



**Microsoft PowerPoint 2016**  
**Introduction**  
**Course Notes**

Sample

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Sample

## COURSE OBJECTIVES

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By the end of this course you will be able to

- Briefly describe the PowerPoint screen layout.
- Correctly create a basic PowerPoint presentation, without reference to notes.
- Correctly open, close and save a PowerPoint presentation, without reference to notes.
- Accurately edit and save a presentation using the Outline tab, referring to notes if necessary.
- Correctly change the order of slides of a presentation, without reference to notes.
- Accurately create and edit a slide in Normal View using an appropriate Slide Layout, without referring to notes.
- Correctly create and format bulleted lists, and bullet styles, referring to notes if necessary.
- Correctly draw and edit Shapes and their associated text on a slide, referring to notes if necessary.
- Correctly add clip art to a slide using an appropriate slide layout, without reference to notes.
- Create specified SmartArt on a slide, referring to notes if necessary.
- Accurately create a chart in a slide using supplied data, referring to notes if necessary.
- Briefly describe how to print slides, notes and handouts.
- Correctly add specified animations and transitions to an electronic slide show, without reference to notes.

# MODULE 1 – WORKING WITH OUTLINE PRESENTATIONS

## OBJECTIVES

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

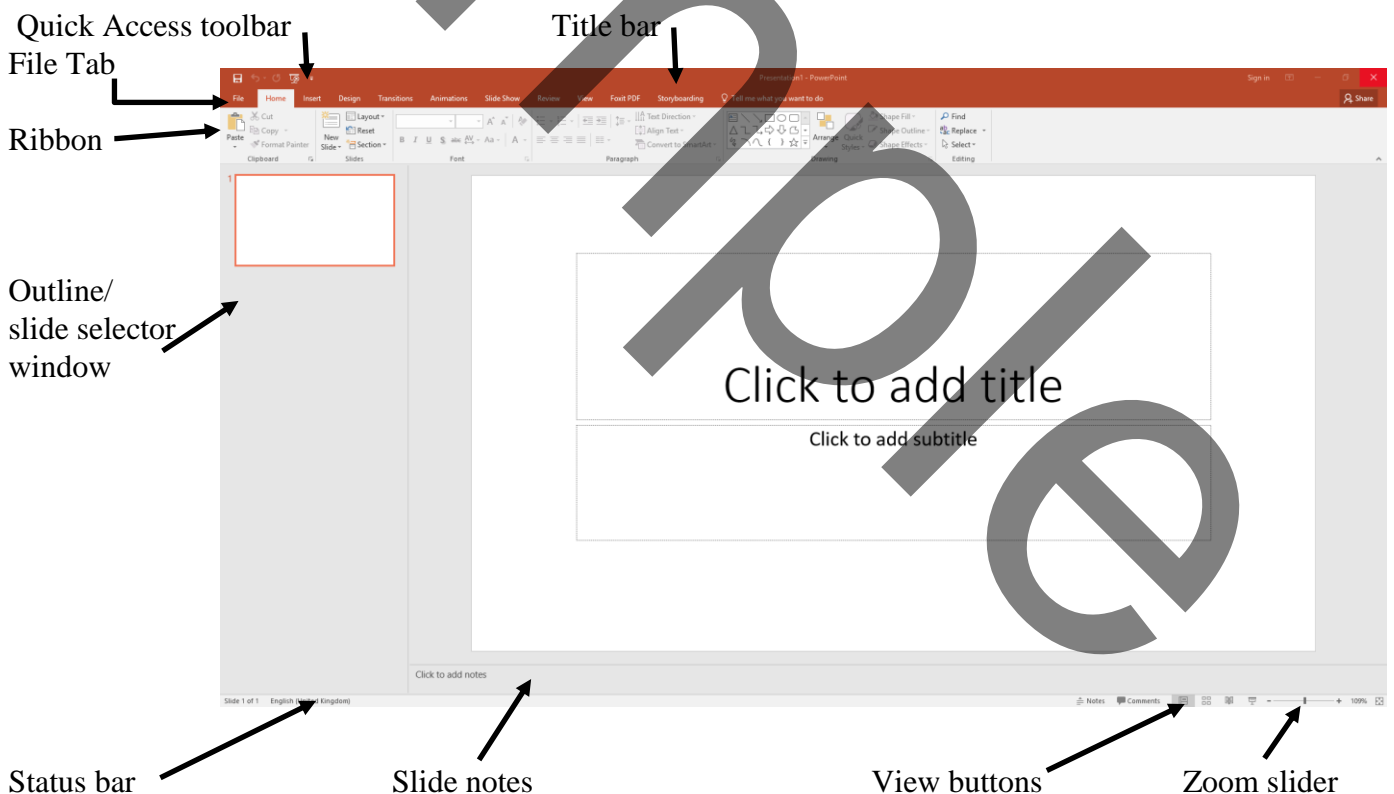
- Briefly describe the PowerPoint screen layout.
- Correctly create a basic PowerPoint presentation, without reference to notes.
- Correctly open, close and save a PowerPoint presentation, without reference to notes.
- Accurately edit and save a presentation using the Outline tab, referring to notes if necessary.
- Correctly change the order of slides of a presentation, without reference to notes.

