



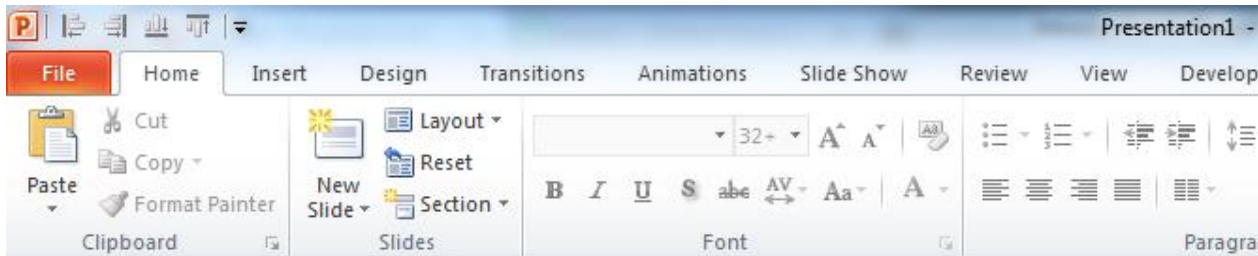
Introduction to Microsoft PowerPoint

The PowerPoint Ribbon

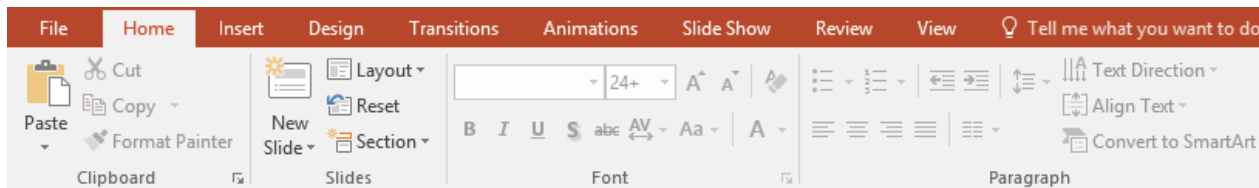
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- The PowerPoint Ribbon contains the commands that you need to complete a task
- The Ribbon is composed of tabs (File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View etc.) Each of these tabs relate to a specific type of activity
- Each tab is organized into groups of commands with a similar/complementary function

