

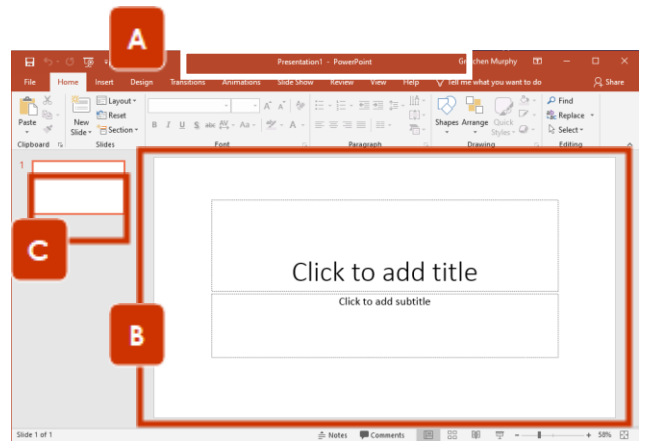
# Microsoft PowerPoint 2021: Intermediate

## 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.

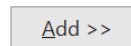


## Organizing your Workspace





**Quick Access Bar:** add commonly used buttons for even quicker access

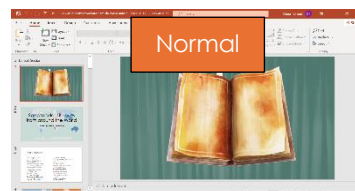


Go to **File → Options → Quick Access Toolbar → Select desired button →**




**Status Bar:** adjust the appearance of slides

-  **Normal:** displays workspace view
-  **Slide Sorter:** multiple slides visible to assist with organization
-  **Reader View:** makes the slides visible as pages
-  **Slide Show:** full screen presentation

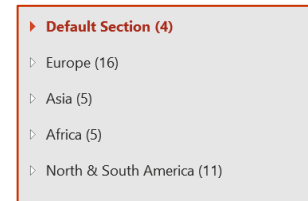


**Hiding Slides:** remove the slide from the presentation, but not the workspace

- **Right-click on a slide in the Thumbnail Pane → Hide Slide**
- The slide number will appear like this when the slide is hidden: 
- To Unhide, **right-click → click a second time on Hide Slide**

**Sections:** divide your presentation into “chapters”

- In the Thumbnail Pane, **right-click → Add Section**
- Sections can be named and renamed
- Click and drag to rearrange by section
- Click the triangles  to expand or collapse individual sections



**Section Zoom:** add a shortcut to a section directly to a slide

- Click the Section Name, and then drag to the Slide Pane.
- A miniature version of the first slide of the section will appear on the slide
- Look for an extra tab in the Ribbon called **Zoom** for additional options (e.g. Change Image, Duration, Styles, and Arranging)



**Exporting:** go to **File → Export**

- **Create a Video:** up to 4K depending on the capability of your computer
- **Create an Animated GIF**
- **Create Handouts:** sends slides to MS Word, complete with space for notes
  - Added perk: updates automatically when slide content changes
- **Change File**
  - *PowerPoint Show:* automatically opens as a presentation
  - *Template:* creates a start point for later presentations

## Design


Always consider the purpose of your presentation

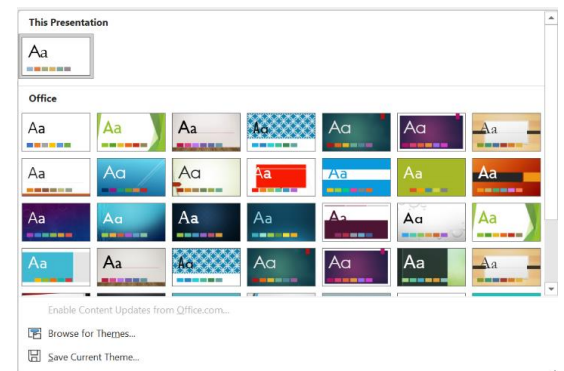
- Supplementing a spoken presentation? Keep the verbiage brief!
- Visual interest is important!
- Know your audience...are you presenting to the chairman of the board, or a group of wired 5<sup>th</sup> graders?

**555 rule: On every slide...**

- 5 lines of text
- Each line contains no more than 5 words
- Each slide presented for 5 minutes max

**Themes:** add visual interest without re-inventing the wheel

- **Design → Themes → Choose from installed themes.** Click  to see the entire catalog
- Additional themes are available from Microsoft or via a web search
- If you've created your own theme, select **Save Current Theme** to use it for future presentations.



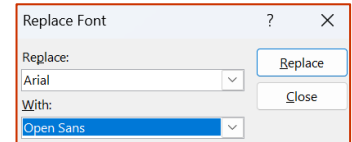
## Branding

Go to **Design** → **Variants** → **More** (  )

- **Colors:** choose from available schemes, or select **Customize Colors** to create your own color scheme.
- **Fonts:** select from complementary font families, or **Customize Fonts** to create your own font family

**Replacing Fonts:** when you hate the font you loved yesterday

- **Home** → **Editing** → **Replace** → **Replace Fonts**



## Background

- Go to **Design** → **Format Background**
- Select from color and texture options
- Apply to individual slides, or **Apply to All** for a more consistent effect

## Order, Alignment and Distribution

**Order** controls which object is in front

- Select object
- Go to **Home** → **Drawing** → **Arrange** → **Order Objects** → **Bring to front/forward** or **Send to back/backward**

