



**Microsoft PowerPoint 2016
Beyond the Basics
Course Notes**

Sample

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Sample

COURSE OBJECTIVES

By the end of this course you will be able to

- Briefly describe the PowerPoint screen layout.
- Accurately edit a presentation and insert a slide, referring to notes if necessary.
- Correctly insert a chart from Excel, without reference to notes.
- Briefly describe how to export a presentation to Word.
- Correctly create, modify and format text on slides using placeholders, text boxes and auto shapes, without reference to notes.
- Set up slide show animations to a prescribed format, without reference to notes.
- Briefly describe how a trigger works.
- Correctly add sound to a slide show, referring to notes if necessary.
- Accurately set transition timings by recording the slide show, referring to notes if necessary.
- Correctly create, and modify action buttons & hyperlinks on slides, without reference to notes.
- Correctly create custom shows in a slide show, referring to notes if necessary.
- Correctly set up an automatically advancing slide show, referring to notes if necessary.
- Briefly describe the features available during manual advance of a slide show.
- Correctly modify the layout of a slide master, without reference to notes.
- Correctly create, and apply a new theme to a new and an existing presentation, referring to notes if necessary.
- Briefly describe how to change the default template.

MODULE 1 – WORKING WITH OUTLINES AND EMBEDDED DATA

OBJECTIVES

At the end of this section you will be able to:

- Briefly describe the PowerPoint screen layout.
- Accurately edit a presentation and insert a slide, referring to notes if necessary.
- Correctly insert a chart from Excel, without reference to notes.
- Briefly describe how to export a presentation to Word.

POWERPOINT BASICS

Microsoft PowerPoint 2016 is a program used to create presentations. It helps you communicate your ideas with an outline feature that keeps your thoughts organised.

If you want to design a colourful layout but you're not sure what combinations of colours to use, PowerPoint provides a number of different Design Themes that provide different background colours and colours for text, titles, graphs, and so on. PowerPoint also provides drawing tools to create individual artwork and clip art for those more artistically challenged.

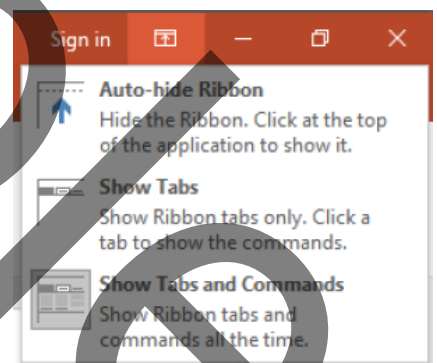
The Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed.

There is no way to delete or replace the Ribbon with the toolbars and menus from the earlier versions of Microsoft Office. However, you can customise the Ribbon and also minimize it to make more space available on your screen.

To always keep the Ribbon minimized

1. Click on the **Ribbon Display Options** button at the right-hand end of the Title Bar, and in the list, click on the **Show Tabs** option. Alternatively, right-click anywhere on the Ribbon and select **Collapse the Ribbon**.
2. To use the Ribbon briefly while it is minimized, click on the tab you want to use, and then click the option or command you want to use. After a while the Ribbon will minimize again.



To restore the Ribbon

1. Either, double-click any tab again to restore the Ribbon, or click on the **Ribbon Display Options** button at the right-hand end of the *Title Bar*, and in the list, click on the **Show tabs and Commands** option. Alternatively, right-click anywhere on the Ribbon and click on **Collapse the Ribbon** (This will clear the tick next to this option).

To auto-hide the Ribbon

1. The Ribbon can be hidden completely so it only displays temporarily when you point your mouse at the top of the screen. Click on the **Ribbon Display Options** button at the right-hand end of the *Title Bar*, and in the list, click on the **Auto-hide Ribbon** option.

