

# GETTING TO KNOW POWERPOINT

**Microsoft PowerPoint 2016** is part of the suite of programs known as **Microsoft Office**. You can use PowerPoint to create and share dynamic presentations, or slide shows as they are most commonly called.

Before you start to use PowerPoint, let's spend a bit of time learning about the PowerPoint window and its features.

## In this session you will:

- ✓ learn how to start **PowerPoint** from the desktop
- ✓ gain an understanding of the **PowerPoint** start screen
- ✓ learn how to create a new blank presentation
- ✓ gain an understanding of the **PowerPoint** screen
- ✓ gain an understanding of how **PowerPoint** works
- ✓ learn how to use the ribbon
- ✓ learn how to use ribbon keytips
- ✓ learn how to show and hide the ribbon
- ✓ gain an understanding of **Backstage** view
- ✓ learn how to access the **Backstage View**
- ✓ learn how to change the office theme
- ✓ learn how to use shortcut menus
- ✓ gain an understanding of dialog boxes
- ✓ learn how to launch dialog boxes
- ✓ gain an understanding of the quick access toolbar
- ✓ learn how to add commands to the **Quick Access Toolbar**
- ✓ gain an understanding of the status bar
- ✓ learn how to customise the status bar
- ✓ learn how to exit safely from **PowerPoint**.

# STARTING POWERPOINT FROM THE DESKTOP

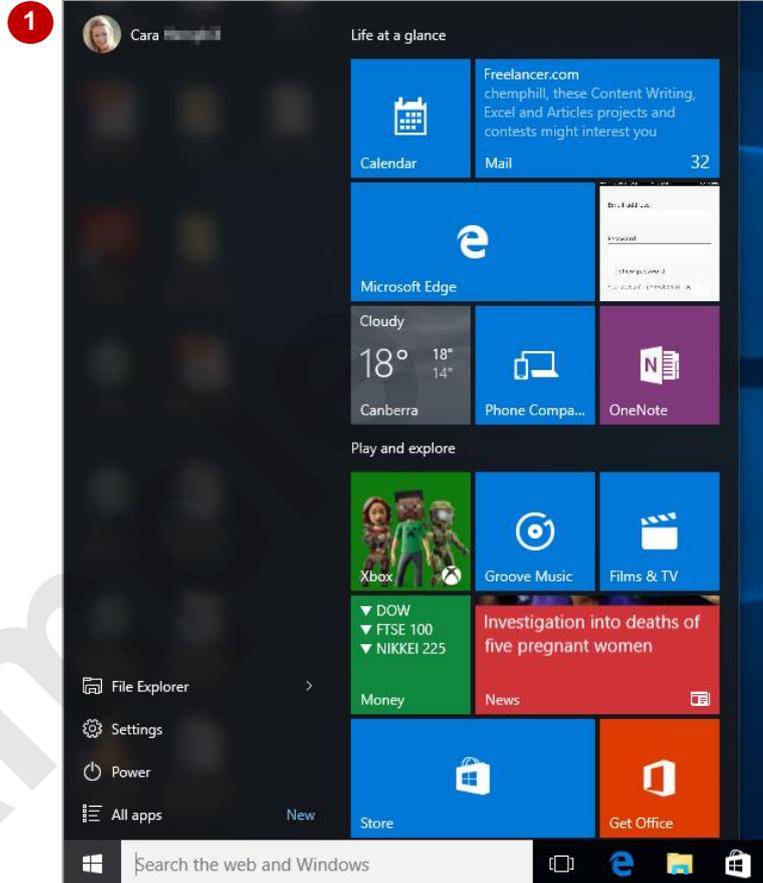
To create or edit a presentation, you must first start PowerPoint. If your computer uses Windows 10 it will open from the desktop. Unless you have previously created a shortcut icon on the desktop

you will need to open PowerPoint by using either the **All apps** option in the **Start** menu or the **Search the web and windows** bar.

## Try This Yourself:

*Before you begin, ensure that your computer is switched on and the desktop is displayed...*

- 1 If there is no **PowerPoint** icon in the taskbar at the bottom of the desktop, click on the **Windows** icon, as shown, to display the **Start** screen
  - 2 Click on **All apps** to display a list of all the apps on your computer
  - 3 Scroll down to the **P** section *PowerPoint 2016 is listed here...*
  - 4 Click on **PowerPoint 2016** to start PowerPoint
  - 5 Right-click on the PowerPoint icon in the taskbar to display a menu of options, as shown, then select **Pin this program to taskbar**
- You can now click on this icon to open PowerPoint from the desktop. This icon will remain in the taskbar unless you remove it...*
- 6 Repeat step 5 to select **Close window** to close PowerPoint
  - 7 Click on the PowerPoint icon in the taskbar to open **PowerPoint** again



## For Your Reference...

To **add** a **PowerPoint icon** to the **desktop taskbar**:

1. Display the **Start** menu, then click on **All apps**
2. Right-click on **PowerPoint 2016**
3. Select **Pin to taskbar**

## Handy to Know...

- You can start PowerPoint by clicking in the taskbar **Search...** bar, typing **word**, then clicking on PowerPoint in the list of search results.
- Pin PowerPoint to the **Start** menu by displaying the **All apps** list, right-clicking on **PowerPoint 2016** and selecting **Pin to Start**.

# UNDERSTANDING THE START SCREEN

Most of the time, when you open PowerPoint, the **start** screen will display. From this initial screen you can choose the kind of presentation you want to work with. You can choose to work with one of

your most recently accessed files, open a document which has been saved to **Computer** or **OneDrive** or create a new document using the available templates.