## WHAT IS POWERPOINT?

Microsoft PowerPoint 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.

## POWERPOINT SCREEN LAYOUT



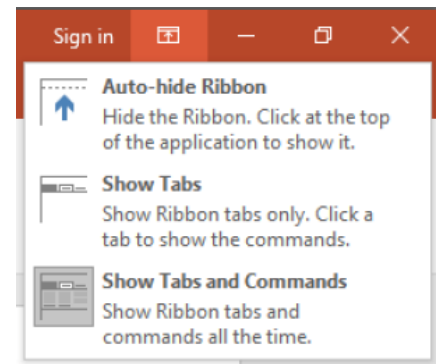
## THE RIBBON

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.*

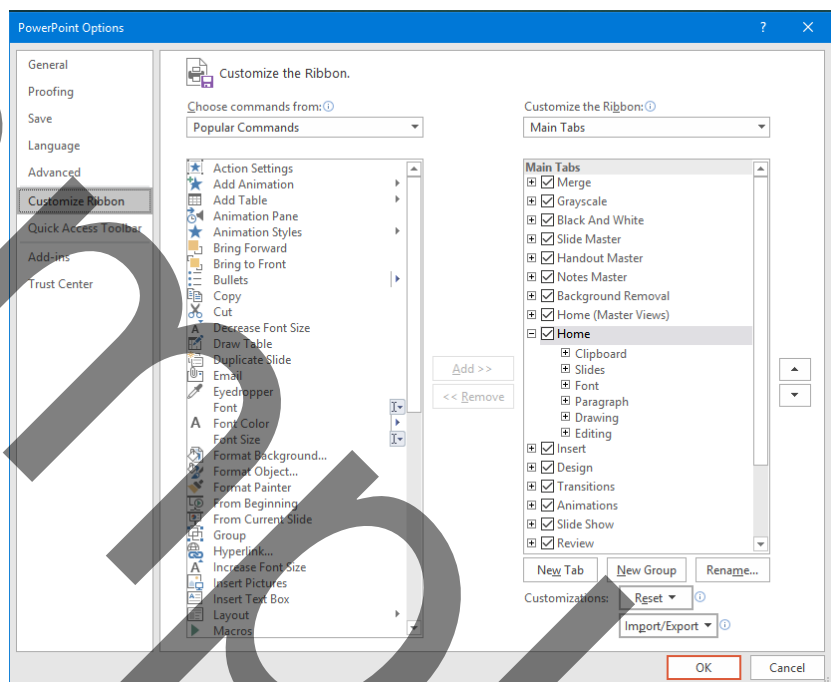
*You can also customise the Quick Access Toolbar in a similar way to customising the Ribbon as detailed in the next steps. This customisation can also just apply to a specific document and is set using the top-left drop-down selector in the Options dialog.*

## 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:
  - a. 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.
  - b. 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.



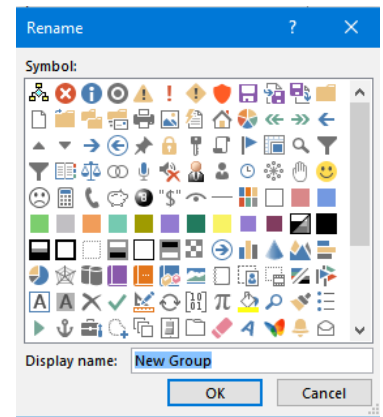
*Note: To reposition the tab/group click on the tab/group then use the up and down arrows to the right of the right-hand pane to reposition, while the tab/group name is selected.*

### 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**.



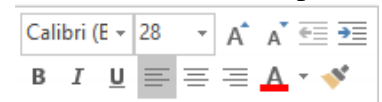
### ***To add a new button to a group***

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

### ***THE MINI-TOOLBAR***

Whenever you select any slide text a mini-toolbar is displayed when you point the mouse to the top edge of the selection. Clicking on the appropriate button will apply that format feature. While the Insertion Point is in an area of text that has been enhanced, the appropriate button on the Toolbar will appear pressed.