PowerPoint 2010 Ribbon

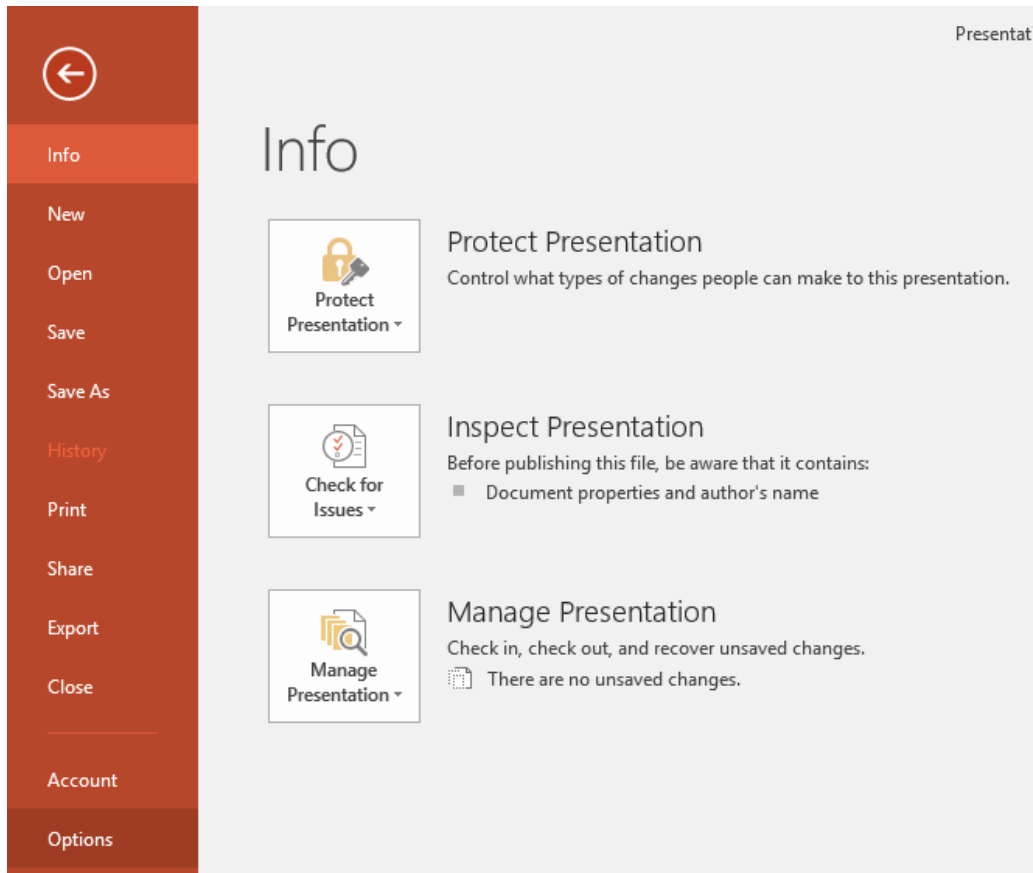


PowerPoint 2016 Ribbon



The concepts shown in this course apply for PowerPoint 2010, 2013, and 2016

The PowerPoint Ribbon

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Within the **File** tab, we will find several basic commands such as **Save**, **Save as**, **Open** and **Close**

2

If we click on **Info**, we will find the **Permissions** section, in which we can create a password for the document

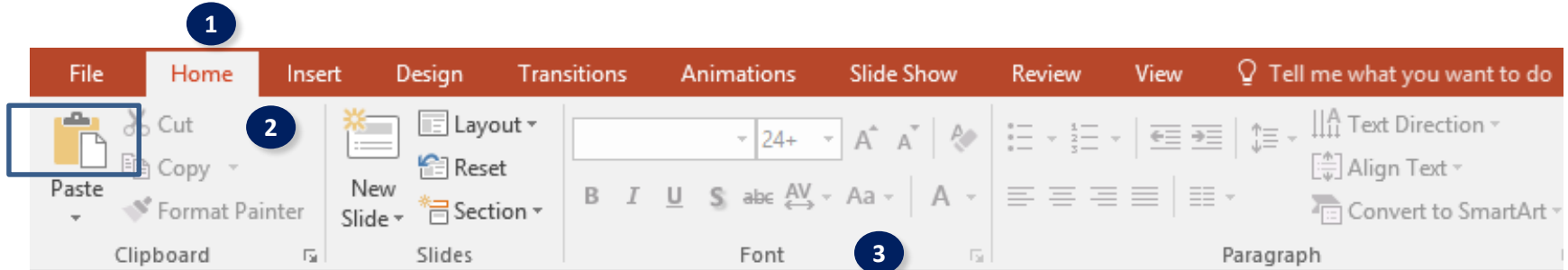
3

Under **Print** we find all the options related to printing. We can select whether we want to print all slides or just a specific part of the document

4

By clicking on **Options**, a dialog box opens. We are able to select some of the user interface options, the type of proofing to be applied, saving options, language options and advanced options

The PowerPoint Ribbon

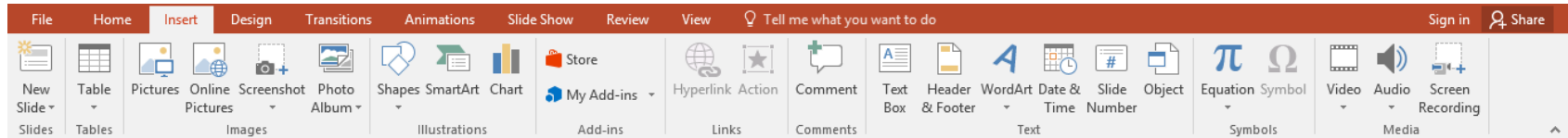
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1 The **Home tab** contains some of the most frequently used commands in PowerPoint

2 Cut, Copy and Paste are probably the three commands that you will use every time when you open PowerPoint

3 A large part of the functionalities necessary to elaborate text are included here as well, including: Font, Font Size, Bold, Italic, Underline, Bullet Points, Text direction, Text position, Text alignment, etc.

