CHAPTER 1 GETTING TO KNOW POWERPOINT

INFOCUS

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
- ✓ 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
- ✓ gain an understanding of **Backstage** view
- ✓ 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 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 to 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 *W* section

    PowerPoint 2016 is listed here…

4. Click on *PowerPoint 2016* to start Word

5. Right-click on the Word 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 Word from the desktop. This icon will remain in the taskbar unless you remove it…

6. Repeat step *5* to select **Close window** to close Word

7. Click on the Word icon in the taskbar to open *Word* again

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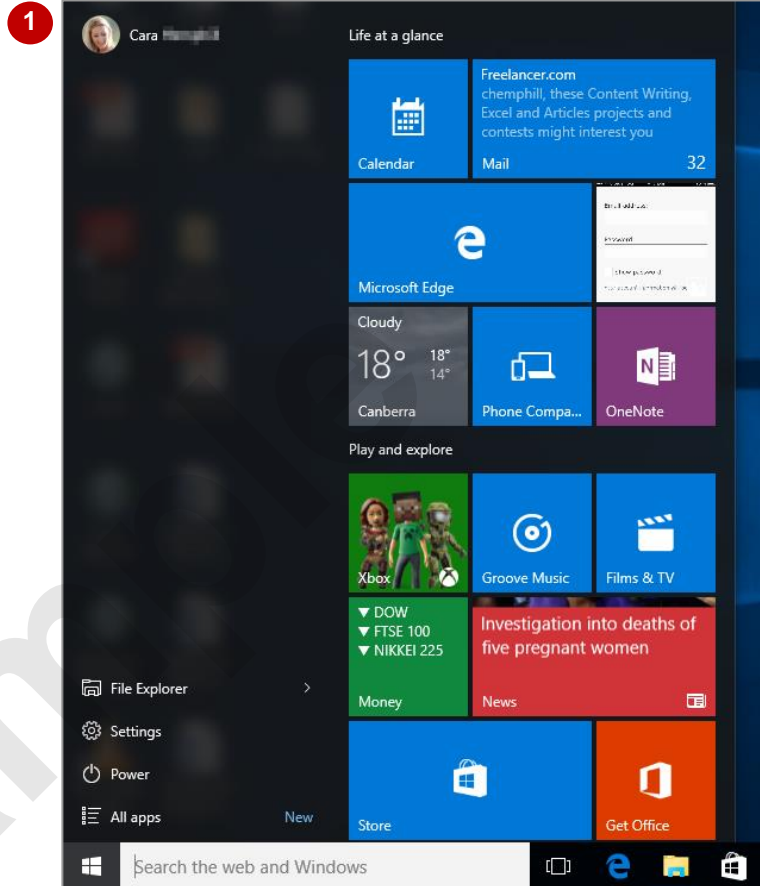
For Your Reference…

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**.

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
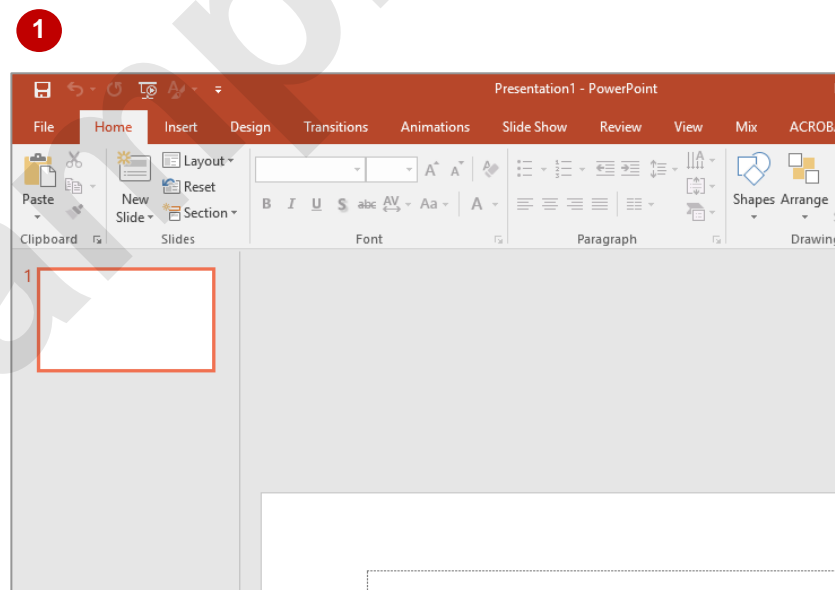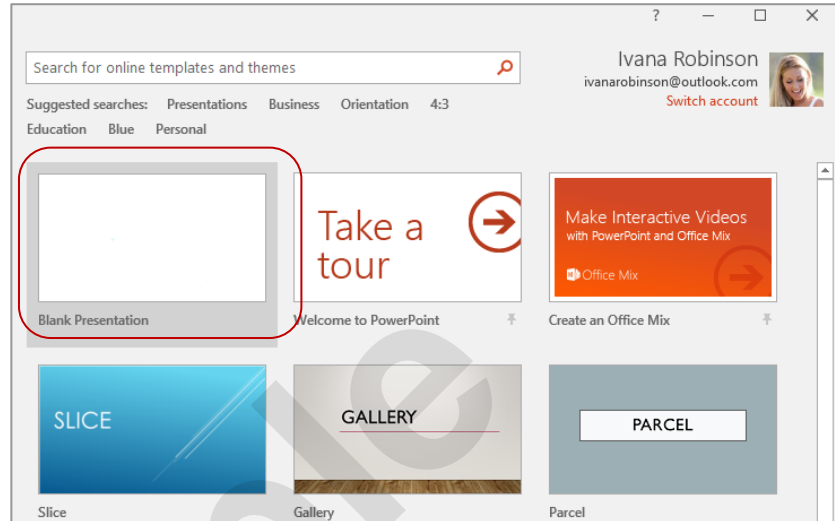
For Your Reference…

