

MICROSOFT® OFFICE

Courseware: 3266-1

Exam: 77-729



POWERPOINT

2016

Certification Guide

CCI Learning™

Microsoft
Office Specialist

Microsoft®

PowerPoint 2016

Certification Guide

Lesson 1: Getting Started

Lesson Objectives

In this lesson, you will learn what PowerPoint is and you will create simple presentations. You will also use some of the file management tools. Upon completion of this lesson, you should be able to:

- start PowerPoint
 - create a new blank presentation or create one from a theme or template
 - identify elements on the screen
 - use the Ribbon
 - view Screen Tips
 - use the Quick Access Toolbar
 - move around in a presentation
 - change slide size options
 - arrange windows, view a presentation in a new window, or switch between presentations
 - manage presentation files
 - use Backstage to save, open, and close a presentation
 - save a presentation to OneDrive
 - save in a different file format
 - maintain backward compatibility
 - add and modify document properties
 - use presentation views
-

What is PowerPoint?

PowerPoint is a powerful presentation software used to produce professional, interactive slide shows. PowerPoint is often used to enhance the delivery of information to an audience. It can also be used to present information on kiosks, over the Internet, and as videos that can be uploaded to popular sites such as YouTube. Advanced PowerPoint users even use PowerPoint to develop interactive games and e-learning.

PowerPoint presentation examples abound on the Internet. A quick Internet search for “examples of PowerPoint presentations” returns over two million results. On YouTube alone, any YouTube video that looks

like it is moving from slide to slide could have been developed in PowerPoint. Another place you can go to view examples of PowerPoint Presentations is the PPT Search Engine website at pptsearchengine.net.

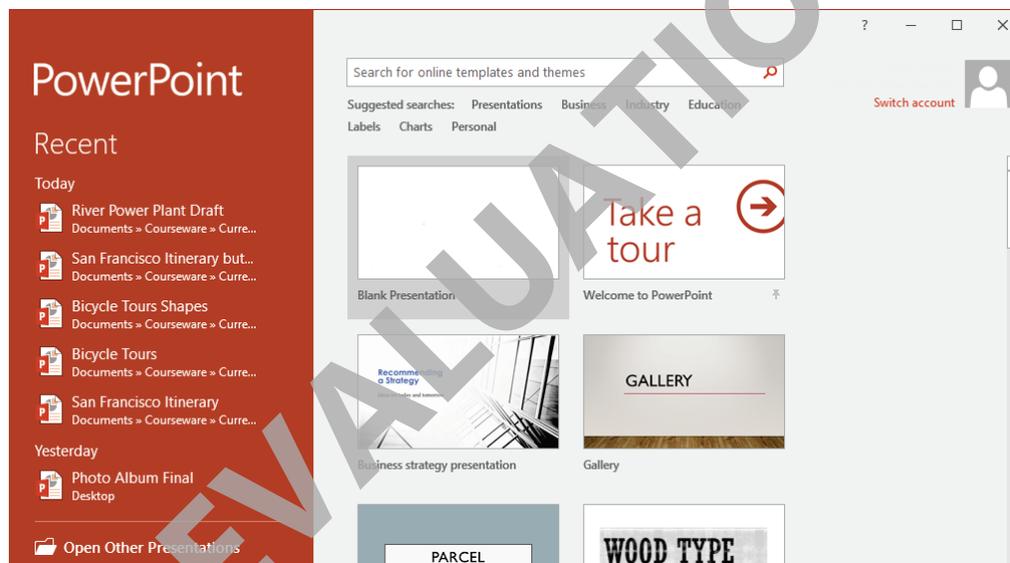
Starting PowerPoint

To start the PowerPoint application in Windows 10, use one of the following methods:

- press the WINDOWS key on the keyboard to open the Start page, click or tap the **PowerPoint 2016** tile;
- click **Start**, scroll through the list of apps, and then click or tap **PowerPoint 2016**; or
- in the taskbar, click the **PowerPoint 2016 Quick Launch** icon



When you start PowerPoint, the program displays a startup screen (shown in the following figure) of available templates and themes to help you get started quickly. A *template* is a boiler plate that already contains elements, such as various sample slides complete with placeholders and formatting. You also have an option to create a blank presentation. If you have been using PowerPoint for a little while, then your recently used files display on the left side of the window.