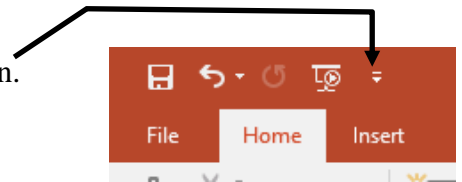
Customising the Quick Access Toolbar

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.

The Quick Access Toolbar can be located in one of two places - either in the upper-left corner next to the **File** tab, or below the Ribbon.

To move the Quick Access Toolbar

1. Click on the **Customize Quick Access Toolbar** button.
2. In the list, click on **Show Below the Ribbon** or **Show Above the Ribbon** as required.



To add a command to the Quick Access Toolbar

1. On the Ribbon, click on the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
2. Right-click on the required command, and select **Add to Quick Access Toolbar** on the shortcut menu.

Notes: You cannot increase the size of the buttons. The only way to increase the size of the buttons is to lower the screen resolution you use.

You cannot display the Quick Access Toolbar on multiple lines.

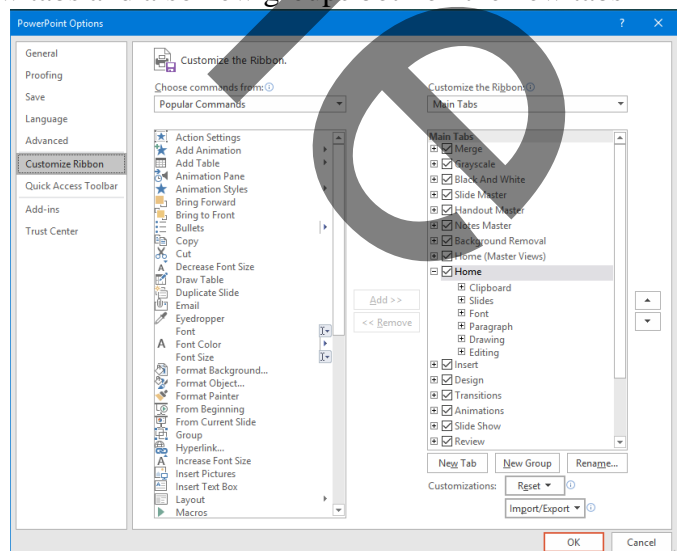
You can also customise the Quick Access Toolbar in a similar way to customising the Ribbon as detailed in the next steps. This customisation can also just apply to a specific document and is set using the top-left drop-down selector in the Options dialog.

Customising the Ribbon

The Ribbon is customizable also. You can create new tabs and also new groups both on the new tabs and in existing tabs. You can also add new buttons to new groups. You cannot delete any of the built-in tabs, groups or buttons. Buttons can only be added to custom groups, not to existing built-in groups.

To add a new tab or new group to the Ribbon

1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. The right-hand pane initially shows the Main tabs and the currently



selected Ribbon tab will be expanded in the pane to show the various groups. Click on any of the + signs to expand the display and give more detail. To view the other available tabs that can be customised click on the drop-down selector above the right-hand pane and choose *All Tabs* or *Tool Tabs* as required.

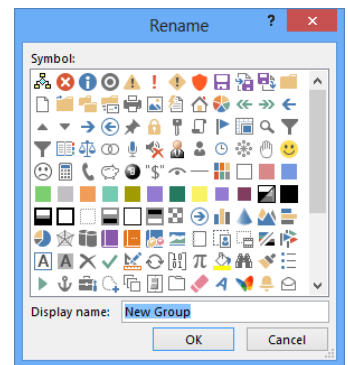
4. Do one or more of the following:

- To create a new tab, click on the **New Tab** button below the right-hand pane. The new tab will be inserted below the currently selected tab, together with a default empty new group.
- To create a new group, click on the **New Group** button below the right-hand pane. The new group will be inserted at the end of the existing groups in the currently selected tab.

Note: To reposition the tab/group click on the tab/group then use the up and down arrows to the right of the right-hand pane to reposition, while the tab/group name is selected.