The PowerPoint Ribbon

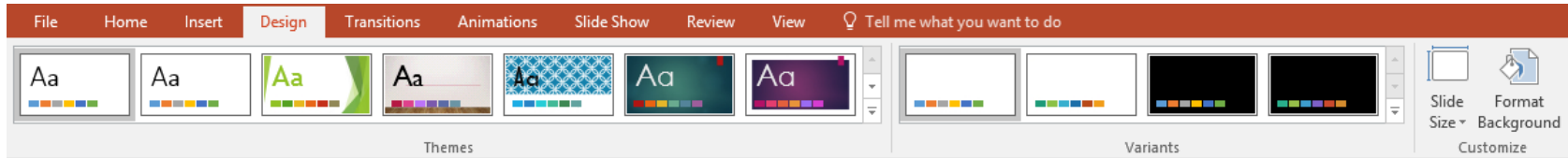
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The **Insert tab** allows us to add various objects to our PowerPoint slides:

- Tables
- Images
- Shapes
- SmartArt graphs
- Text Boxes
- Header & Footer
- Slide numbers
- Equations
- Video, etc.

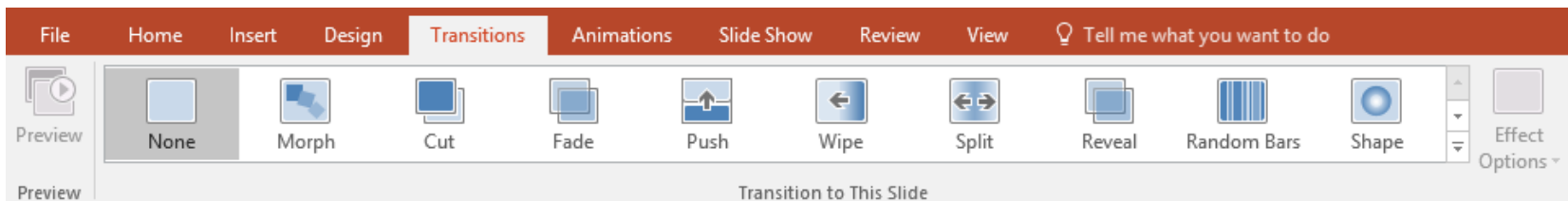
The PowerPoint Ribbon

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The **Design tab** contains the basic slide formatting tools.

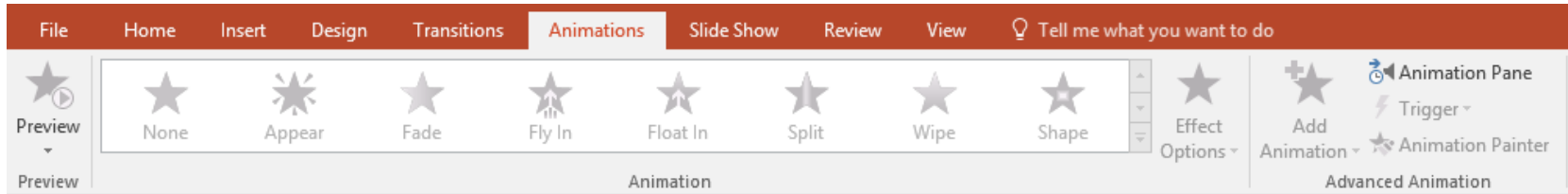
- Themes are an easy way to design a whole slide show. Every slide in the presentation will change to match the background, font, colors, and effects that are preset for each theme
- The good point about themes is that they are easy, quick and make your presentation look nice
- The bad point about themes is that there are only four or five really good ones to choose from, and everyone repeatedly uses them



The **Transitions tab** enables users to change slide transitions, set different properties or timings for the transitions of their slides and generally adjust their preferences relating to slide transitions

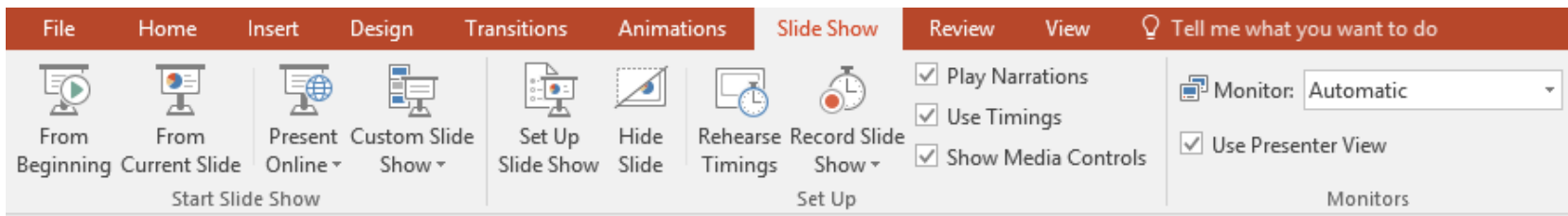
The PowerPoint Ribbon

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By using the **Animations tab** you can make just about any object move in and out, and fly around in almost any way that you can imagine