### ***STATUS BAR***

The Status Bar is displayed at the bottom of the screen and shows you the slide that is active.

### ***SCROLL BARS***

The vertical scroll bar lets you scroll through the pages of a presentation. Holding down the mouse button will result in continuous scrolling. By clicking on the scroll bar above or below the scroll box, the slides scroll up or down one slide at a time. The vertical scroll bar only displays once more than one slide is in the presentation, or you have zoomed in to a single slide so scrolling becomes necessary.

The horizontal scroll bar works in very much the same way as the vertical scroll bar except that it moves your view of the slide to the left or to the right.

If the zoom control is set so that a complete slide cannot be seen, the scroll bars will move the view to other parts of the same slide until the edge of that slide is reached. The scroll box can be dragged to any point on the scroll bar to reposition in the presentation. The number of the slide or note is displayed as you drag.

Clicking on the double arrow icons below the vertical scroll bar will scroll through one slide at a time taking you to the previous slide or the next slide depending upon which icon is selected.

### ***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***

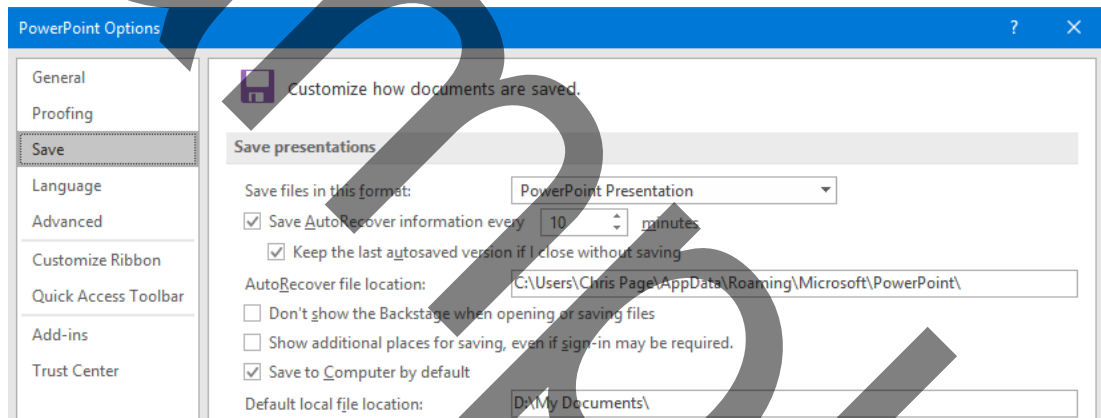
A PowerPoint presentation may be saved onto disk at any time. It is important to note that PowerPoint will save automatic recovery information (known as *autorecover* and by default it is every 10 minutes). Consequently, if anything untoward happens all work is not lost. Each saved presentation file 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:



## EXERCISE 1

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1. Customise the Quick Access Toolbar and add the following two buttons:  
New  
Save As Other Format (This command will need you to select **More Commands...** and then select *All Commands* in the *Choose commands from the* drop-down.)
2. Using the *File, Open* permanently pin the presentation **Demo2016** to the Recent Documents list.
3. Create a new presentation based on the *Metropolitan* theme.
4. Type in the Title: ***DVD-ROM Disk Drives***.
5. Enter your name as the subtitle.
6. Finally, close the presentation and save it with the name **DVDROM**
7. Position the cursor at the end of the outline and insert the file **Course2016**. Insert all the slides. Do not keep the source formatting.
8. Exit PowerPoint and return to the Windows desktop.

## EXERCISE 2

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1. Open **DVDROM** from the previous exercise.
2. Using the Views tab of the Ribbon, change to the Outline view.
3. Insert a slide in position 2. Type a title in this slide to read *Objectives* and add the bullet points on it to read as below:
  - Use the latest multimedia DVD-ROM based learning tools
  - Reduce clutter by getting software releases on DVD-ROM
  - Be able to play the latest multimedia computer games
  - Use your computer as a video player
4. Insert a slide in position 3. The title should read *Reducing Clutter* and add the bullet points on it to read as below:
  - One DVD-ROM disk can hold the contents of nearly 7 CDs
  - Each DVD-ROM can hold 4.7GB of data
  - Blu-Ray DVDs can hold up to 50GB of data.
  - Entire programs can fit on one DVD vs. many CDs
5. Close and save the presentation.