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 and Excel etc.
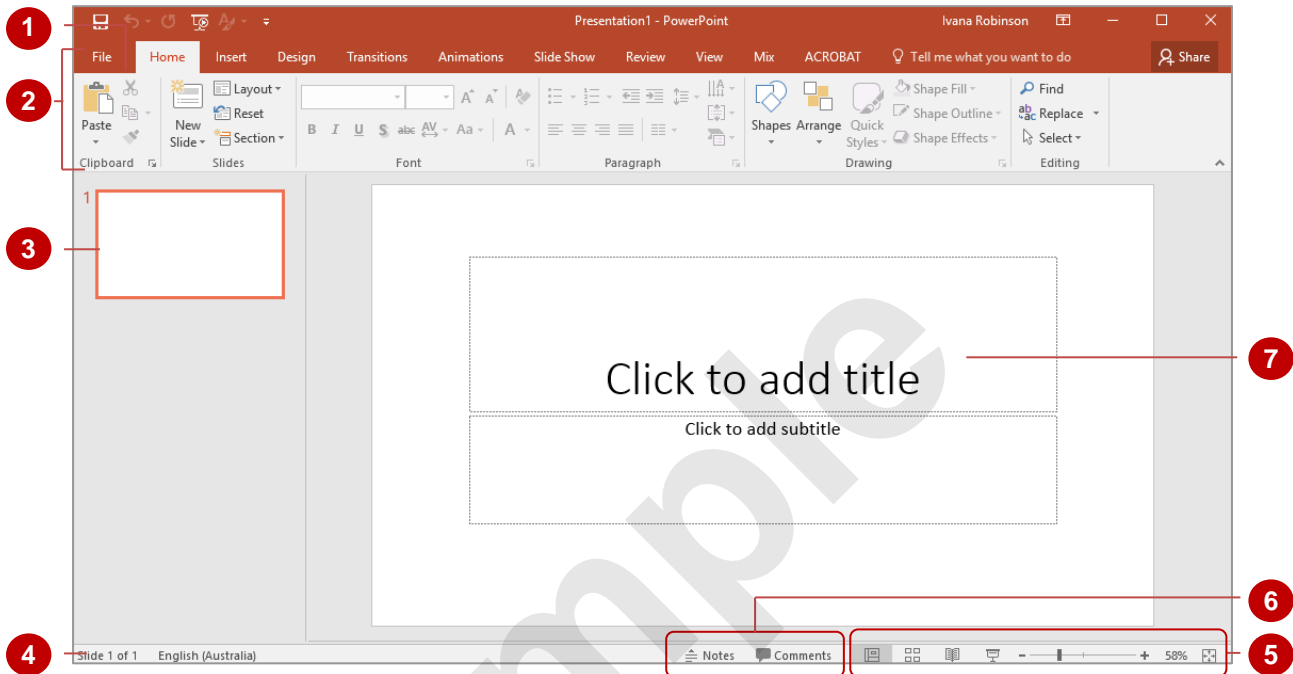
1   The *File* tab is used to access the *Backstage view* which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. There is also information contained here such as your document *Properties*. *Options* are also available so that you can set your working 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.
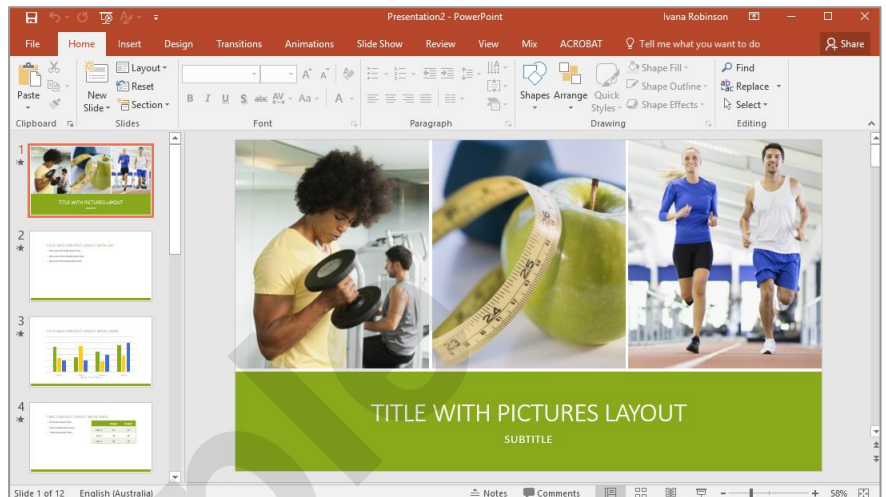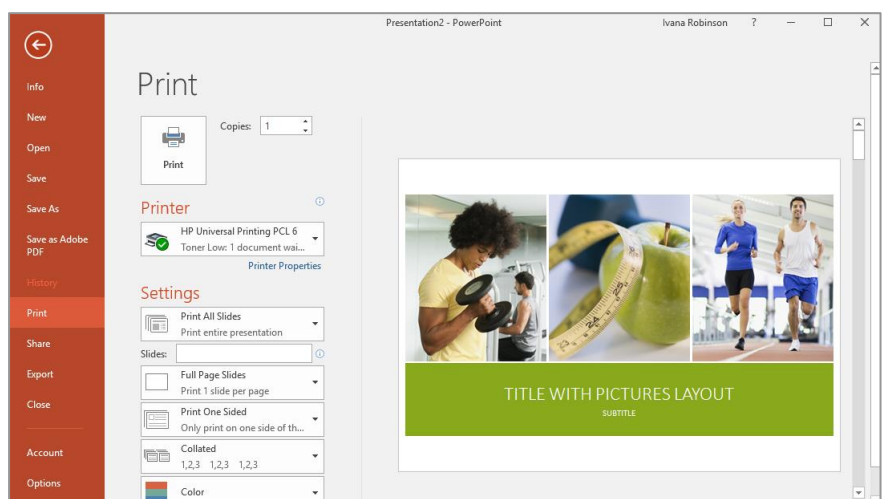
The Ribbon