**Alignment** lines up the edges of multiple objects

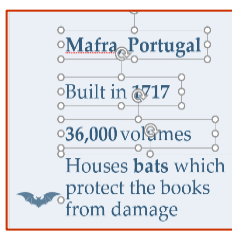
- Click and Drag to select multiple boxes (or press SHIFT while clicking on multiple boxes)
- Go to **Home** → **Drawing** → **Arrange** → **Align** → **Select correct alignment**

**Distribution** puts an equal amount of space between objects

- Click and drag to select multiple boxes (or press SHIFT while clicking on multiple boxes)
- Go to **Home** → **Drawing** → **Arrange** → **Align** → **Distribute Horizontally** or **Distribute Vertically**



Unaligned



Left Aligned



Center Aligned



Right Aligned



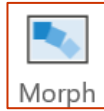
Left Aligned & Vertically Distributed

# Next Level Transitions and Animations

**Transitions:** controls the behavior between slides

**Morph:** creates motion or movement between slides

- Create the “before” version of the slide
- In the Thumbnail Pane, **right-click on the slide → Duplicate Slide**
- On the duplicate slide, create the “after” version (move objects, add graphics, etc.)



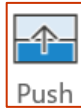
- Go to **Transitions → Morph**



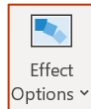
- Click **Preview** to see the Transition

**Push:** great for Timelines or large images that don't easily fit on one slide

- Create two or more slides, dividing content between each.



- Go to Transitions → Push



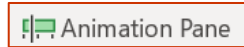
- Click Effect Options → Choose best direction



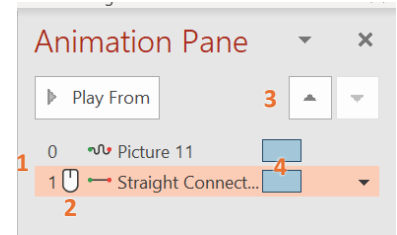
**Animations:** controls the behavior of objects within a slide

- **Entrance:** objects appear when clicked
- **Emphasis:** objects change when clicked (grow, teeter, flash, etc.)
- **Exit:** objects disappear when clicked
- **Motion Path:** objects move along specified paths (shapes, lines, custom paths)

**Organizing Animations:** go to **Animations** → **Advanced Animations** →



1. The numbers indicate the order of the animations
2. The mouse indicates the animation must be clicked to activate
3. Use the arrows to reorder
4. Change the duration by clicking on the blue rectangles



**Animation Painter:** apply animations from object to additional objects

- **Animations** → **Advanced Animations** → **Animation Painter**
- Click once on an animated object → Animation Painter → Click on a second object to apply the animations

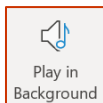
## Audio, Video and Recording

**Audio:** Insert → Audio

- **Audio on My PC:** stored or downloaded audio
- **Record Audio:** allows you to record your own sounds
- Use the **Playback** Tab to customize the track



- remove sections from the beginning or end of the track
- Fade In/Out
- Audio Options
  - Play across slides
  - Loop until stopped



- plays continuously during the presentation

**Video:** Insert → Video

- **This Device:** upload your own videos
- Use the **Playback** Tab to customize the track
  - Trim Video remove sections from the beginning or end of the video
  - Fade In/Out
  - Video Options
    - Play full screen
    - Loop until stopped
  - Insert Captions
- **Stock Videos:** select from Microsoft's catalog of videos
- **Online Videos:** YouTube, SlideShare, Vimeo
  - Note: online videos are embedded, meaning your presentation connects to an external source to view the video. The upshot...you must have an Internet connection for this to work!

**Recording:** Record your presentation and then export to video

- Go to **Recording** → **Record Slide Show** → **Record from Beginning** or **Current Slide**
- NOTE: microphone required

## Master Views (View → Master Views)

**Slide Master:** controls the look of your entire presentation, including colors, fonts, background colors, effects, etc. Great for creating templates, but usually not necessary for stand-alone presentations

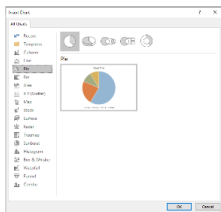
**Handout Master:** customize the look of your printed presentation. Controls the number of slides, background effects, pagination, and more

**Notes Master:** similar to the Handout Master but also includes presenter notes.

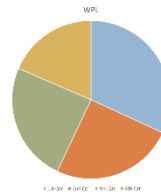
## Charts and Graphs

Go to **Insert** → **Chart** → **Choose Your Chart Type** → **Click OK**

- An Excel Spreadsheet will appear
- Use Excel to add data to create your chart. The chart will update automatically.
- Close the spreadsheet when you have finished entering your data
- Use the Chart Tools tabs to further customize your chart.
- To return to the spreadsheet, go to **Chart Tools Design** → **Edit Data** → **Edit Data** or **Edit Data in Excel**



	A	B	C	D	E	F	G	H	I	J
1										
2	1st Ctr	40								
3	2nd Ctr	34								
4	3rd Ctr	33								
5	4th Ctr	25								



## Office 365 Features

**Designer:** automatically creates professional looking layouts based on your existing text and images

- Go to **Home** → **Designer**



**Cameo:** insert your live camera feed directly onto a slide (must have a webcam)

- Go to **Insert** → **Cameo**
- Use Camera Format Tab to customize