

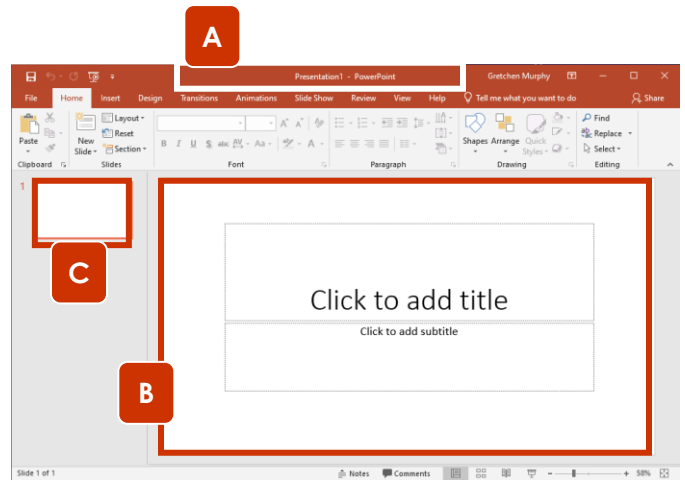
# Introduction to Microsoft PowerPoint 2021

## Screen Layout

When you open a presentation in PowerPoint, you will see the file name of your current document at the top of the window in the **title bar (A)**.

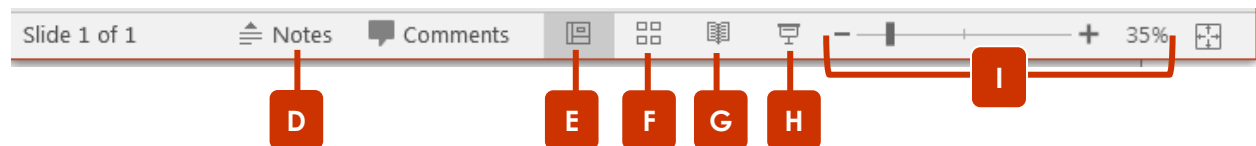
The **slide pane (B)** is the main area in the center of the screen where you will see the slide you are currently working on. This is where you will insert text, graphics, photos, etc.

The **thumbnail pane (C)** is the area on the left side of the screen which shows a small thumbnail version of each slide you have created.



## Status Bar

At the bottom of the window, you will find the **status bar**. Within it, you can see the number of slides in your presentation, the **Notes button (D)**, the **View buttons (E-H)**, and the **zoom slider (I)**.



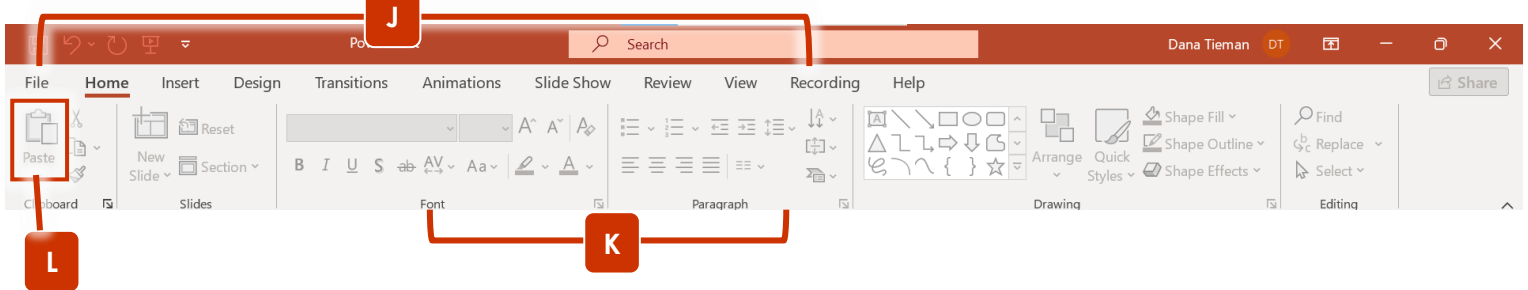
**Notes button (D):** Click to show/hide the Notes pane, which lets you add or view presenter notes for each slide.