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.
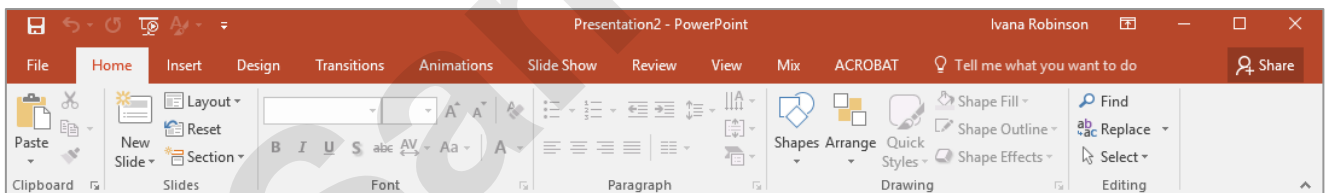
Backstage View

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
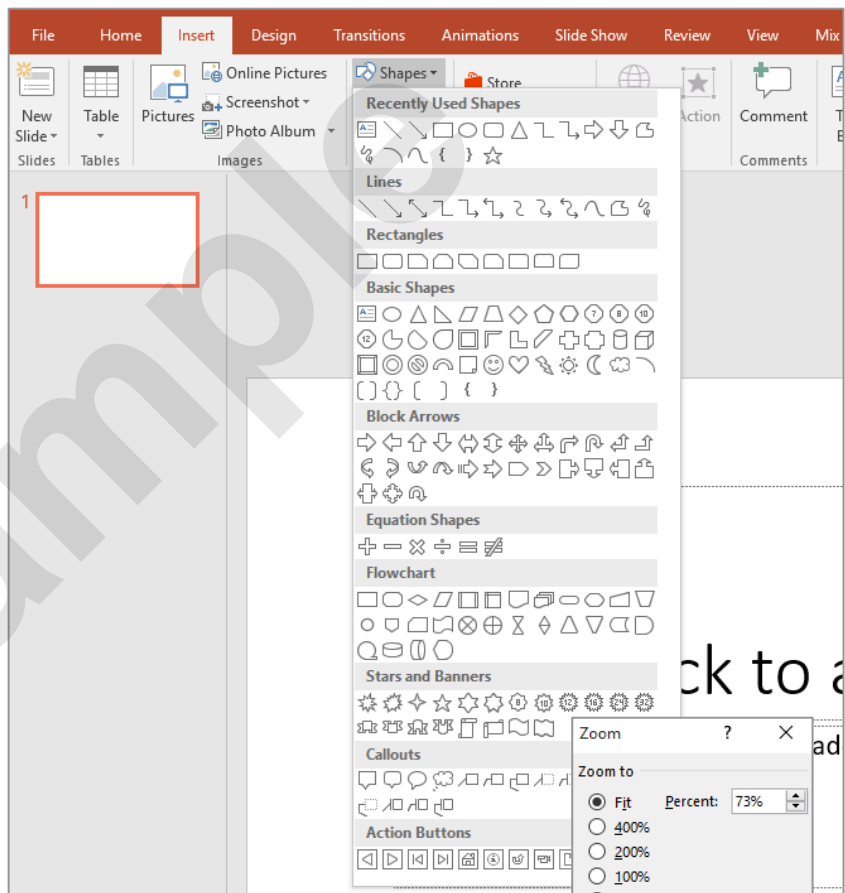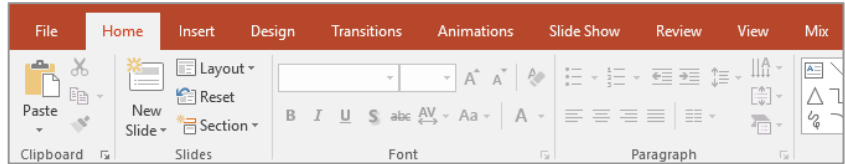
For Your Reference…

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.

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*.
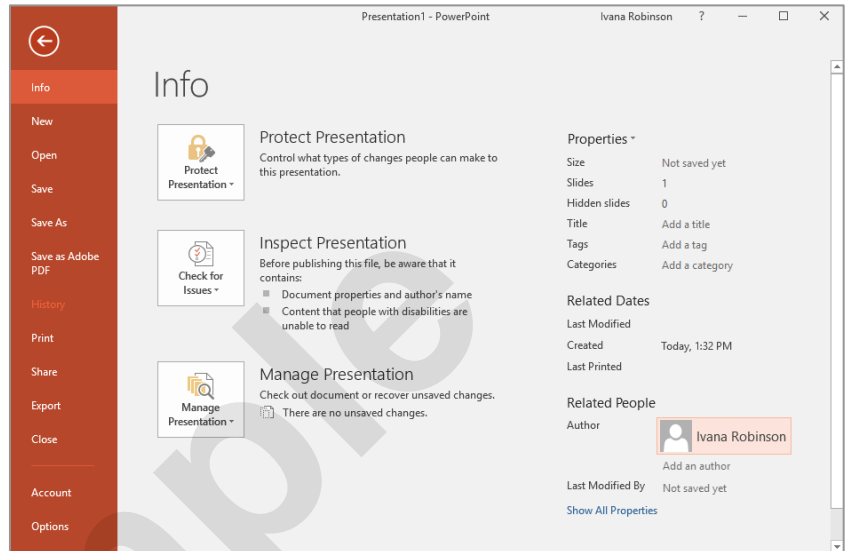
Backstage View

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

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.
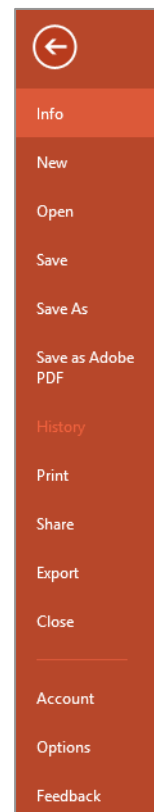
USING SHORTCUT MENUS

In addition to the ribbon, PowerPoint also features *shortcut menus* – context-sensitive menus that appear when you right-click on areas of the screen or slide. *Shortcut menus* provide an (often faster) alternative method for locating operations and commands specific to the object or area you have right-clicked on. In some instances a mini toolbar may also appear.