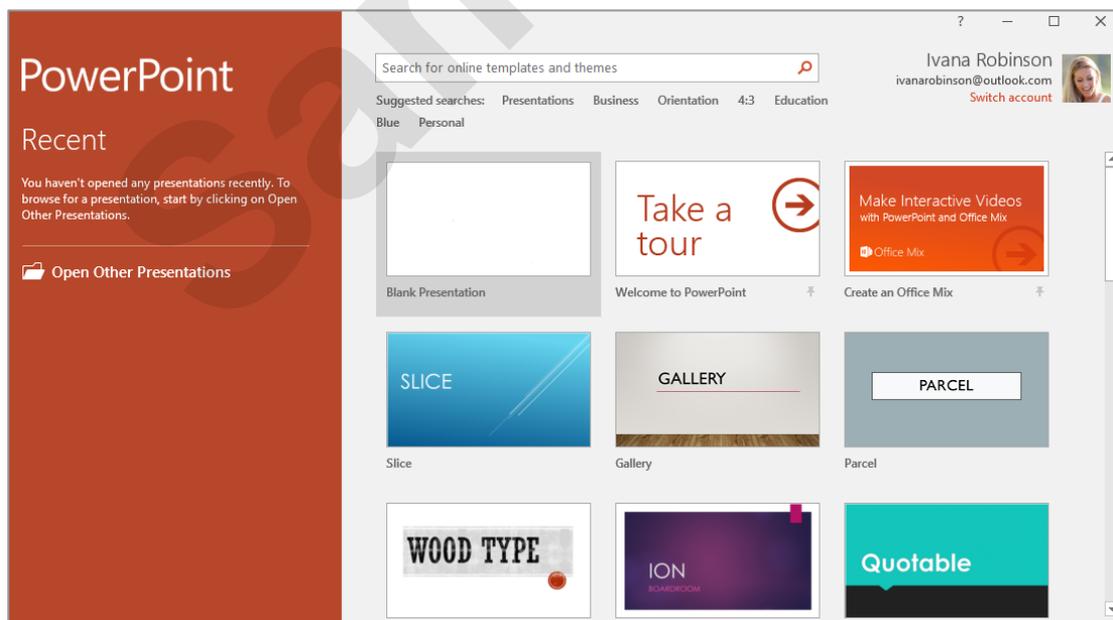
## Microsoft PowerPoint 2016 Start Screen

The Microsoft PowerPoint 2016 **start** screen is very helpful if you want to quickly access files you have worked on recently or create a new presentation based on one of the available templates (including the default **Blank Presentation** template).

If you have already worked on a document or several documents in PowerPoint, these files will display below **Recent** in the orange pane on the left of the window. If you haven't worked on any presentations yet (as shown below), you can still open existing documents by clicking on the **Open Other Presentations** link, located below **Recent**. This lets you open an existing presentation from your computer or OneDrive.

The main pane of the **start** screen displays the available templates you can use to create a new presentation and a search box at the top that you can use to search the internet for additional templates. Templates are simply layouts that have already been created with themes applied, that you can customise to suit your needs and then enter the relevant content. If you want to start with a clean slate, select the **Blank Presentation** template – you will probably find this is the one that you use the most, unless you have corporate or business templates already set up that you must use. There is also a **Welcome to PowerPoint** template that you can click on to create a short presentation on using PowerPoint effectively.

In the top right corner of the screen you will see information about the account that you have used to sign in to **Windows** as well as the **Help**, **Minimise**, **Maximise/Restore Down** and **Close** tools.



The **start** screen will only display when you launch **PowerPoint 2016** directly – that is, by clicking on **PowerPoint** in the **All apps** list of the **Start** menu, selecting it from the list of search results, or by clicking on the taskbar icon if the application has been pinned to the desktop **Taskbar**.

**PowerPoint 2016** can also be started in **Windows 10** by double-clicking on a PowerPoint file in the **File Explorer**. When this occurs, **PowerPoint 2016** will start with the document open on the screen and the **start** screen will be by-passed.

# CREATING A NEW BLANK PRESENTATION

When you want to begin a new presentation, you can choose to base the new document on an existing template that has formatting already applied or start with the default **Blank**

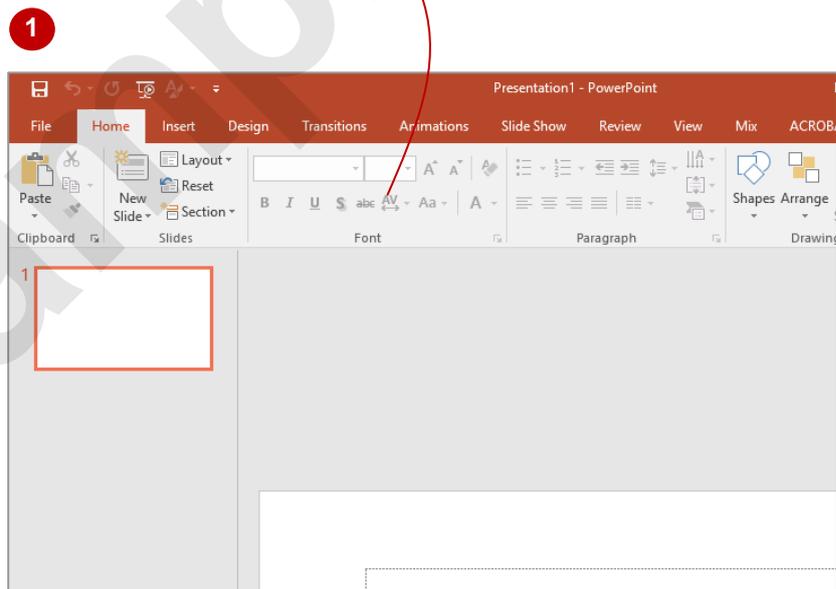
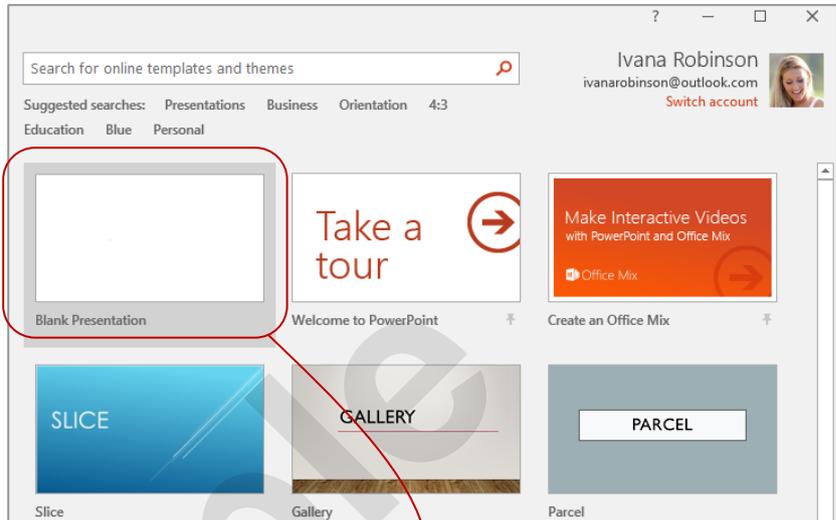
**Presentation** template and apply your own formatting and content. All presentations are based on a template which defines the basic layout.