**View buttons:** Use to switch between different views of your presentation.

- **Normal (E)** is the view you must be in to make most types of edits to your slides.
- **Slide Sorter (F)** lets you see thumbnail versions of many different slides at once so you can easily drag them around to put them in a different order.
- **Reading View (G)** hides all buttons and menus but retains content
- **Slide Show (H)** is the view you would use if you were giving a presentation. It starts your presentation from the slide you're currently on.

**Zoom slider (I):** Use the slider bar or the plus and minus buttons to zoom in and out on your slides.

## The Ribbon



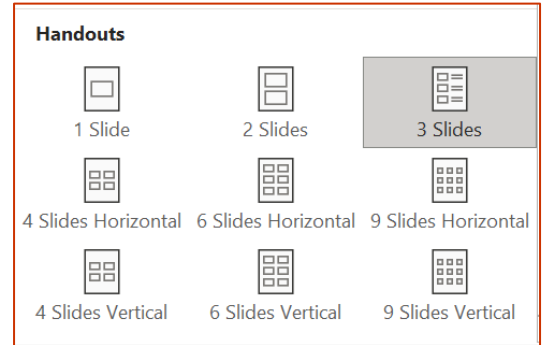
- The **ribbon** is the area just under the title bar where you can find all of the different commands in PowerPoint. It consists of **tabs**, **groups**, and **command buttons**.
- **Tabs (J)** (e.g. File, Home, and Insert) run along the top of the ribbon. Each tab provides access to a different set of commands.
- Within each tab, there are several **groups (K)**.
- Within each group, there are one or more **command buttons (L)**, for carrying out commands or displaying menus.
- In the bottom right corner of each group, you can find the symbol shown at right, which is called a *dialog box launcher*. Clicking on the dialog box launcher will take you to more settings for that group.

### File Tab

Click on the **File** tab to see the following commands:

- **New:** Create a new presentation.
  - Click **Blank Presentation** from the list of document types, OR
  - Choose a template, OR
  - Use the search box to look online for a specific type of template or theme (e.g., "music" or "red").
- **Open:** Retrieve a presentation that has previously been saved.
  - **Recent** lists the last 25 presentations you have opened.
    - To pin a document to the top of the Recent list, hover over it in the list and then click the pushpin icon.
  - **OneDrive:** Microsoft's cloud storage service. If you want to use OneDrive, you must set up an account. Many features require a monthly paid subscription.
  - **This PC** opens the default location for saving documents on your computer.
  - **Add a Place:** If you use Office 365 or OneDrive, you can add a folder to quickly save to the cloud.
  - **Browse** your computer, network drives, or external drives (e.g. flash drive).
- **Info:** Get information about the presentation you are currently working on.
- **Save/Save As:** Save the current presentation
  - If you are working on a brand-new presentation which has never been saved before, choose **Save** OR **Save As**. Either way, you will automatically be prompted to choose a file name and location.
  - Otherwise:

- Use **Save** if you would like to overwrite the previous version of your presentation.
- Use **Save As** if you want to make a new copy of the file without overwriting the original, or if you want to save as a different file format,
- **Print Settings**
  - Choose **Print All Slides**, or type a range of slide numbers if you only want to print specific slides.
  - Choose between:
    - **Full Page Slides** to print 1 slide per page
    - **Notes Pages** will print 1 slide per page. Any notes you have added will appear beneath each slide.
    - **Outline** will print only the text of your slides, in an outline format.
    - **Handouts** to print 1, 2, 3, 4, 6, or 9 slides per page. 3 Slides includes space for notes.
  - Choose **Color**, **Grayscale** (uses black cartridge only), or **Pure Black & White** (uses less ink than Grayscale but affects the appearance of graphics).
    - Click on **Edit Header & Footer** to add/remove date and time, page numbers, or any other text from the top or bottom of your printouts.

