Pictures

1. Create a new slide
2. Click on Insert > Online pictures
3. This brings up a Bing search window. Type in the thing that you are searching for, and press enter.
4. “Creative Commons only” means it will only show images for which the owner has given permission to use.
5. Select the desired image, and press Insert.



### Rearrange slides

There are a few ways of rearranging the order of your slides.

1. In the left hand column, the Navigation Pane, you will see thumbnails of all your slides. Click and drag one slide to change its order in the presentation.
2. Or, click on the View tab > Slide Sorter. This allows you to see many slides at once. Click and drag to reorder the slides.