## Try This Yourself:

Before starting this exercise ensure the PowerPoint start screen is displayed...

- 1 On the **start** screen, click on **Blank Presentation** as indicated (the first option beneath the **Search for online templates and themes** box)

A new blank presentation will open, as shown below. Notice the document is automatically assigned a temporary name, which is displayed in the Title bar



## For Your Reference...

To **create** a **blank presentation**:

1. Open **PowerPoint** and ensure the **start** screen is displayed
2. Click on **Blank Presentation** in the list of templates

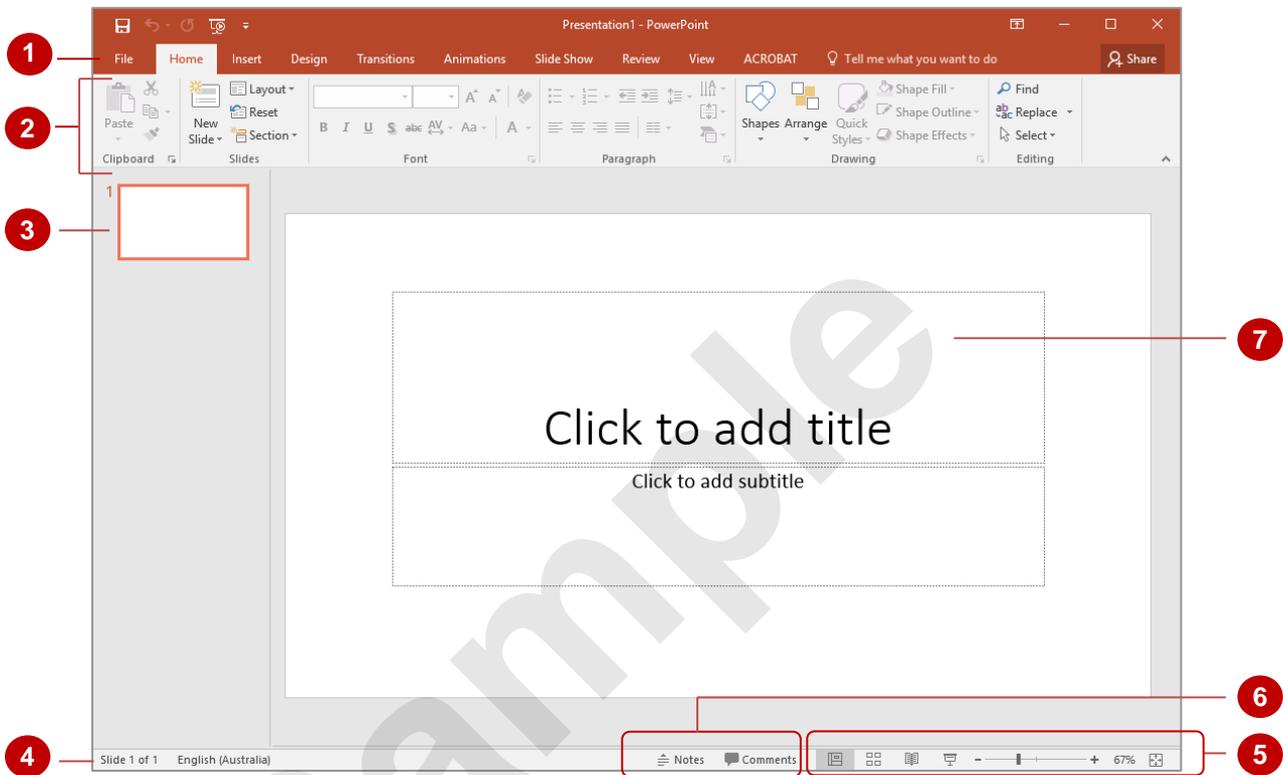
## Handy to Know...

- If you already have a presentation open and want to create a new one, click on the **File** tab to open the **Backstage**, click on the **New** tab and select **Blank Presentation**.
- You can use the keyboard shortcut **Ctrl + N** to create a new presentation based on the **Blank Presentation** template.