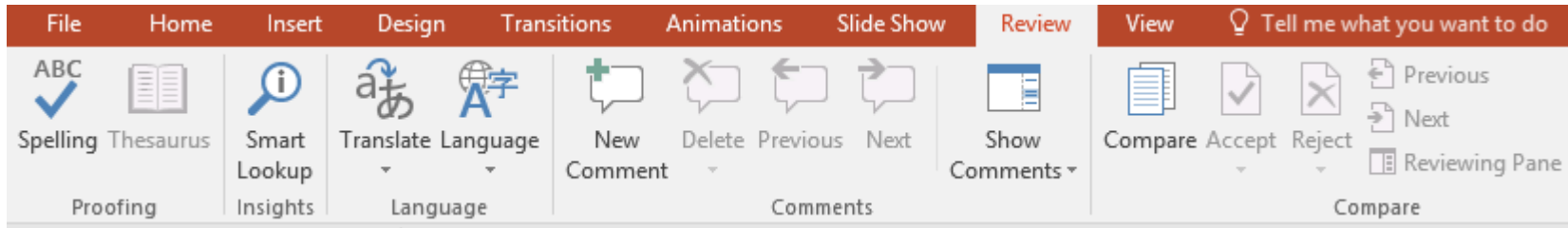
Animation effects are often used for entrances and exits of objects



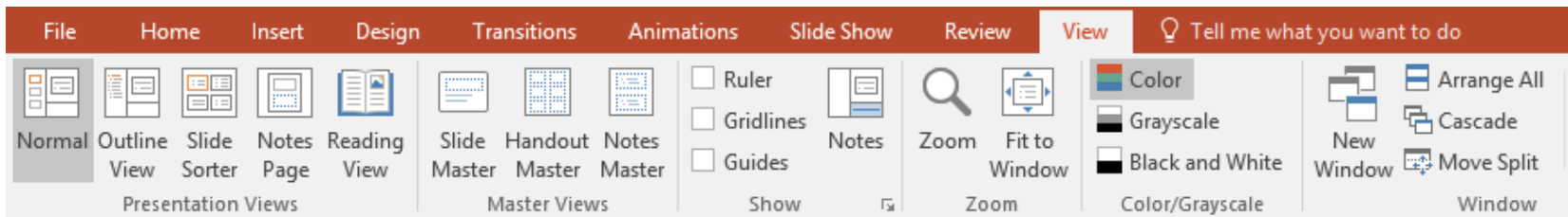
The **Slide Show tab** contains tools that control the Slide Show's presentation