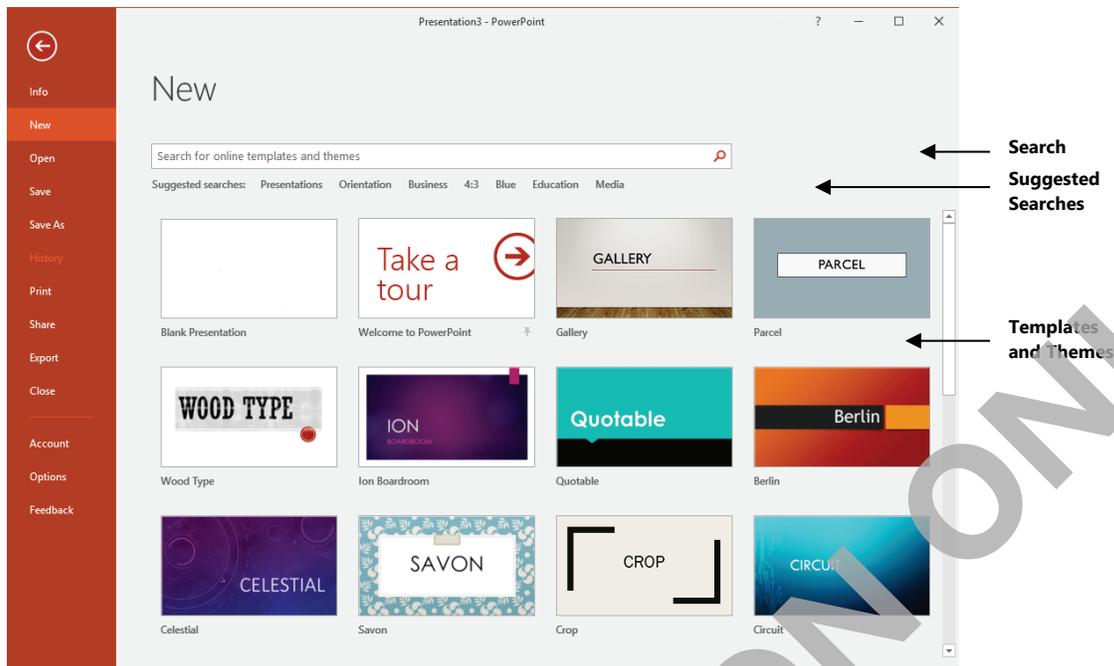


You can click a template on the startup screen to create a new file, click a file in the Recent list to open it, or click the **Open Other Documents** link to go to the Backstage view. You use Backstage view to create, open, save, print and manage your files.

Creating New Presentations

Objective 1.1.1, 1.1.2

All PowerPoint presentations are based on a template. PowerPoint includes templates for a wide variety of presentations. Some templates display on the startup screen, but you can access many more on the New tab of the Backstage view (as shown in the following figure).



Search – Enter a search term to find online templates and themes from Office.com.

Suggested Searches – Click any of these predefined searches to display related themes and templates.

Themes and Templates – Suggested or recently used themes and templates appear in the gallery. A thumbnail of the first slide is displayed to help you select the theme or template you want.

Blank Presentation – Choose the first option in the themes and templates area to create a blank presentation, which contains only the title slide with no colors or design elements, ready for you to enter text. When you start with a blank presentation, you can create your own content and apply your own choice of colors, backgrounds, images, and other design elements.

When you select a template or theme (other than the Blank Presentation template), you have the option of choosing a variation before clicking the Create button. There are no restrictions on how many presentations you can create and work with at one time; the amount of available system memory will determine this limit.