# THE POWERPOINT SCREEN

The **PowerPoint 2016** screen is made up of a number of different components which are described on this page. Some of these components, such as the **ribbon** and **Backstage**

**view** are common to all Office 2016 applications, so once you know how they are used, you can transfer this knowledge across to Microsoft Word, Excel, and so on.



- 1 The **File** tab is used to access the **Backstage view** which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. There is also information contained here such as your document **Properties**. **Options** are also available so that you can set your working preferences.
- 2 The **ribbon** is the tabbed band that appears across the top of the window. It is the control centre of PowerPoint. You use the **tabs** on the ribbon to access the **commands** that are categorised into **groups**.
- 3 The **Slides pane** provides a preview thumbnail of each slide in your presentation. You can also use the pane to re-order your slide sequence.
- 4 The **Status bar** appears across the bottom of the window. It displays the current slide number and will display a spelling icon once you have entered text. If the document contains any spelling errors it will be indicated on the icon.
- 5 The **View** buttons and the **Zoom slider** are used to change the view and to increase or decrease the zoom ratio (magnification) of your slides.
- 6 The **Notes** and **Comments** tools enable you to enter notes and comments for the presenter that won't be seen by the audience.
- 7 The **Slide window** shows the content of the slide and this is also where you edit the presentation to add effects, objects, text and so on.

# HOW MICROSOFT POWERPOINT 2016 WORKS

The PowerPoint 2016 screen comprises three key areas. The data you type is placed on a **slide**. The data can be manipulated using commands on the **ribbon**. The slide is part of a

larger entity known as a presentation which is also a file. Everything you do to the file is controlled in **Backstage view**.

## The Slide

If you create a new blank presentation, it will appear as a blank **Title slide** in the document window. When you click in one of the text placeholders and type, the text will appear centred in the placeholder. You can also create a new presentation from a template, such as the health and fitness template shown to the right, where specific placeholders appear by default in a number of slides so that you can use them as a guide for editing and adding your own data or images as required.



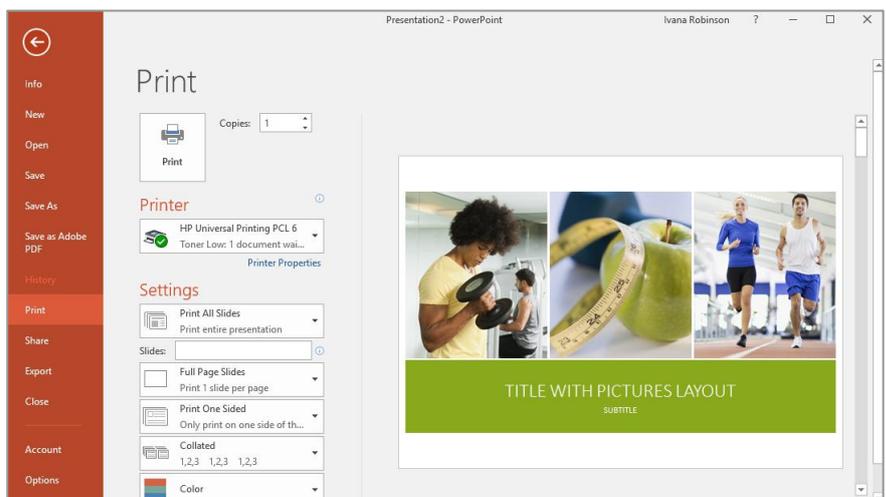
## The Ribbon

When you need to do something with the information on a slide, such as format it, move it, copy it, and much more, you will find all of the relevant commands on the **ribbon**. The **ribbon** has the commands organised thematically using a series of tabs across the top.



## Backstage View

When you want to do something with the data in your document, such as save it so that you can access it again later, print it, share it with a colleague, send it to your boss, protect it from prying eyes, etc, you will need to access the **Microsoft Office Backstage view**. **Backstage view** is accessed using the **File** tab on the ribbon. Rather than offering commands on a ribbon, **Backstage** occupies the entire screen and has a series of options in an orange panel on the left side. In our sample to the right, **Print** is active, and that is why you can see a preview of the document and a series of print-related options.



# USING THE RIBBON

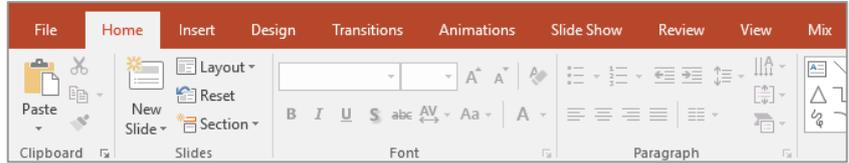
The **ribbon** is the command centre for PowerPoint. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on

their name to display the command groups. Commands are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in PowerPoint will be on this ribbon.