The PowerPoint Ribbon

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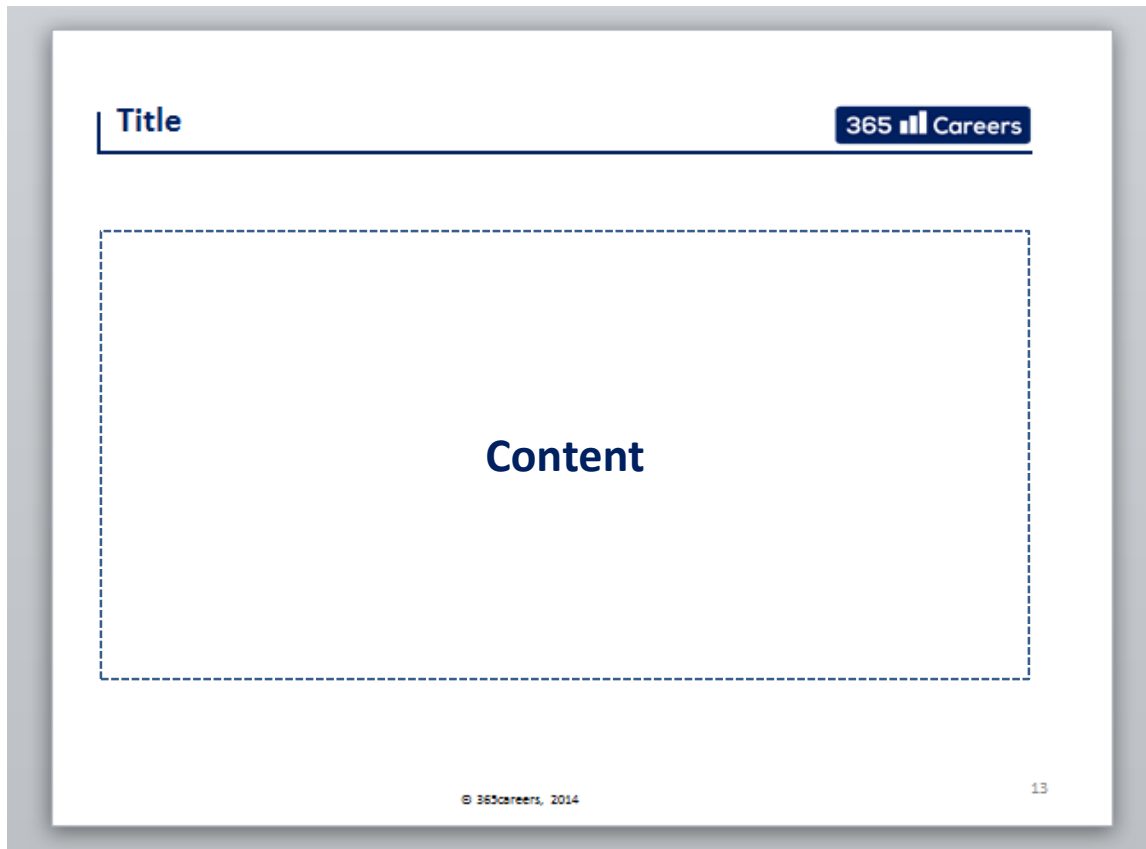
The **Review tab** enables you to proofread your PowerPoint files. In addition to that, you will also find the “comment” and “review” functionalities here



The way you see your presentation can be customized in the **View tab**. Inside of this tab, we have all the Slide Master options. Zoom, Color, Window and Macro options could be found here as well

2. Spacing within PowerPoint slides

Spacing within PowerPoint – Good Example



The slide that we see on the left is well organized for several reasons:

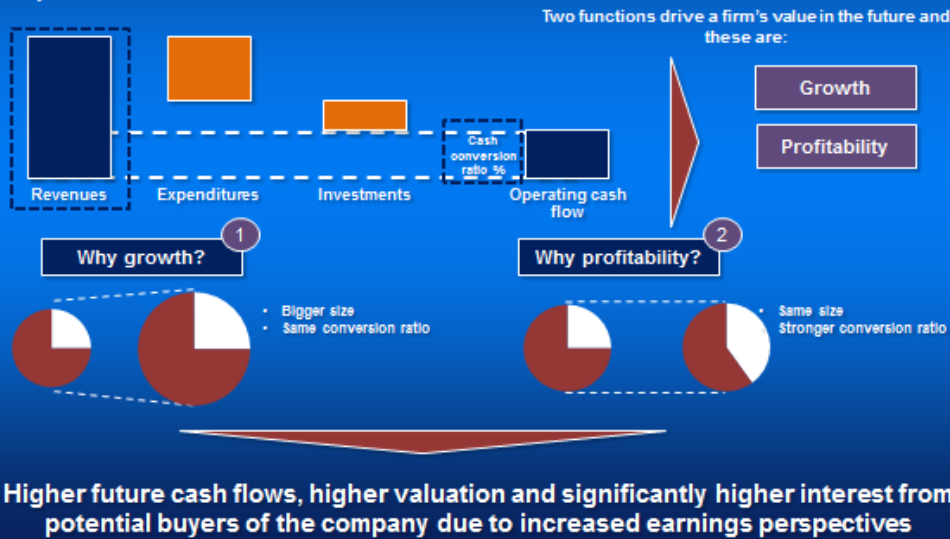
- A reasonable amount of blank space is left between its content and its outer borders
- The title and the content are well aligned
- The slide is not cluttered as an adequate amount of blank space separates the title, the content and the footer elements

Spacing within PowerPoint – Negative Example

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What drives company value?