To rename a new tab or group

1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. Select the tab or group entry in the right-hand pane.
4. The *Rename* dialog is displayed as shown here. Type a new name in the *Display name* box at the bottom.
5. If you want the button to have an associated icon, choose one by clicking on one from the displayed *Symbol* collection.
6. Finally, click on **OK**.



To add a new button to a group

2. Right-click anywhere on the Ribbon
3. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
4. In the right-hand pane, right-click on the tab and group that will hold the button.
5. In the left-hand pane select the button that you wish to add.
6. Click on the **Add>>** button.

Note: To reposition the button use the up and down arrows at the side of the right-hand pane while the added button is selected in the right-hand pane.

BACKSTAGE VIEW

The Ribbon contains the set of commands for working *in* a document, while the Office Backstage view is the set of commands you use to do things *to* a document.

Open a document, and click on the **File** tab to see the Backstage view. The Backstage view is where you manage your documents and related data about them - create, save, and send documents, look at documents for properties or personal information, set options such as turning on or off AutoCorrect, and more.

Either click on the backstage Back button,  or press **[Esc]** on your keyboard to close Backstage view.

OPENING, SAVING AND CLOSING PRESENTATIONS

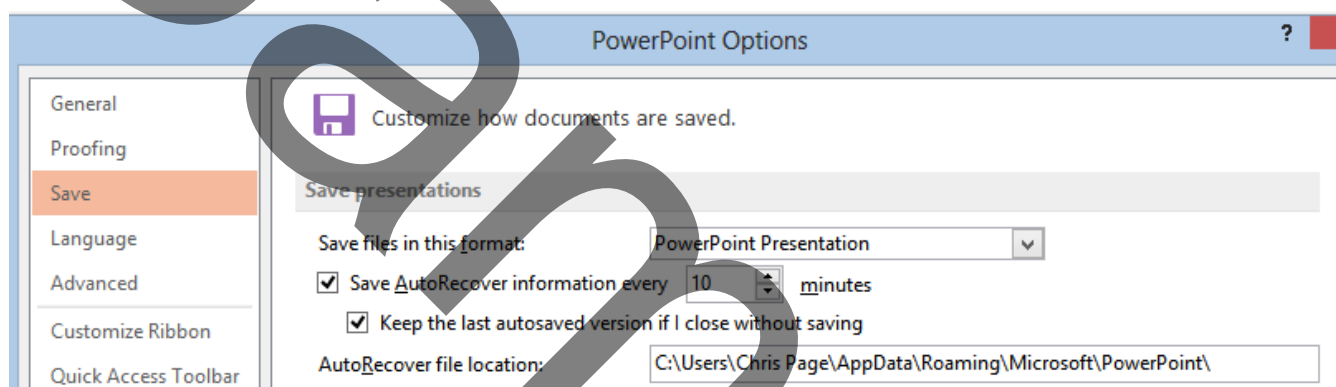
A PowerPoint presentation may be saved onto disk at any time. It is important to note that PowerPoint will save automatic recovery information (known as *autorecover* and by default it is every 10 minutes). Consequently, if anything untoward happens all work is not lost. Each saved presentation file must be given a name of no more than 255 characters that contain only the characters:

A-Z 0-9 \$ & ! % ' () A - { } .

Presentation files are automatically given the file extension .PPTX.

To change the Autorecover options

1. Click on the **File** tab, and then click on the **Options** button.
2. In the PowerPoint options dialog, select the **Save** category on the left.
3. In the displayed *Save presentations* section select the required time in the **Save Autorecover information** option.
4. Also consider setting the **Keep the last autosaved version if I close without saving**



option.