Try This Yourself:

Before starting this exercise ensure that you have a blank presentation open…

1 Point to any of the tabs on the ribbon, then right-click to display the shortcut menu

This menu will display options relating to the toolbar and ribbon…

2 Click elsewhere on the slide with the *left* mouse button to close the shortcut menu

3 Point to one of the text placeholders on the slide, then right-click to display the shortcut menu and a mini toolbar
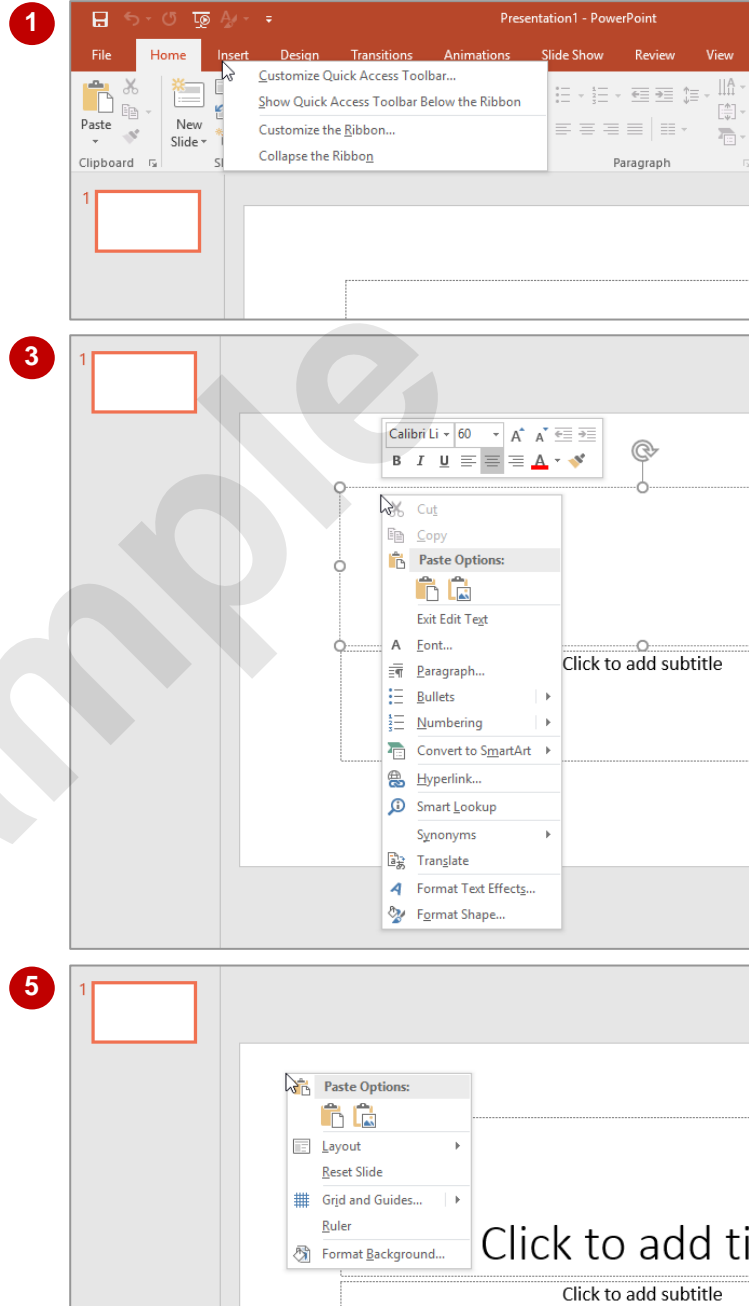
Because you clicked on a text placeholder, the menu contains Font and Paragraph options. Cut, Copy and Paste are greyed out when no actual text is selected…

4 Press [Esc] to close the menu

5 Right-click on an area of the slide outside of the text placeholders

This shortcut menu offers slide-specific options…

6 Press [Esc] to close the shortcut menu

For Your Reference…

To *display* a *shortcut menu*:

1. Point to the object or area of the screen on which you want to perform an operation
2. *Right-click* to display the shortcut menu

Handy to Know…

- Once a *shortcut menu* appears, you can select an option in it by clicking on that option with the left mouse button.