Given that a company's value is a function of its future cash flows we need to determine what drives future cash flows. In order to determine that, we have to make the following comparison:

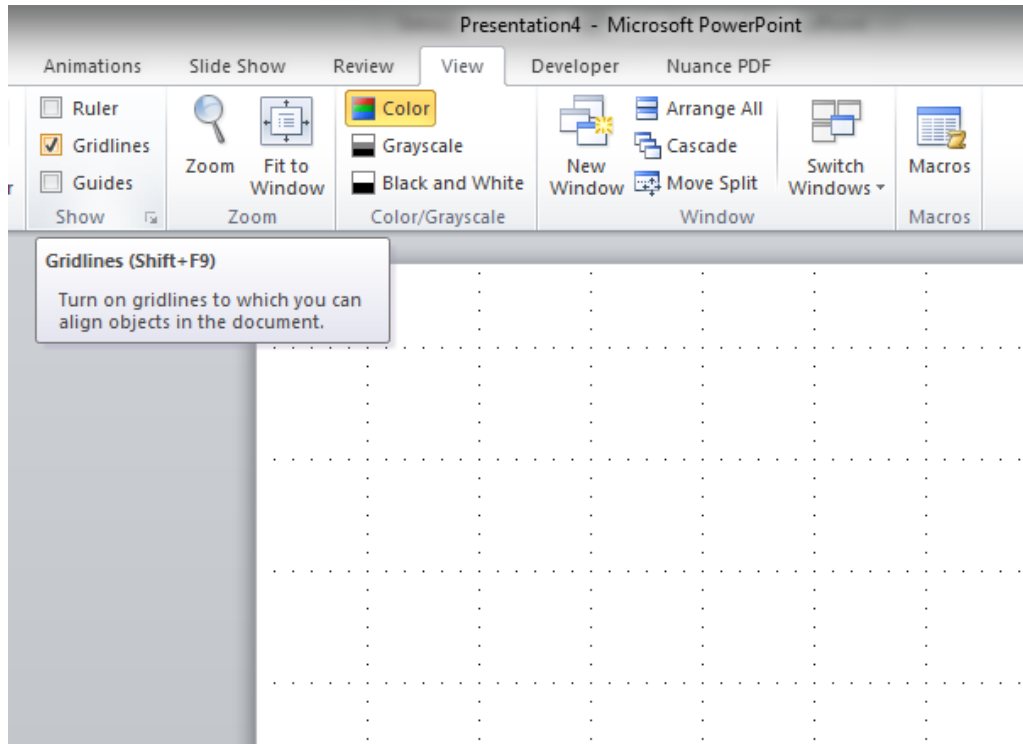


This slide has several flaws from a formatting point of view:

- It is cluttered – there is too much content/the content is not well organized
- Some of its elements are not aligned (see the title and the paragraph below it)
- No blank space separating the content from the slide's outer borders
- It is quite difficult to understand the logical flow of the information that is presented

Structure is critical if you want to create quality and professional output

Spacing within PowerPoint – Gridlines

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Gridlines are a useful tool that allows us to get a better idea of spacing in PowerPoint.

In order to **enable Gridlines**, we have to open the “View” tab and click on Gridlines.

We can use **Gridlines** when we need to determine whether two objects are symmetrically positioned.

Spacing within PowerPoint – Content (1/2)

Typically, the content of slides in business presentations is organized in one of the following ways:



Future Growth Prospects 365  Careers

South American Market

- The South American Market is one of the prime opportunities ahead of Kinemax
- The firm has already acquired some limited experience from its Joint Venture in Brazil
- The South American Market is expected to grow in double figures in the next 5 years

New European Markets

- Kinemax plans to start operations in the Netherlands, Spain and in Norway
- The firm has acquired experience from its activities in other European countries

Kinemax Growth Prospects

Penetration in existing Markets

- Kinemax will likely step up its effort to solidify its leadership position in the markets, in which the company is already present
- There is significant room for growth in Turkey and in Brazil