To create a new blank presentation, use one of the following methods:

- start PowerPoint and click **Blank Presentation**; or
- from within a presentation, click **File**, click **New**, and click **Blank Presentation**; or
- press CTRL+N.

To use a template, click **File**, click **New**, click a template, choose a variation, and then click **Create**.

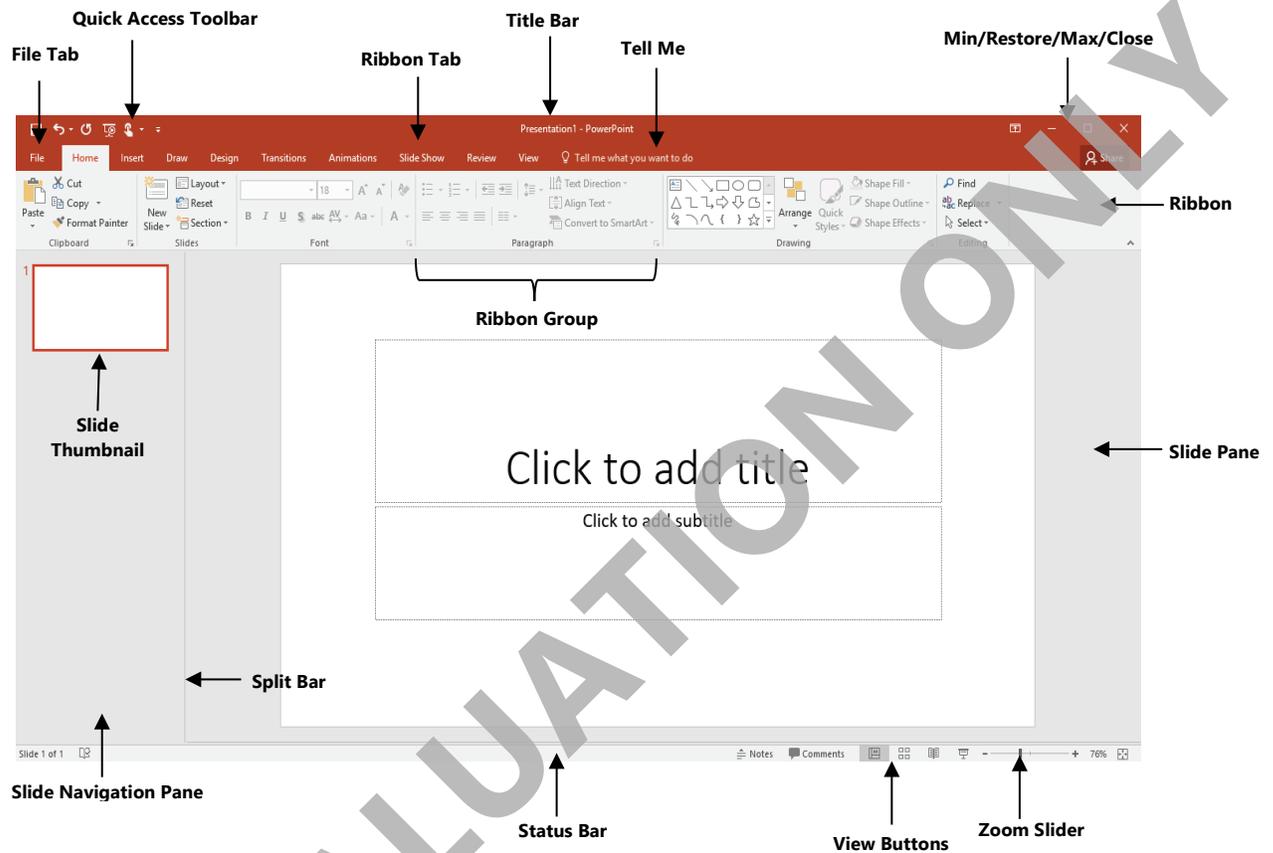
Learn to start PowerPoint

In this exercise, you will learn to start PowerPoint and create a blank presentation.