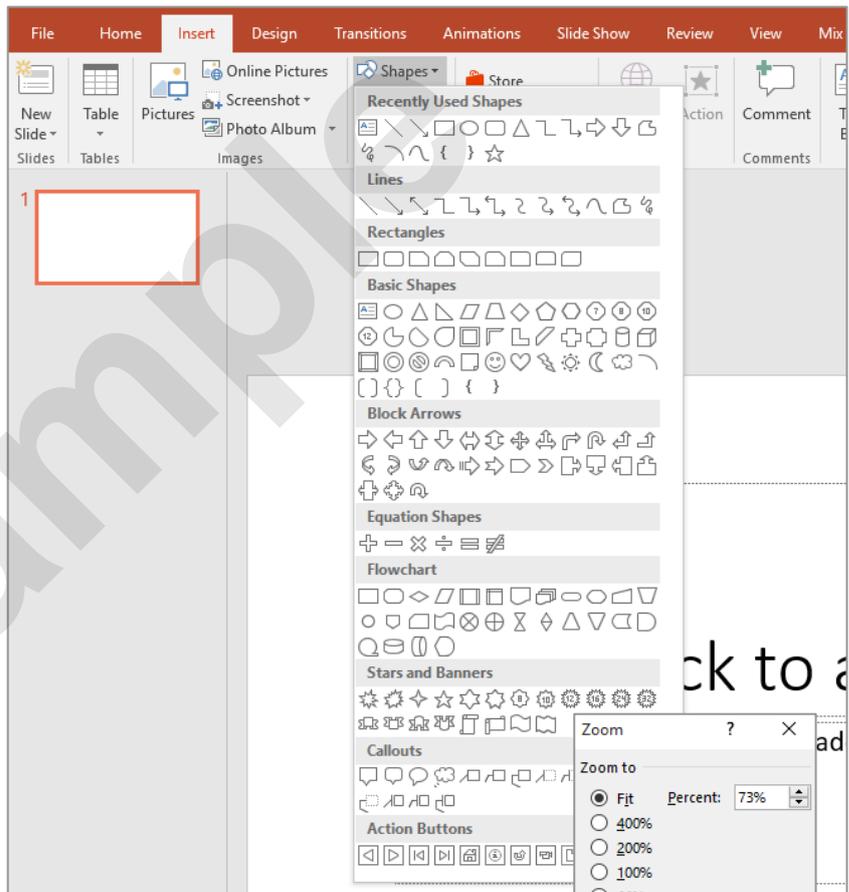
## Try This Yourself:

*Before you begin, ensure that PowerPoint has started and a blank presentation is open...*

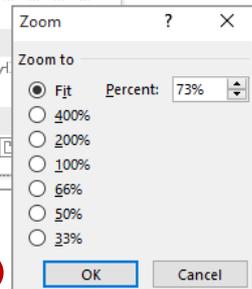
- 1 Examine the **groups** on the **Home** tab, e.g. **Clipboard**, **Slides**, **Font** etc  
*These are the commands most commonly used...*
- 2 Click on the **Insert** tab  
*The commands on this tab are used to insert items, such as tables and pictures...*
- 3 Click on **Shapes** in the **Illustrations** group to display the **Shapes** gallery  
*This includes a huge range of shapes...*
- 4 Click on each of the **tabs** and examine the **commands**  
*Some of these commands will open a dialog box...*
- 5 Click on the **View** tab, then click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box
- 6 Click on **[Cancel]**, then click on the **Home** tab



1



3



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## For Your Reference...

To **use** the **ribbon**:

1. Click on a **tab** to display the **commands**
2. Click on a **button** to activate a **command**, display a **gallery** or open a **dialog box**

## Handy to Know...

- Additional tabs known as **Contextual tabs** appear in specific circumstances. For example, if you insert a picture or have selected a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need to modify and work with the picture.

# USING RIBBON KEYTIPS

**Ribbon** commands are normally accessed with a mouse, however, you can also use the keyboard to do so. When you press **[Alt]**, letters known as **KeyTips** or **access keys** will appear next to

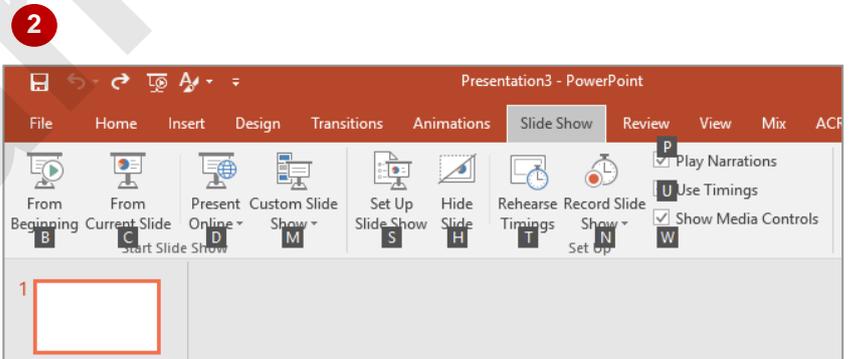
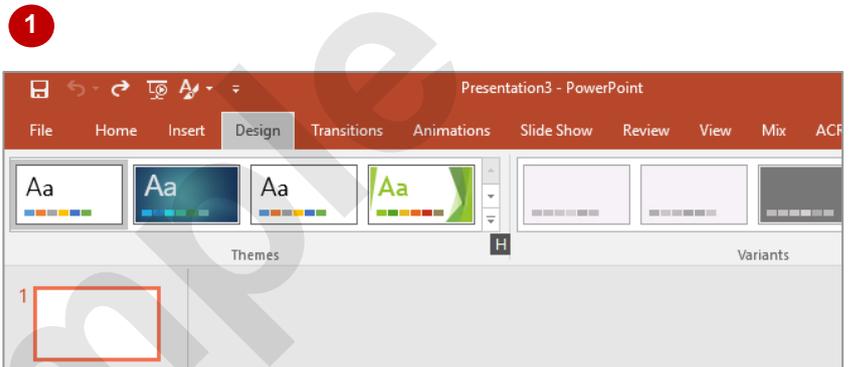
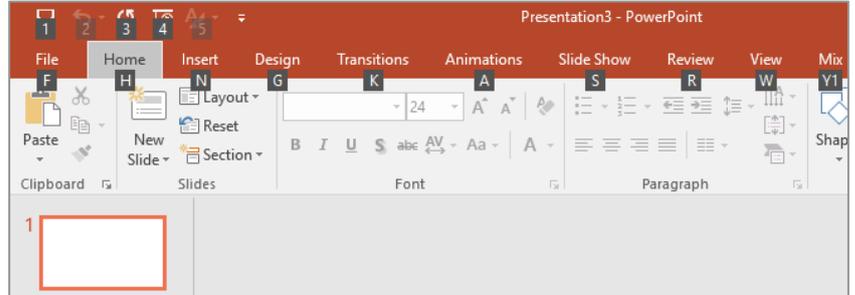
commands on the ribbon. Pressing the access key letter on the keyboard will then activate the corresponding command on the ribbon just as if you had clicked on the command with the mouse.