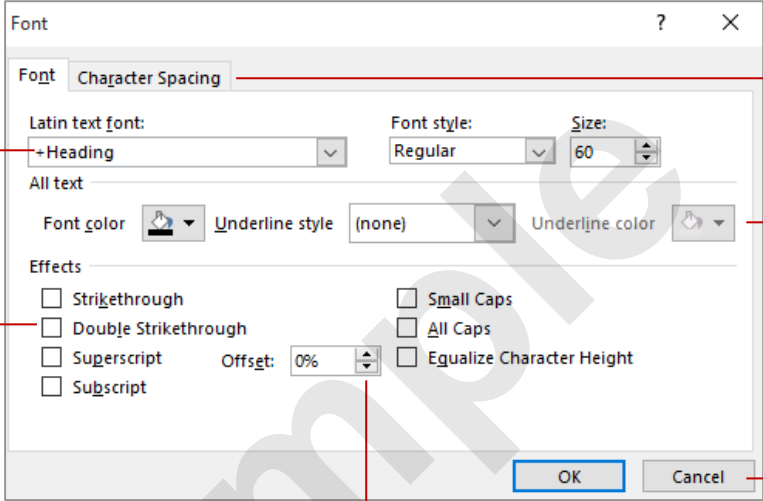# UNDERSTANDING DIALOG BOXES

Dialog boxes contain a series of controls that are used to adjust settings for a particular aspect of a document. They appear either when you click on a *dialog box launcher* in the bottom right corner of a *group* on the *ribbon*, or when you click on a command that displays a dialog box. *Dialog boxes* are often used for adjusting some of the more advanced aspects of a document.

Typical Dialog Box Controls

Dialog boxes have various tools to help you perform tasks. These tools are known as *controls* and some typical ones are shown below.

Text boxes are used to enter text such as font or size.

Check boxes turn settings either on or off. When on they display a tick and therefore these controls are also known as tick boxes.

Spinner arrows allow you to type a specific value or use the up or down arrows to increase or decrease the value respectively.

Tabs are used to provide grouped settings in the one dialog box.

Drop arrows provide a list of options for the text box when the arrow is clicked. The list "drops down" from the arrow.

Command buttons provide a means of saving the changed settings [OK], or closing the dialog box without accepting any changes made [Cancel].

LAUNCHING DIALOG BOXES

Dialog boxes can be launched either as a result of clicking on a **dialog box launcher** or a command button, or by selecting a command from a menu. In a menu, the presence of three dots **…** (an ellipsis) after a menu option indicates that selecting the menu option will display a dialog box. Dialog boxes are generally used for advanced features or detailed settings.

Try This Yourself:

Before starting this exercise ensure that you have a blank presentation open…

1 Click in a text placeholder on the slide, click on the **Home** tab then point to the **dialog box launcher** in the **Font** group to display the tooltip

2 Click on the **dialog box launcher** to open the **Font** dialog box

This dialog box contains advanced options for font formatting. Click on the tabs to display more options…

3 Click on **[Cancel]** to close the dialog box

Let's try a different method…

4 Click on the **Insert** tab, then click on **Header & Footer** in the **Text** group to open the **Header and Footer** dialog box

5 Click on **[Cancel]**

Some menu options open a dialog box…

6 Click on the **Design** tab, click on **Slide Size** in the **Customise** group to open a menu of options, then select **Custom Slide Size** to open the **Slide Size** dialog box