- 1 Click the **Start** button, scroll the Start menu, then click or tap **PowerPoint 2016** to start PowerPoint. The startup screen displays.
- 2 In the startup screen, click the **Blank Presentation** template to create a new, blank presentation.
- 3 Keep the presentation open for the next exercise.

Looking at the PowerPoint Window

The PowerPoint window contains the familiar Ribbon interface of the other Microsoft Office programs. If you are familiar with another version of PowerPoint, you will find everything where it was, plus some additional features.



File Tab – Click the File tab to open the Backstage view. When you open the Backstage view, PowerPoint hides the presentation and displays file management options, such as new, save and print options, in a full-screen window.

Quick Access Toolbar – Provides quick access to frequently used commands. Located above the Ribbon (default location) or below the Ribbon, the Quick Access Toolbar is customizable.

Ribbon Tab – The Ribbon includes various tabs, and each contains commands grouped for specific purposes, such as editing, inserting graphics, adjusting the view, or modifying the page layout.

Title Bar – Displays the name of the open presentation followed by “PowerPoint” (for example, *Staff Retreat 2016 - PowerPoint*). The title bar is located at the top of the screen. If more than one window is open on the screen, the Title Bar of the active window displays in a different color or intensity of color.

Tell Me – Similar to a Search bar. Enter words or phrases to get help or find features or tools to quickly complete a task.

Min/Restore/Max/Close – Affect the size of the application window on the screen.

Share – Opens the Share pane, which allows you to invite others to view or edit your presentation.

Ribbon – The primary command interface in all Office programs; the Ribbon provides quick access to commands that are organized into groups per the type of function, such as Insert, Design, and Review.

Ribbon Groups – Options on the Ribbon are arranged into groups of related commands. Some groups include a dialog box launcher button  at the bottom right. Clicking the dialog box launcher opens a dialog box or task pane which provides access to additional options and settings.

Slide Navigation Pane – Displays a thumbnail (miniature) view of each slide, used to organize and navigate slides in your presentation. If you are using Outline view, this pane becomes the Outline View pane.

Slide Pane – The work area used to view and edit the selected slide.

Split Bar – Drag this left or right to increase or decrease the size of the Slide Navigation (or Outline View) pane.

Status Bar – Displays presentation information, such as current slide and total number of slides. The status bar also displays the Notes button and Comments button (which open additional panes), and it also includes the View buttons, and the Zoom slider at the far right.

View Buttons – Alternate quickly between different views of a presentation. Use Normal to view and edit slides; Slide Sorter to view and organize all the slides in a presentation; Reading to view the presentation as if it were a show; and Slide Show to view the current slide as it would be displayed to an audience (press ESC to exit this view).

Zoom Slider – Click the – and + buttons at either side of the slider to decrease or increase the zoom percentage in increments of 10%, or drag the slider to choose a zoom percentage. PowerPoint displays the current zoom percentage in the Zoom level button, which is at the right of the View buttons. You can also click this button to set a custom or specific zoom percentage. Click the button to the far right of the zoom buttons to fit the active slide within the PowerPoint window.

Other Features

The previous figure displays commonly used areas of the PowerPoint application window. However, because you can customize PowerPoint's appearance, not all the parts shown here always appear. For instance, you can choose to turn the ruler on if you want to set a tab to align specific information on the slide, and then turn it off again to maximize the workspace on your screen. You can also set up or turn off defaults, such as the Mini toolbar or Live Preview, for each new presentation.

Scroll bars appear automatically when the application window is too small to display all its contents. As you add slides to your presentation, you may not be able to see all of them at once in the slide navigation pane, and a vertical scroll bar will display at the right side of the application window. Click in the vertical scroll bar or drag the scroll box to move up and down within the presentation. A horizontal scroll bar will appear only if the presentation is wider than the screen can display; you can use it when you want to move sideways within the active slide.

Previous Slide  and Next Slide  buttons appear at the bottom of the vertical scroll bar. Click them to move from one slide forward to the next, or back to the previous slide.