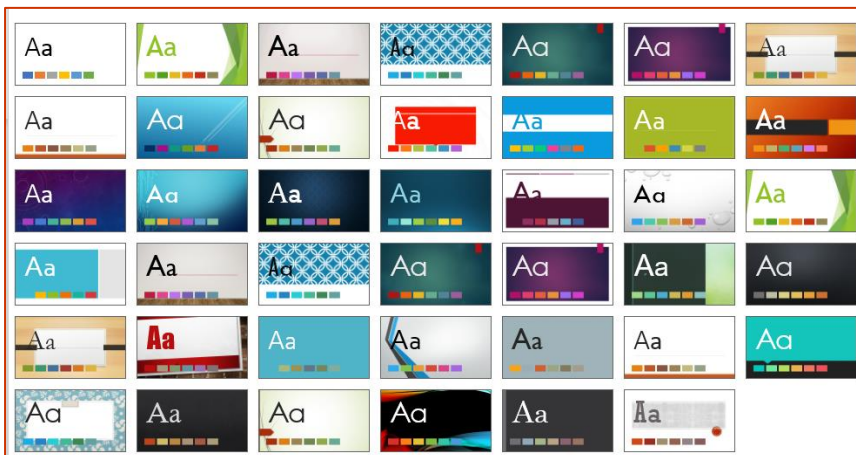


## Quick Access Toolbar

Above the ribbon, in the top left corner of the window, you will find the Quick Access Toolbar, which contains quick shortcuts for the **Save (M)**, **Undo (N)**, **Redo (O)** and **Start [Slide Show] From Beginning (P)** commands.



## Themes



When creating a new presentation, the first thing you may want to do is select a theme.

Go to **Design → Themes** to choose from pre-made sets of fonts, colors, and background images that are designed to look good together. Only a few themes will display on the Ribbon, so click on the dropdown arrow in the bottom right of the Themes group to show the full selection.

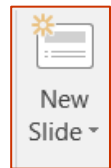
## Variants

Once you've chosen a theme, you will see several variants on that theme under **Design** → **Variants**. Click on the dropdown arrow in the bottom right of the Themes group to show more variants (if available) or access the following menus to further customize the theme:

- **Color:** Choose from a selection of pre-set color schemes or *Customize Colors* to create your own scheme.
- **Font:** Select a pre-set complementary group of fonts or *Customize Fonts*
- **Effect:** Choose effects (such as 3D, color gradients, and glow effects) that will be applied to shapes and lines in your presentation.
- **Background Style:** Choose from solid, gradient, picture/texture, or pattern.

## Create a New Slide

- Go to **Home** → **Slides** → **New Slide**
  - Clicking on the top half of the New Slide button will insert a slide with the default slide layout (see Slide Layout below).
  - Clicking on the bottom half of the New Slide button will let you choose a layout.
- Shortcut: Right-click anywhere in the Thumbnail Pane and choose New Slide.



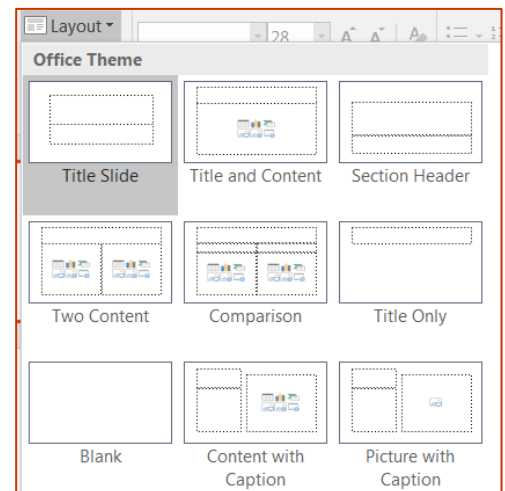
## Slide Layout

Select a slide layout based on the type of information you want to place on the slide.

- *Title Slide* is the default layout for the first slide.
- *Title and Content* is the default layout for any other slides you add.

If you don't want to use the default layout, you can select a different layout when creating a new slide by clicking the bottom half of the New Slide button.

To change the layout of an existing slide, click the Layout button under **Home** → **Slides**.

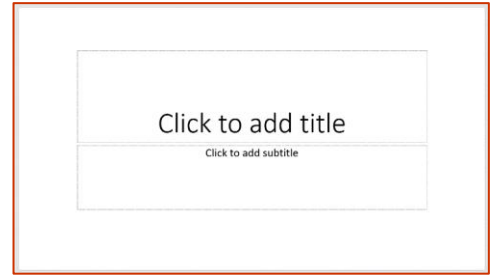


The slide layout is just a starting point to make your life easier. You can move or delete any of the parts, or add additional elements if needed.