## Try This Yourself:

**Open File**

Before starting this exercise, ensure you have a blank presentation open...

- 1 Press **[Alt]** to display the **KeyTips** in the ribbon
  - 2 Press **[G]** to activate the **Design** tab and display the **KeyTips** for the **Design** commands
  - 3 Press **[S]** to display the **Slide Size** options
  - 4 Press **[Esc]** twice to return to the previous level of access keys
  - 5 Press **[Tab]** several times to cycle through the commands on the **Design** tab
- To activate a selected command, you would simply press **[Enter]**...
- 6 Press **[Esc]** to return to text entry mode



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## For Your Reference...

To use **KeyTips** to access commands:

1. Press **[Alt]** to display the **KeyTips**
2. Press the letter key of the command or tab to the command that you want to select
3. Press **[Esc]** to return to text entry mode

## Handy to Know...

- You can still use the shortcut keys for menu commands that were available in previous versions of Office. For example **[Ctrl] + [B]** applies bold to selected text.

# SHOWING AND COLLAPSING THE RIBBON

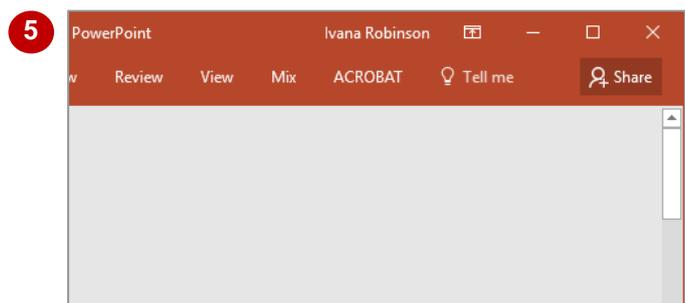
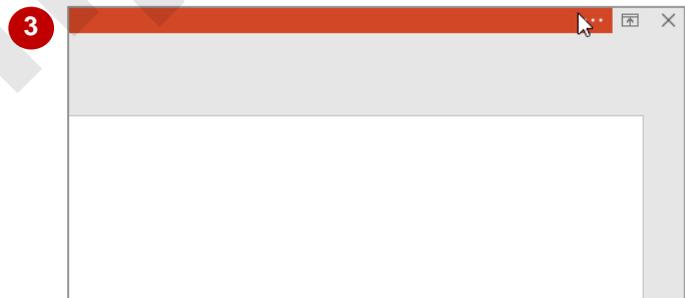
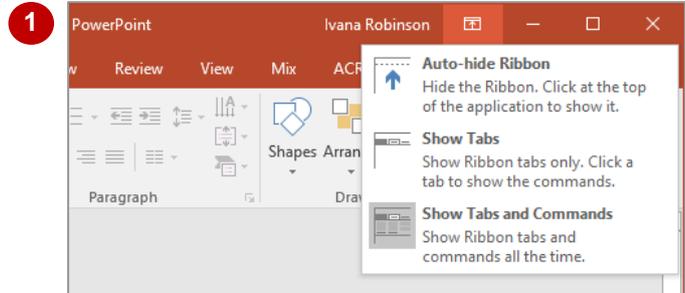
The **ribbon**, valuable as it is, does occupy a reasonable amount of screen space. To maximise your working space, you can minimise the ribbon so only the tabs are visible, minimise it

as a once-off operation or, have it constantly minimised and display full commands only briefly when a tab is clicked. You can do all this by using the **Ribbon Display Options** button.

## Try This Yourself:

*Before starting ensure you have a blank presentation open...*

- 1 Click on the **Ribbon Display Options** button in the top right corner of the window to display a menu of options  
*Notice Show Tabs and Commands is selected. Let's hide the ribbon...*
- 2 Select **Auto-hide Ribbon**  
*The ribbon, Quick Access bar and title bar will disappear completely...*
- 3 Point to the top of the screen to display an orange bar, then click on the bar  
*The ribbon will open temporarily...*
- 4 Click anywhere in the document to hide the ribbon  
*Let's display the tabs...*
- 5 Repeat step 3, then steps 1 and 2 to select **Show Tabs**
- 6 Click on the **Insert** tab to open it temporarily, then click elsewhere to hide it again  
*This view is a good compromise, providing more screen space and requiring only one click to display the tab rather than two clicks as you do with Auto-hide Ribbon mode...*
- 7 Repeat steps 1 and 2 and select **Show Tabs and Commands** to reset the option



## For Your Reference...

To **hide/display** the **ribbon**:

1. Click on the **Ribbon Display Options** button
2. Select the desired mode

## Handy to Know...

- If you wish to quickly collapse the ribbon and display only the tab names, double-click on a tab name, or click on **Collapse the Ribbon** located at the right end of the ribbon, or press **Ctrl + F1**. You can quickly expand it again by double-clicking on a tab.

# UNDERSTANDING BACKSTAGE VIEW

The ribbon lets you work *on the content* in a presentation – you can add more content, format it, insert pictures into it, copy it, and much more. **Backstage view**, which is accessed using the

**File** tab, lets you *do something with* the content you create. You can save it for later use, print it on paper, send it via email, and more by using the options found in **Backstage view**.