Moving Around in Presentations

When you are working with a presentation, small pictures of each slide appear in the Slide Navigation pane on the left of the screen. You can move through the presentation or select a specific slide using one of the following methods:

- click a slide in the Slide Navigation pane; or
- use the scroll bar on the right of the pane; or

- press PAGE DOWN or DOWN arrow to move forward one slide; or
- press PAGE UP or UP arrow to move backward one slide; or
- press HOME to move to the first slide; or
- press END to move to the last slide.

Learn to create presentations using themes and templates

In this exercise, you will create one presentation using a theme, and then another one from the Office.com templates.

- 1 In the PowerPoint window, you should be viewing a blank presentation.
- 2 Click **File** and then click **New**.
- 3 Click in the Search box, type: **Slice** and press ENTER.
- 4 In the Templates and Themes area, click the **Slice** thumbnail to open the Slice theme dialog box.
Notice the variations on the right, and navigation arrow buttons to the left and right of the dialog box. These arrows allow you to move through the available template and theme options.
- 5 Click the navigation arrow under the Title Layout image to view the available theme layouts.
- 6 Click on each of the thumbnails on the right to view the presentation variations.
- 7 Select the first variation in the second row and then click **Create** to create a blank presentation based on a color variant of the Slice theme.
- 8 Click **File** and then click **New**.
- 9 Click **Business** in the Suggested searches area.
- 10 If necessary, scroll to locate the **Business strategy presentation**, click to select it, and then click **Create**; or simply double-click the presentation name to create a new presentation based on the template.

Take a few moments to scroll through the presentation to view the various slides provided as a guide on how to use this template.

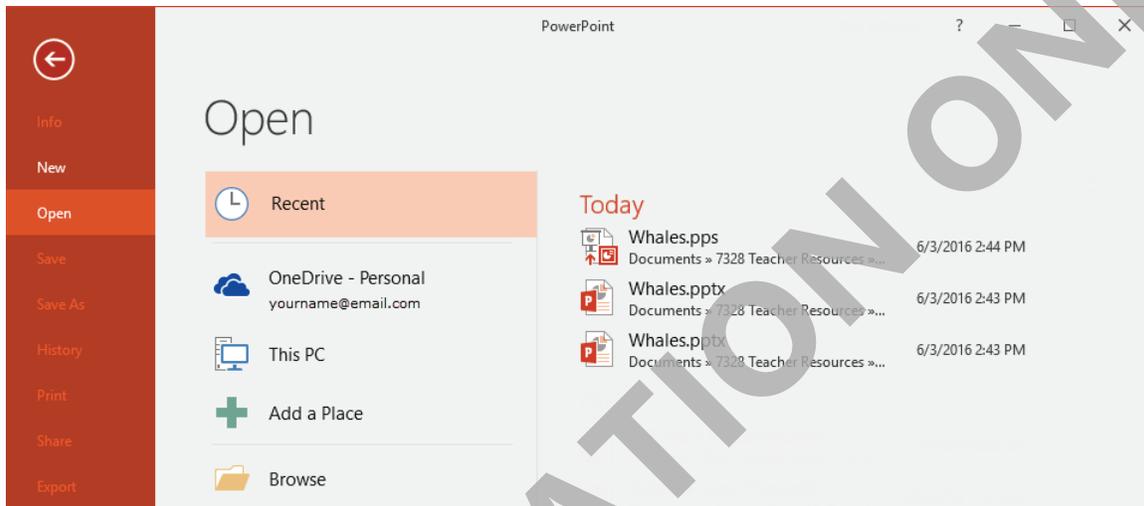
- 11 Press the DOWN arrow or PAGE DOWN key to navigate to the next slides in the presentation, and then press HOME to return to the first slide.
- 12 Click the **Next Slide** button at the bottom of the vertical scroll bar at the right of the screen.
PowerPoint now displays the next slide on the screen for you in the Slide Pane area. It also displays a highlighted box around this slide in the Slide Navigation pane.
- 13 Click the **Previous Slide** button to see how PowerPoint now moves back to the previous slide.
- 14 In the Slide Navigation pane, scroll down to the last slide and click it.
- 15 Click anywhere in the vertical scroll bar in the Slide pane to see how PowerPoint moves to either the next slide or the previous slide (depending on where you clicked).
- 16 Keep the presentations open for the next exercise.