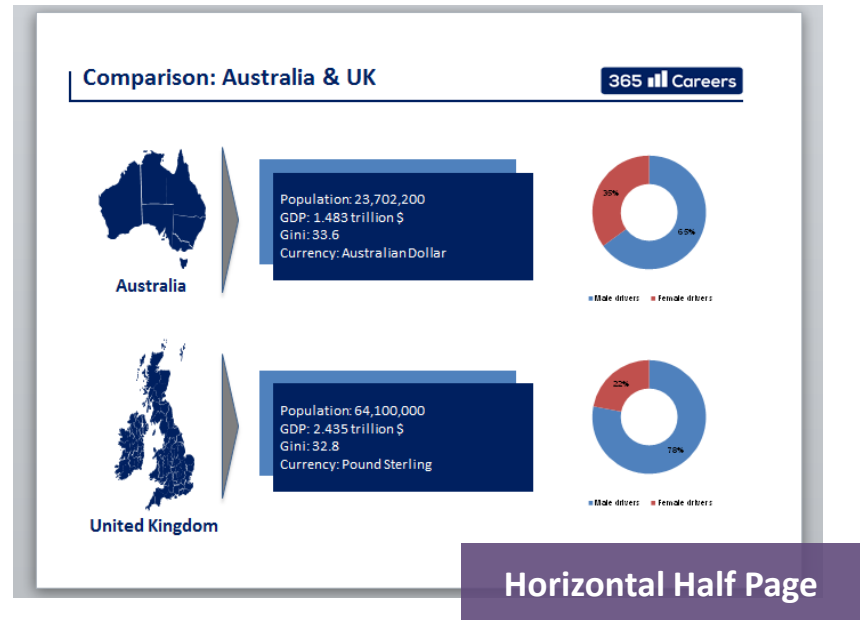
Extension of offered Services

- Kinemax plans to introduce a new service in its locations: "Event rooms"
- Similar service lines reinforce its image as the place to be for children in the "under 14" segment

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Full Page

The whole slide represents **a single page**



Comparison: Australia & UK 365  Careers

Australia

Population: 23,702,200
GDP: 1.483 trillion \$
Gini: 33.6
Currency: Australian Dollar

30% Male drivers 60% Female drivers

United Kingdom

Population: 64,100,000
GDP: 2.435 trillion \$
Gini: 32.8
Currency: Pound Sterling

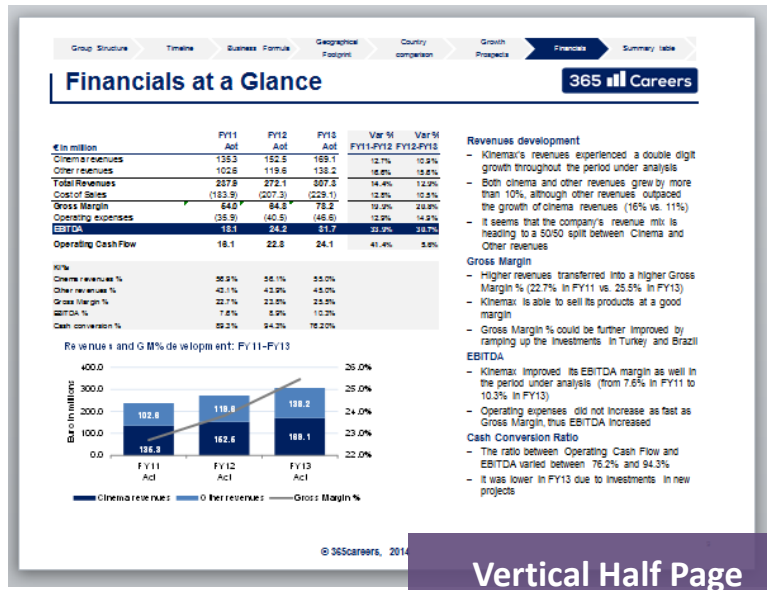
22% Male drivers 78% Female drivers

Horizontal Half Page

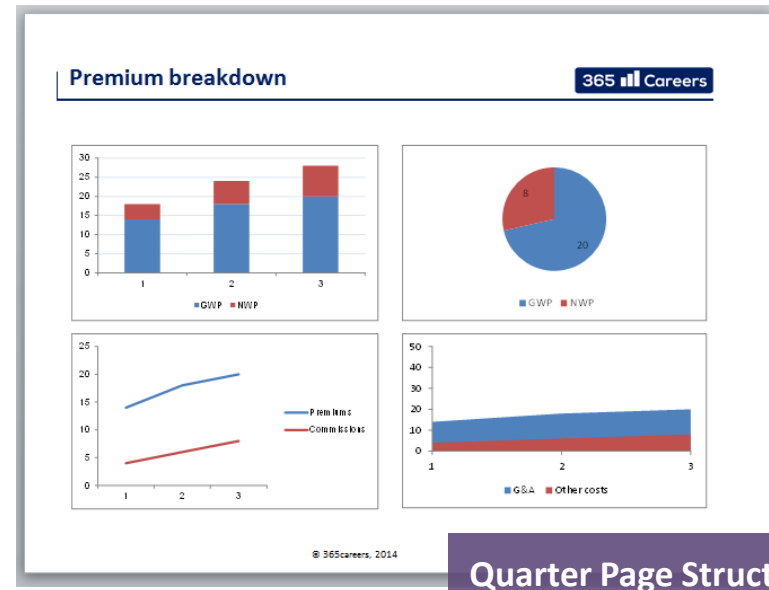
The slide is divided in **two horizontal parts**