7 Click on **[Cancel]** to close the dialog box
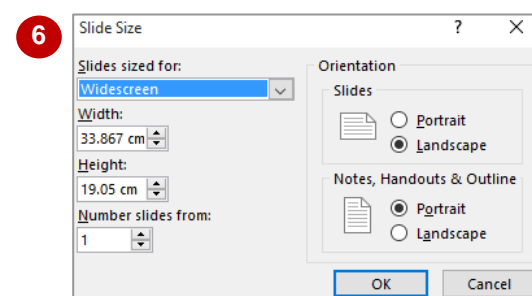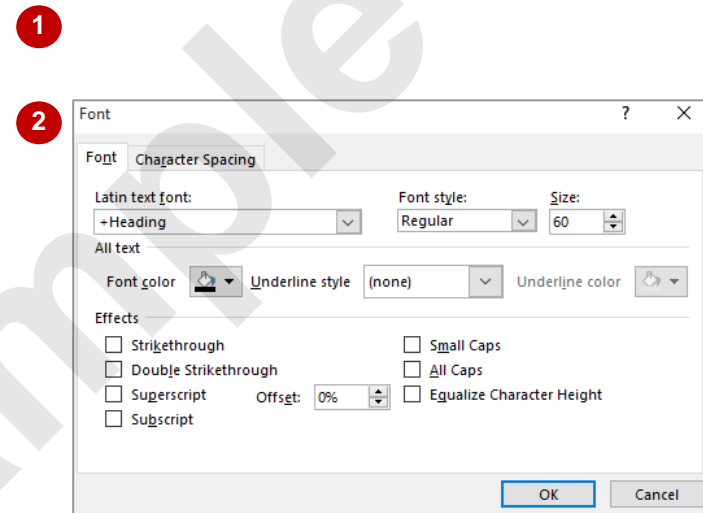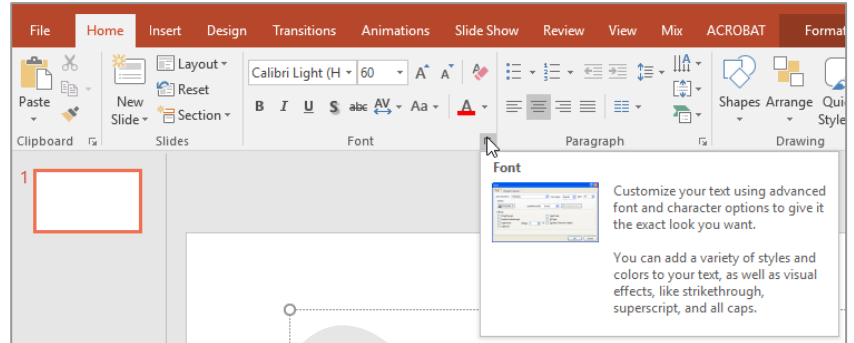
For Your Reference…

To **launch** a **dialog box**:

- Click on a **dialog box launcher**, relevant **command button** or **menu option**

Handy to Know…

- In some situations the command or **dialog box launcher** actually opens a **task pane**. For instance, if you click on **Format Background** in the **Customise** group on the **Design** tab, the **Format Background** task pane will appear on the right side of the screen.
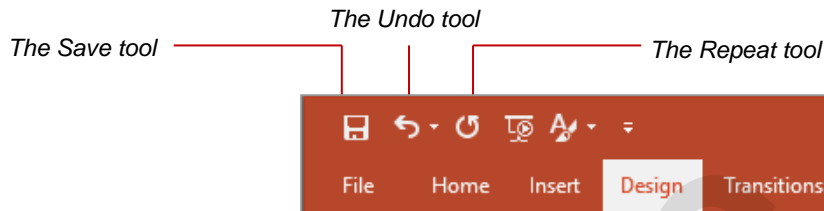
UNDERSTANDING THE QUICK ACCESS TOOLBAR

The ***Quick Access Toolbar***, also known as the ***QAT***, is the small toolbar that appears in the top left corner of the PowerPoint window. It is designed to provide access to the tools you use most frequently, such as ***Save***. By default, the ***QAT*** also contains the ***Undo*** and ***Repeat*** buttons. You can add buttons to the ***Quick Access Toolbar*** to make finding your favourite commands easier.
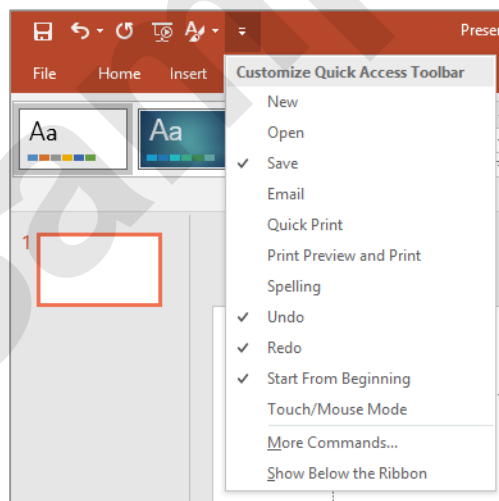
The Quick Access Toolbar

The ***Quick Access Toolbar*** is positioned in the top left corner of the Microsoft PowerPoint 2016 screen. In its default state, it includes the ***Save*** tool, the ***Undo*** tool and the ***Repeat*** tool.

*The Save tool* ———— *The Undo tool* ———— *The Repeat tool*

Customising the Quick Access Toolbar

Appearing immediately to the right of the ***Quick Access Toolbar*** is the ***Customise Quick Access Toolbar*** tool, as shown below. Clicking on this tool displays a list of commonly used commands that you can add to the toolbar. You can select the items you want to add from the list by clicking on them. The ticks that appear to the left of the menu options show which options already appear on the ***QAT***. You can add additional commands by selecting **More Commands**.