Opening a Presentation

You can open a presentation from any location. You can open as many presentations as needed; the only limitation is the amount of memory available on your system.

Use one of the following methods to open a presentation:

- click **File**, click **Open**, click an option from the list of locations, and then select the file you want; or
- press CTRL+O; or
- press CTRL+F12.



PowerPoint displays the recent presentations in the same order as you opened them, with the most recent at the top of the list. When you reach the maximum number of files that display in this list, the oldest drops from the list. You can click the  (Pin this item to the list) button to the right of the file name to ensure that this file remains in the list until it is unpinned. By default, you can see up to 20 recent presentations at a time, but you can customize this number to suit your needs.

Once the Open dialog box displays, you can navigate using the mouse or keyboard to display files or folders and then use one of the following methods to open a presentation:

- double-click the file name; or
- select the file, and then click **Open** or press ENTER; or
- if the file is stored in a different location, navigate to the location and then use one of the above methods to open the file.

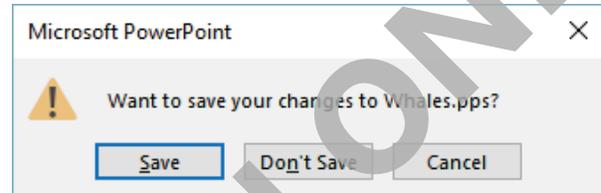
Closing a Presentation

Once you have finished editing or revising a presentation, you should close it to clear the screen and memory. This way, you can start or open another presentation without leaving old files on your screen. Although you can have multiple presentations open at one time, closing those you do not currently need saves on memory and processing time.

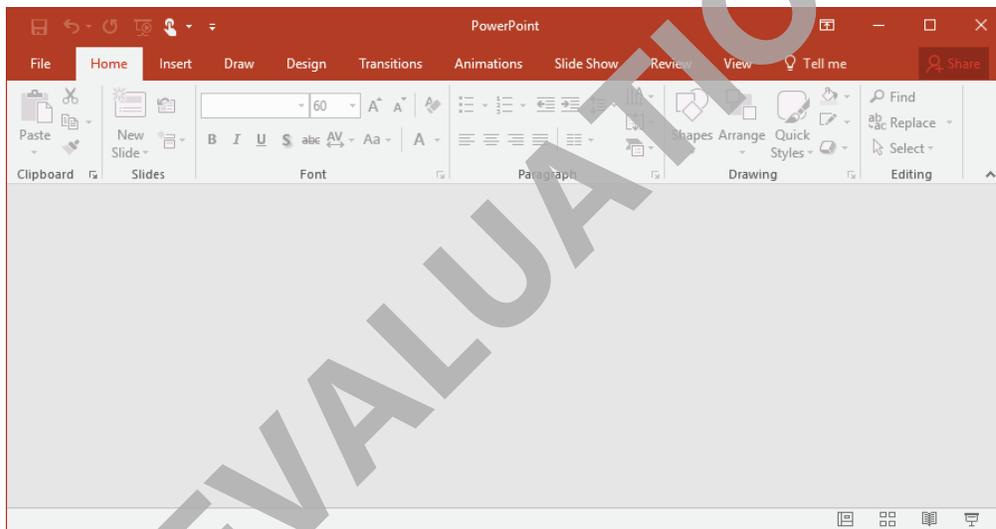
PowerPoint displays each document in its own window and you can use one of the following methods to close a presentation and the PowerPoint application:

- click the  (**Close**) button for the PowerPoint application (at top right corner of the application window); or
- click the **File** tab and then click **Close**; or
- press CTRL+W or CTRL+F4; or
- point at the PowerPoint button in the taskbar and then, in the window with the presentation, click the  (**Close**) button for that file.