## Placeholders

Placeholders are the pre-made boxes in the layout that show you where your text (or picture, etc.) is going to go.

Some placeholders are for text only. To add your own text, click on the placeholder text (e.g. "Click to add title") and start typing.



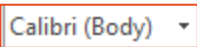
Other placeholders can be used for text OR for tables, charts, Smart Art, pictures, online pictures, or video. You can recognize these placeholders since they will display the icons at right. To add text to this kind of placeholder, click on the placeholder text and start typing. To add the other types of content, click on the appropriate icon in the placeholder area and follow the prompts (see Inserting Content section on page 6-7 of this handout for more information).



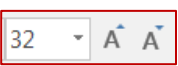
Any placeholders you have not used will only show up when you are in Normal view. If you print the slides or go into Slide Show view to give a presentation, you will not be able to see the placeholder.


## Text Formatting

While the theme and slide layout you choose will come with default text formatting, you can use the commands below to format selected text:

 **Font** Go to **Home** → **Font** and select a font name from the dropdown. Note that cursive and heavy stylized fonts might be difficult to read.

To change the font on every slide at once, go to **Home** → **Editing** → **Replace** and click on the dropdown arrow, then choose **Replace Fonts**.

 **Size** To change the size of your text, go to Home → Font and use the Font Size box or the Increase/Decrease Font Size buttons.

 **Auto-Fit** If your text does not fit within its placeholder area, PowerPoint will automatically adjust the text size so that it will fit. This feature is called "AutoFit Text to Placeholder". Once the text has started AutoFitting, you will see the button at right.

If you click the button, you can choose to keep the text AutoFitted, or choose any of the following options:

- **Stop Fitting Text to This Placeholder:** The text will move past the placeholder and eventually run off the edge of the slide.
- **Split Text Between Two Slides:** Takes the current amount of text and divides it between the current slide and a second, new slide.
- **Continue on a New Slide:** Moves everything after the cursor to a new slide.
- **Change to Two Columns:** Splits the text into two columns.



**Emphasis** Go to **Home** → **Font** and click the buttons to make your text **bold**, *italicized*, underlined, shadowed, or any combination.



**Font Color** To change your font color, use the **Font Color** button under **Home** → **Font**. Click on the dropdown arrow to see a selection of colors that match your color scheme or click on **More Colors...** to pick a color outside your color scheme.



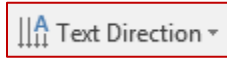
**Horizontal Alignment** To align your text horizontally on the slide, go to **Home** → **Paragraph**



**Vertical Alignment** To align your text vertically on the slide, go to **Home** → **Paragraph** and click the **Align Text** button. You can choose whether to align to the top, middle, or bottom of the slide.



**Bulleted or Numbered Lists** To create or change the appearance of a bulleted or numbered list, go to **Home** → **Paragraph** and click the dropdown arrow next to the **Bulleted List** or **Numbered List** buttons to see your options.



**Text Direction** Go to **Home** → **Paragraph** and click on the **Text Direction** button to choose Horizontal, Rotated, or Stacked text.

## Inserting Content

To insert a table, chart, SmartArt, picture, or video, you can click on the appropriate icon in the placeholder area if there is one. Otherwise, if you do not have a placeholder area you want to use, you can go to **Insert** → **Table**, **Insert** → **Images**, **Insert** → **Illustrations**, or **Insert** → **Media** and click on the button for the type of content you want to insert.



- **Table:** Use to display information in rows and columns.



- **Chart:** Choose between column graphs, line graphs, pie charts, bar charts, scatter plots, and more.



- **SmartArt:** Create diagrams and flowcharts that can help you illustrate relationships or clarify hierarchies.



- **Pictures:** Use to insert a picture that is saved on your computer, disk, or flash drive.
  - When you click on an inserted picture, a new tab appears: **Picture Format**
    - Use the **Adjust** group to correct brightness or sharpness; recolor or tint; or apply artistic effects such as Paintbrush or Film Grain.
    - Use **Picture Styles** to apply a frame or border to the picture
    - Use the **Arrange** group to change layer order, align, rotate or group
    - The **Size** group allows you to crop or resize the image.