You can also add commands to the ***Quick Access Toolbar*** by right-clicking on a command in the ribbon and selecting **Add to Quick Access Toolbar**.
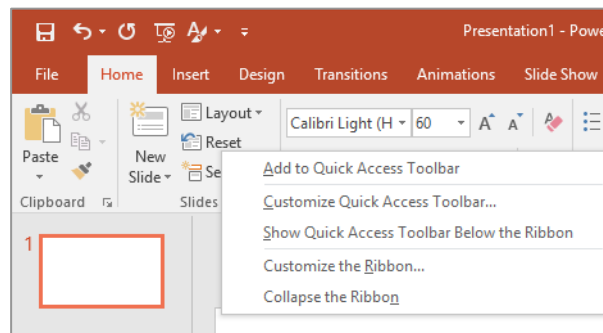
EXITING SAFELY FROM POWERPOINT

When you are finished working with PowerPoint you will find there are several ways to exit the application. If you have made changes to the presentation, PowerPoint will ask you to save these changes before exiting. You will learn about saving a little later on. If you don't want to retain any changes, you can decline the offer and simply close the application immediately.

Try This Yourself:

Before starting this exercise ensure a blank presentation is open…

1 Click on the **Click to add title** placeholder and type your name

This simply ensures that you have an unsaved change in your presentation…

**2** Click on the **Close** button in the top right corner of the window

You will be prompted to save your document and retain the changes.

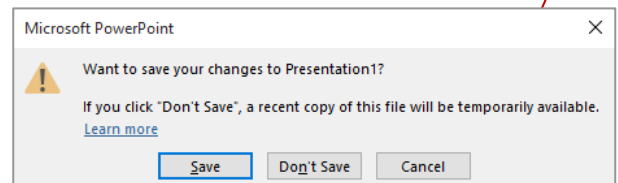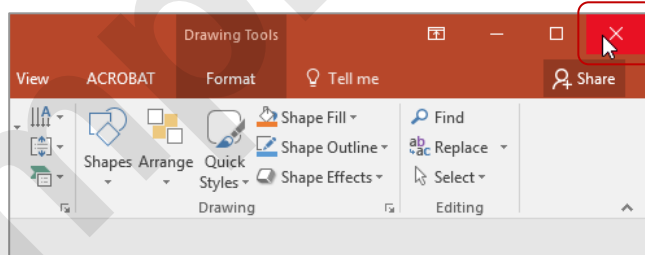*As we have no reason for keeping this presentation, we will decline the opportunity to save it…*

3 Click on **[Don't Save]** to exit PowerPoint

If you click on [Save], the Save As dialog box will open and you will be required to specify a file name and location for the presentation. Once you have saved your presentation, PowerPoint will close
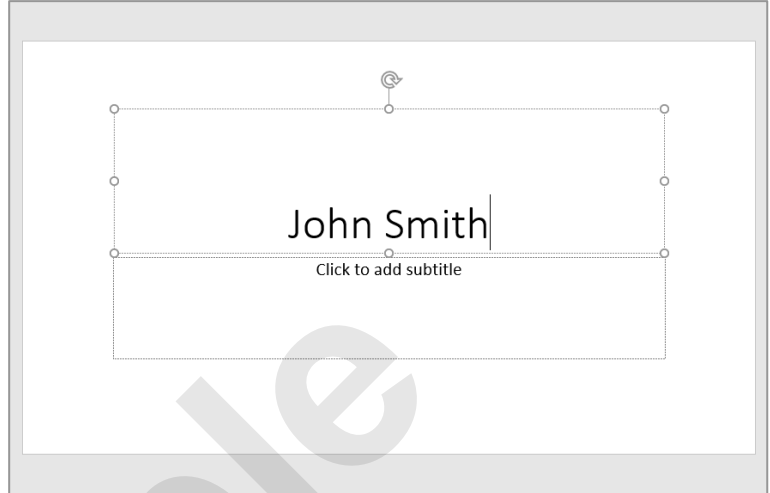
It is possible to have more than one presentation open at a time. If this is the case, you need to close each one using the steps in this exercise. Alternatively, you can right-click on the PowerPoint icon in the taskbar and select **Close all windows**. This will close all presentations at once. When the last presentation is closed, PowerPoint will terminate.

For Your Reference…

To *safely exit PowerPoint 2016*:

1. Click on *Close*
2. If you want to keep your changes, then click on **[Save]** and specify a document name and location. Otherwise, click on **[Don't Save]**

Handy to Know…

- Whenever you are in doubt about whether or not to save, you should err on the side of caution and save the presentation. You can delete unwanted presentations at a later date, but you can seldom retrieve data that has not been saved.