If you add or change something in a new or existing presentation that has not been saved yet, and then try to close the presentation, PowerPoint prompts with the option of saving the document. Choosing Cancel in the prompt window cancels the close process and returns you to the presentation.



When you close all presentations in PowerPoint, the application remains open. Without any presentations open (not even a new blank one), the screen looks similar to the following.



Notice that all options on the current ribbon tab appear dimmed (grayed out); this is a reminder that there are no presentations active and you must either create a new presentation or open an existing one before the features become available.

Learn to open and close presentations

In this exercise, you will open and close presentations.

- 1 In the Ribbon, click **File**, and then click **Open** and review the files that currently display in the Recent list.

Note: Your screen may show files in the list created by other users on the computer.

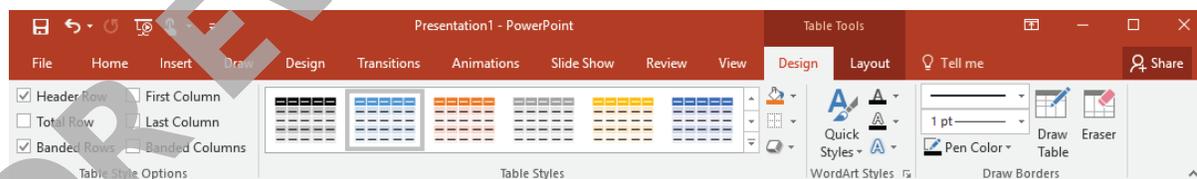
- 2 In the middle pane, click **Browse** to open the Open dialog box.
- 3 Using the directory tree in the Open dialog box, navigate to the *3266-Student-Files* folder, then double-click the *Welcome to PowerPoint* presentation to open it.

- 4 Click **File**, click **Open**, and then click **Browse**. The Open dialog box displays, and should already be showing the contents of the 3266-Student-Files folder.
- 5 Click the *Transitions* presentation to select it, then click the **Open** button to open the presentation.
- 6 Press CTRL+O and then click **Browse** to access the Open dialog box, then open the *TEC Annual Review* presentation.
- 7 Press CTRL+W to close the *TEC Annual Review* presentation. The *Transitions* presentation should now be visible on the screen.
- 8 Click the  (**Close**) button at the upper-right corner of the *Transitions* presentation window to close the presentation. The *Welcome to PowerPoint* presentation should now be visible on the screen.
- 9 Click **File**, then click **Close** to close the *Welcome to PowerPoint* presentation. The two presentations you created previously should still be open.
- 10 Click **File**, then click **Open** and review the files that display in the Recent list.
The three files you opened display at the top of the list.
- 11 In the Recent list, click *Transitions* to open the presentation again.
- 12 Press CTRL+W to close the *Transitions* presentation.
- 13 Keep the other two presentations open for the next exercise.

Using the Ribbon

The Ribbon is the first place you look to find the commands you require. Commands are grouped on tabs with each tab relating to a type of activity, such as adding images to a slide, changing a slide's design, or adding animation and slide transitions. You can customize the Ribbon to display those commands you use most often, or to add or remove commands from a ribbon tab (not covered in this course).

To reduce screen clutter, contextual ribbons (such as Drawing Tools, Picture Tools, and Table Tools) appear only when they are needed to complete a task or when a particular type of object is selected, such as a picture or a table. The following image displays the Table Tools ribbon, which contains two additional tabs (Design and Layout); this ribbon appears only if a table exists on the slide.