To save a presentation on your computer

1. Click on the **File** tab, then click on **Save**, or click on the **Save** button on the Quick Access Toolbar. If you've saved your work before then that is all you need to do. If you want to save it as a different file type or file name, select **Save As**.
2. If this is the first time you have saved your file, or you are changing the file type or name, go on to complete the next steps:
 - Under **Save As**, choose where to save your workbook, and then browse to a folder. *Note: If you have a OneDrive subscription then you can connect to OneDrive to work with files stored in the cloud.*
 - In the *File name* text box, enter a name for your presentation.
 - Click on **Save** to finish.



To save a file as a PDF document

1. Click on the **File** tab, then click on **Export**, and choose the *Create PDF/XPS* option, then click on the **Create PDF/XPS** button. Give the file a name and click on **Publish**.

- Alternatively, click on the **File** tab, then click on **Save As**, and select PDF (*.PDF) in the *Save as type* box in the dialog. Give the file a name and click on **Save**.

To close a presentation

Click on the **File tab**, then click on **Close** or click the presentation's *Close* button top-right (if this is the only presentation that is open, this action will also close down PowerPoint).

If the presentation has not been previously saved a dialog box will appear asking if you want to save the changes to the file. Either select:

Save to save changes before closing.

Don't Save to close without saving any changes.

Cancel to cancel the command.

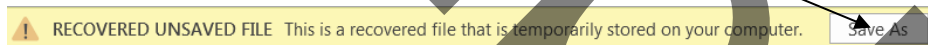
Note: if you do select Don't Save accidentally, you may not lose all you work unless you have changed the default options. PowerPoint automatically saves the Autosave file when you select Don't Save. So you would only lose the work done since the last Autosave of that file.

To Recover an AutoRecover file or File When Don't Save is Selected

If you are working in a newly created file or a temporary PowerPoint file, such as an e-mail attachment in Outlook, and then close it without saving, you can still open the last autosaved file. AutoSaved files are kept for 4 days before being permanently deleted.

To recover an autosaved file when the file was never saved

- Click on the **File** tab, then select **Open**.
- At the bottom of the *Recent* list click on the *Recover Unsaved Presentations* option.
- A special Unsaved Files folder will open in a new window. Select the file and then click on **Open**.
- In the business bar at the top of the file, click on **Save As** to save your file to your computer again.

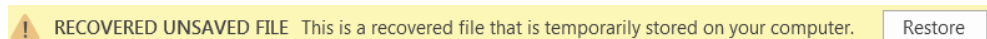


To recover an autosaved file of a previously saved file

- Open the file that did not have the changes saved to it.
- Click on the **File** tab, then select **Info**.
- Beside the **Manage Versions** button will be an entry with a date and time and in brackets the text *when I closed without saving*. Point and click on that text to recover the unsaved changes.
- In the business bar at the top of the file, click on **Restore** to save your file to your computer again. You will need to confirm overwriting the later saved version.



Versions
Today, 16:26 (when I closed without saving)



EXERCISE 1

1. Open the **DVDROM** presentation.
2. Insert a *Title* slide at the beginning and give it a title of *DVD-ROM Disk Drives*.
3. Add a new slide at the end of the **DVDROM** presentation, making it a Title and Content slide.
4. Set up a link to the chart in the Excel file **DVD.xlsx**. Make sure you use the appropriate link so you are prompted to update the link on opening the presentation.
5. Change the slide title to read *Excel Linked Chart*.
6. Re-size the chart and format it as required to fill the slide.
7. Close down Excel.
8. Finally, close and save the presentation.

Sample

EXERCISE 2

1. Open the **DVDROM** presentation. Cancel any link updates.
2. On Slide 4 entitled *Key benefits...* and add a text box that contains the text:

*The capacity of DVD ROMs
makes them ideal for Multimedia content
and Movies*

3. Change the font for the above text box to 18pt and make the font Bold and Italic. Make the text centre aligned.
4. Place the text centrally on the slide under the main text placeholder.
5. Draw a left and a right facing arrow each from the Shapes menu so the tips are touching and the arrows face each other as shown below. Add the appropriate text to each arrow as shown.



6. Close and save the changes.