- **Stock Images:** Use to search for an image online and insert it. Search for a word or phrase using Bing Image Search.

- The search will return images from the Internet that are tagged with a Creative Commons license, meaning that the person who posted each image online stated that it can be freely used without copyright issues. For more information, visit <http://creativecommons.org/licenses/>.



- **Video:** Browse for a video that you have saved on your computer, disk, or flash drive, then click Insert.



- **3D Models:** Moving graphics. Microsoft has hundreds from which to choose.



- **Insert an Icon:** Select from a list of line-drawn illustrations



Panda icon

## Inserting Shapes

You cannot insert a shape directly from the placeholder area. It must be inserted by going to **Insert → Illustrations** and clicking on the **Shapes** button. Click on the type of shape you want and then click and drag on your slide to draw the shape.

## Inserting a Text Box

If you want to insert text and you do not have a text placeholder available, you will need to insert a new text box. Go to **Insert → Text**, click on the **Text Box** button, then click and drag on your slide to draw the text box. A blinking cursor should appear so you can type in it.

## Rearranging Slides

To rearrange your slides in Normal view, you can click and drag them in the thumbnail pane until they are in the order you want. If you would like to see more slides at once when clicking and dragging, switch to Slide Sorter view.

To make an exact copy of an existing slide, right-click on it in the thumbnail pane (or in Slide Sorter view) and choose **Duplicate Slide**.

To delete an existing slide, right-click on it in the thumbnail pane (or in Slide Sorter View) and choose **Delete Slide**.

## Animations

Animation lets you control how your text boxes and other objects become visible on the screen. For Animations to work, you must click on **each individual object** on the slide and select an animation for it.

To add an animation:

- Click on the object or text box you want to add an animation to.
- Go to **Animations → Animation**.
- Click the bottom dropdown arrow next to the list of animations to select from the following categories of animation:
  - **★ Entrance:** Begins with a blank screen. Each click of the mouse adds another bullet point or object.
  - **★ Emphasis:** All bullet points or objects are visible initially, but each click of the mouse causes an effect, such as a pulse or a color change.
  - **★ Exit:** All bullet points or objects are visible initially, but each click of the mouse makes a bullet point or object disappear.



- Once you have added animations to your slide, a small number appears next to each object or bullet point to let you know the order in which the animations will occur. To change the order, select the object and go to **Animations** → **Timing** → **Reorder Animation**.

## Slide Transition

Slide transitions control the way that one slide transitions to the next. For example, a slide can fade out, wipe left or right, or split in half to reveal the next slide.

You can select a different type of transition for each slide, or apply the same transition to all.

To choose a transition:

- Go to **Transitions** → **Transition To This Slide** and choose one of the options (use the bottom dropdown arrow to see more).
- Some types of transitions have additional customization options. To see them, click on the **Effect Options** button. (not available for all transitions)

To apply the same transition to all slides:

- Choose the desired transition, and then click **Apply to All**.

## Running a Slide Show

PowerPoint slide shows are designed to be run in **Slide Show View** (full-screen, with all buttons and toolbars hidden from view).

- Go to Slide Show → From Beginning OR Slide Show → From Current Slide
- By default, PowerPoint assumes that someone will be running the presentation and advancing the slides.
  - The space bar, Enter Key, and the left mouse button can all be used to move to the next slide.
  - The ← and → keys can be used to move back and forth between slides.
- If you have two screens (for example, a laptop and a television or projector), you can use *Presenter View* to see your notes and a preview of the next slide while you are presenting, while the audience sees only the current slide.
  - To enable Presenter View, go to **Slide Show** → **Monitors** and make sure “Use Presenter View” is checked.
- To make the slide show run by itself:
  - Go to the **Transitions** tab.
  - In the **Timing** group, under Advance Slide, uncheck “On Mouse Click”.
  - Check “After:” and choose an amount of time (in seconds).
  - IMPORTANT: Click **Apply to All** (this makes all slides advance automatically).
  - Go to **Slide Show** → **Set Up** → **Set Up Slide Show**.
  - Under **Show Type**, choose “Browsed at a Kiosk” and click OK. The slide show, once started, will now run automatically.