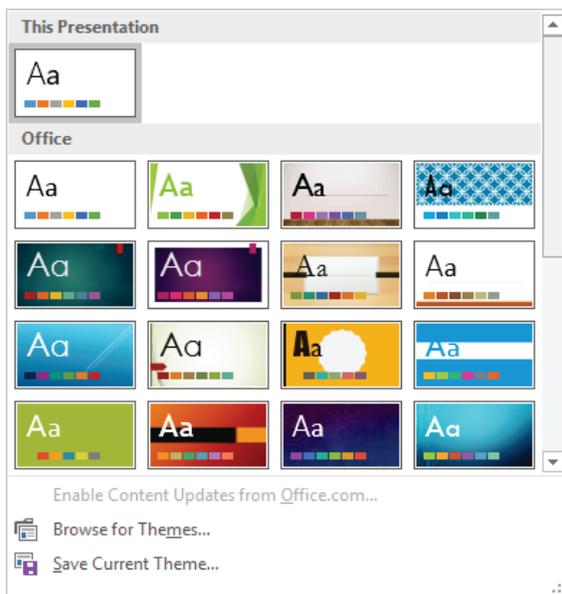
A button that appears in a different color or that displays an outline is active. Many buttons are toggle buttons; that is, they deactivate when you click the same button again or click another choice. For instance, you can apply boldface to selected text by clicking the **Bold** button. While the command is active, the Bold button has a different color and outline. To turn off the boldface, click the button again.

Each tab on the Ribbon is organized into groups of related commands. For example, the Home tab includes a group called Font, which contains buttons for formatting text characters; the Insert tab includes a group with different types of graphics or illustrations that can be inserted into a document.

If a group shows a feature with a scroll bar, it also has a  (**More**) button below the bottom scroll button. You can click the **More** button to display the full gallery (list) of options for that feature.



The group generally displays options for the feature that can be selected directly without displaying the full gallery.



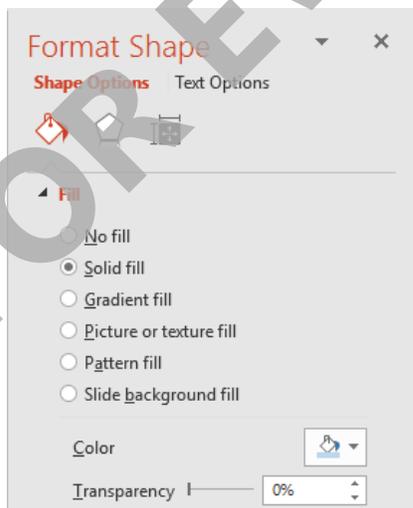
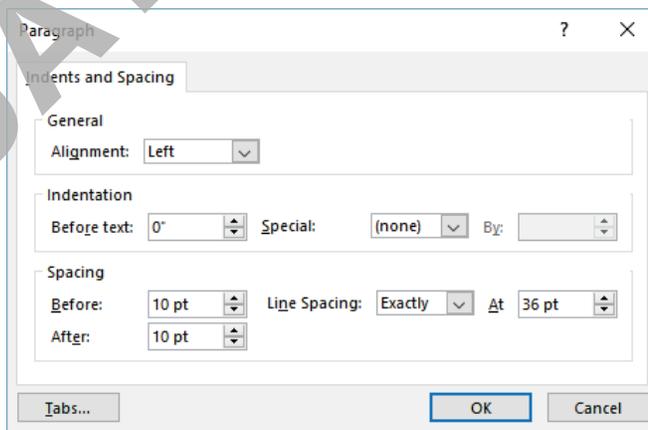
When the More button is clicked, the gallery list appears. Notice that PowerPoint displays the current item in use, and then lists other available items for selection. PowerPoint will usually provide you with an option to browse for an item that is not in the current gallery, or to save a new customized item.

Point at a gallery option and PowerPoint displays a Live Preview of how the selected item will appear if you apply the option.

To turn off this feature, click the **File** tab, click **Options** to open the PowerPoint Options dialog box, click the **General** tab, and deselect the **Enable Live Preview** checkbox in the User Interface options section.

You can click the dialog box launcher button  at the lower right of a group to display a dialog box, window, or task pane offering more options for this group of features.

Within a dialog box, you can adjust, select, or change options for the selected feature, and click the **OK** button to apply your changes and close the dialog box. The Paragraph dialog box is shown here.



A task pane is a multipurpose pane that appears docked on the right side of the PowerPoint window. Unlike dialog boxes, task panes do not cover up the active slide area. PowerPoint includes several task panes for working with slide content, objects, and other elements. The Format Shape task pane is shown at the left.