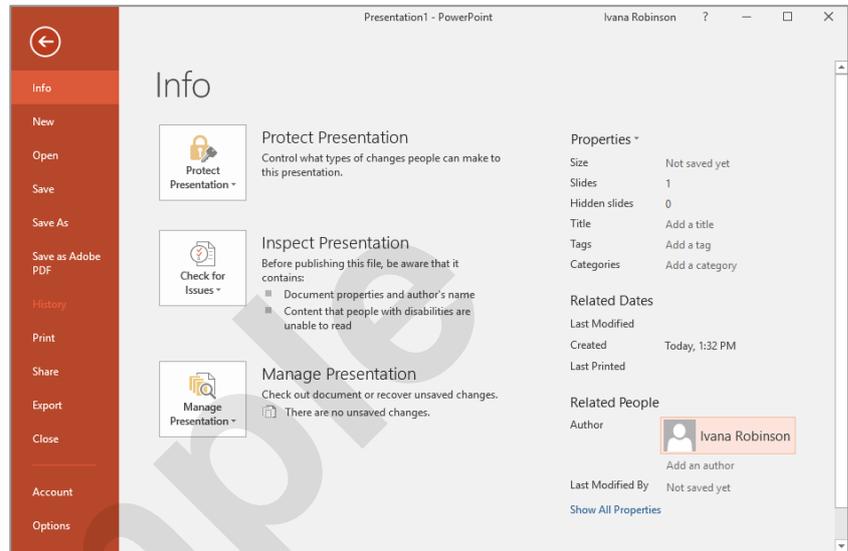
## Backstage View

The **File** tab on the ribbon is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within PowerPoint known as **Backstage View**. **Backstage**, as it's known for short, occupies the entire window.

At the left of the **Backstage** is a navigation pane, which displays a list of options. These options provide you with access to various operations such as printing, saving and sharing. They can also provide you with information about your presentation such as the file size.

Clicking on one of the listed options displays a range of associated settings.

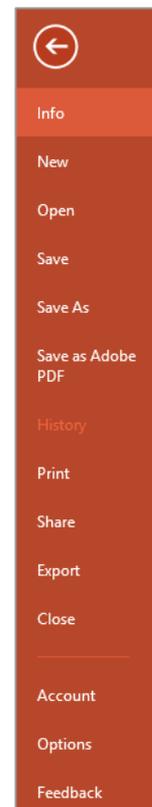
The whole underlying purpose of the **Backstage** is to enable you to protect your data, share it with others, and provide you with valuable information both about your data and the status of Microsoft PowerPoint.



## Backstage Options

The **Backstage** provide more options for working with a document

- Info** Provides status information about the current presentation and lets you manage versions and permissions.
- New** Lets you create a new document and provides access to a gallery of inbuilt templates as well as ready access to a range of online templates.
- Open** Provides a list of recent documents as well as the option to search through your Computer, OneDrive or other place, to find what you are looking for
- Save** Saves your current presentation (if already saved to a location) or prompts you to save to a location.
- Save As** Allows you to name your presentation and save it to a location.
- Save as Adobe PDF** Allows you to save a Word document as a PDF document.
- History** Shows version history of the currently open file.
- Print** Lets you print the current presentation and preview it.
- Share** Lets you share your presentation with other people via email, online presentation, blog or Cloud (OneDrive).
- Export** Allows you to create a PDF/XPS document or change the file type of your presentation.
- Close** Closes your current document.
- Account** Contains product and user information.
- Options** Presents you with a range of options which assist in the creation and editing of your document.
- Feedback** Allows you to send feedback to Microsoft about PowerPoint.



# ACCESSING BACKSTAGE VIEW

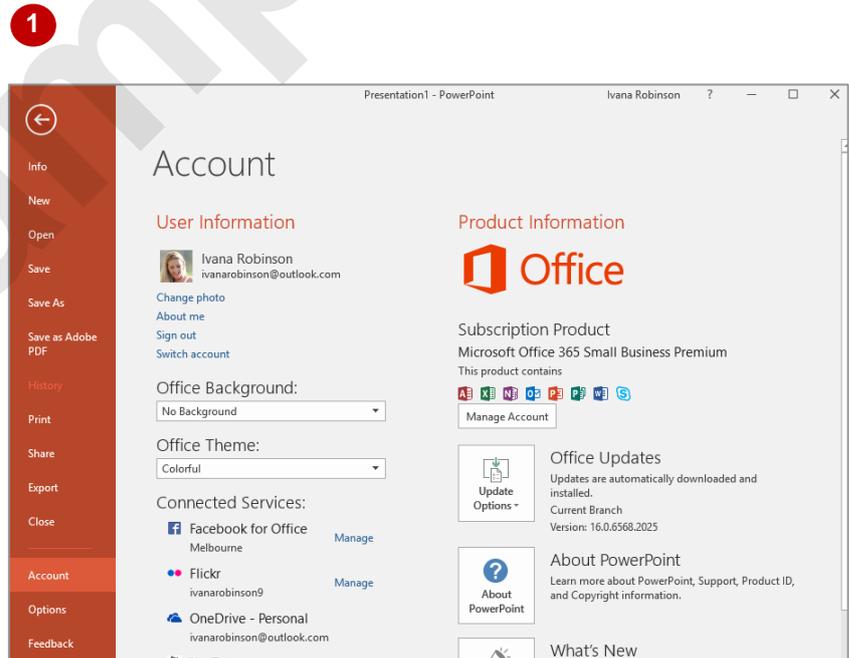
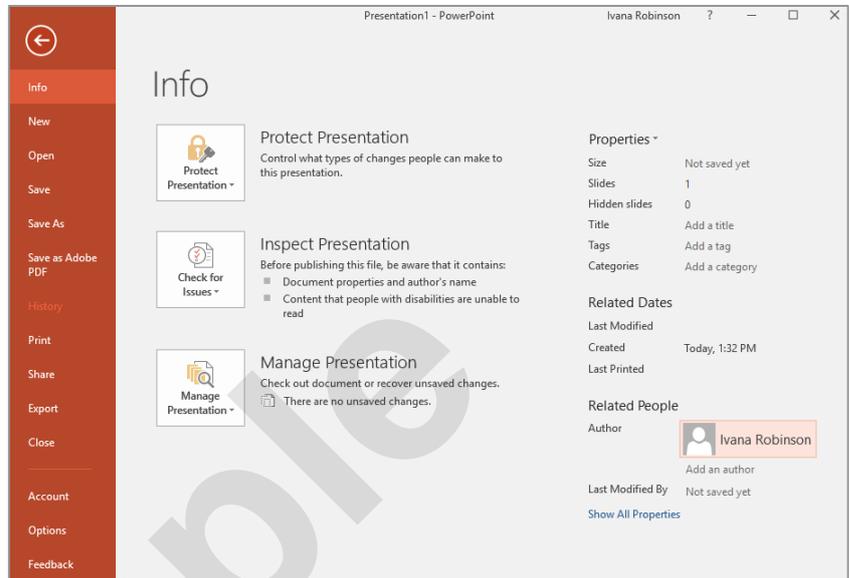
**Backstage view** provides options for working on presentations and displays key information about the status of your presentation and of Microsoft PowerPoint 2016. It is typically accessed by

clicking on the **File** tab on the ribbon but it can also appear when keyboard shortcuts for specific commands are used.

## Try This Yourself:

*Before starting this exercise, ensure that you have a blank presentation open...*

- 1 Click on the **File** tab to display **Backstage view**
- 2 Click on **Info** in the orange panel if it is not already selected, to view information relating to your presentation such as the **Properties**
- 3 Click on **Print** to see the printing options  
*A preview will appear of how the presentation will look when printed...*
- 4 Click on **Account** to see the account options and product licensing information
- 5 Click on the **Back** arrow at the top of the panel to close **Backstage view** and return to the presentation



## For Your Reference...

To **access Backstage view**:

1. Click on the **File** tab
2. Click on the required option in the orange panel to display the settings

## Handy to Know...

- You can close **Backstage view** by pressing **Esc**.

# CHANGING THE OFFICE THEME

Microsoft provides you with the ability to change the look and feel of the user interface by changing the office **theme**. Different themes can provide greater visibility in different situations.

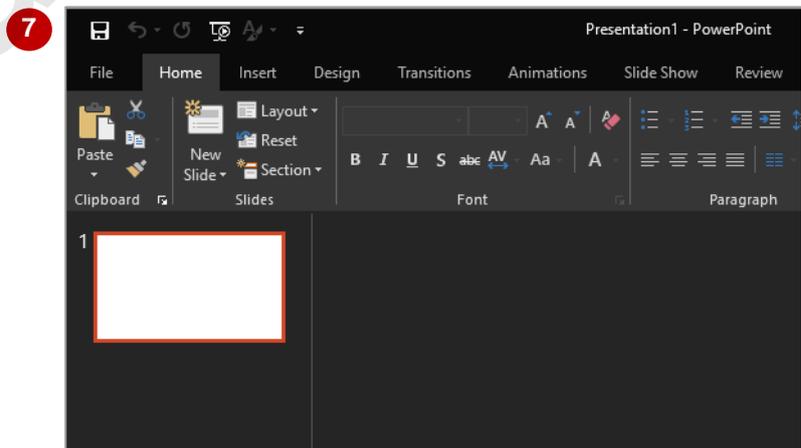
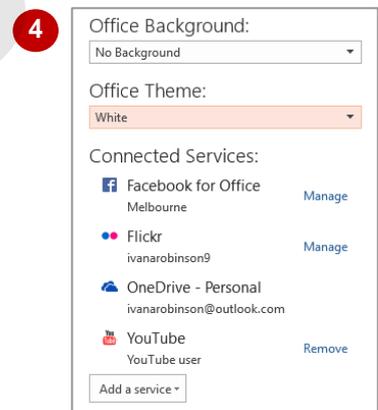
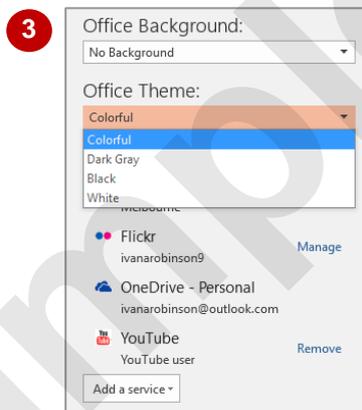
Note that some of the theme options are only available to Office 365 users.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** ensure that you have a blank presentation open...

- 1 Click on the **File** tab to display the Backstage
- 2 Click on **Account** to display the account options
- 3 Click on the drop arrow beneath **Office Theme** to display a number of options
- 4 Select **White**
- 5 Click on the **Back** arrow to return to the presentation so that you can see how the white theme appears
- 6 Repeat steps 1 to 4 and select the **Black** theme
- 7 Click on the **Back** arrow to return to the presentation so that you can see how the **Black** theme appears
- 8 Repeat the above steps to select the default theme again - **Colourful**



## For Your Reference...

To **change** the **office theme**:

1. Click on the **File** tab
2. Click on **Account**
3. Click on the drop arrow beneath **Office Theme**
4. Select an option

## Handy to Know...

- If you change the Office theme in one program, it will apply the theme to any other Office applications you have installed on your computer.