Spacing within PowerPoint – Content (2/2)

Typically, the content of slides in business presentations is organized in one of the following ways:



The slide is divided in two vertical parts (a table and a chart on the left side and text comments on the right side)



The slide is organized as **four pages**

3. Keyboard shortcuts

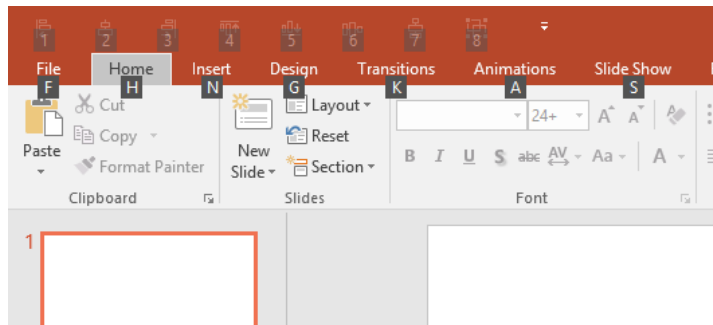
Keyboard shortcuts

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Keyboard shortcuts are the favorite tool of experienced users. They allow you to save a lot of time, especially when the number of operations to be carried out on a specific slide is substantial.

There are **two** main types of shortcuts:

- The ones involving the **Ctrl** key
- The ones involving the **Alt** key



We can easily find many keyboard shortcuts by using the **Alt** key. By pressing **Alt** (without holding), we can activate the Tabs of the PowerPoint Ribbon. Then, we can click the letter corresponding to the tab that we want to open and subsequently select the command that we need.

Keyboard shortcuts

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Control shortcuts are slightly different than **Alt Shortcuts**.

The Ctrl key must be held down, while pressing the other keys that are part of the shortcut sequence.

Therefore, when using **Ctrl shortcuts**, we have to know them by heart, while **Alt shortcuts** allow us a moment of hesitation.

Examples of **Control Shortcuts**:

Ctrl + C → Copy

Ctrl + X → Cut

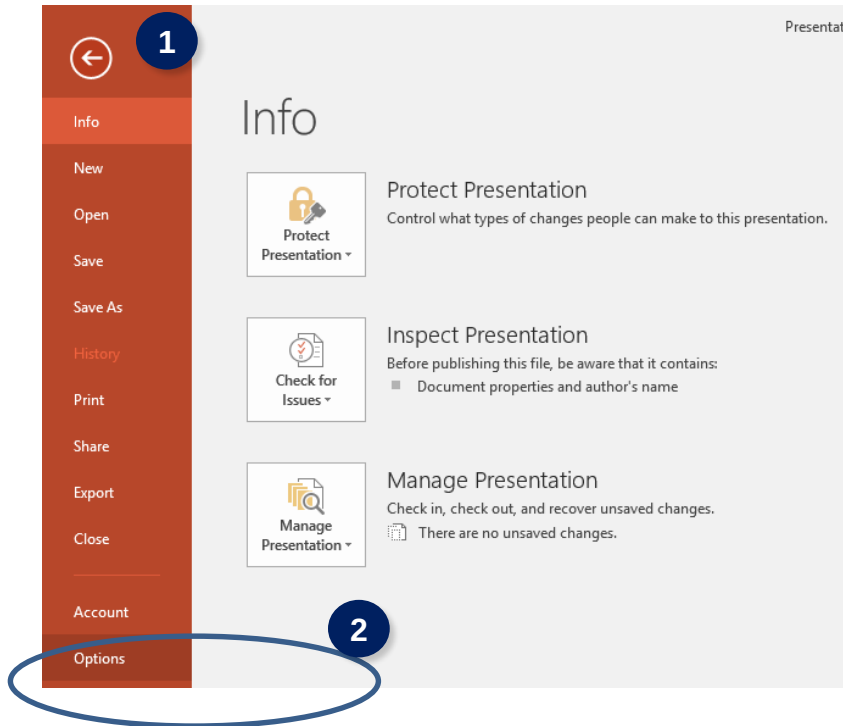
Ctrl + V → Paste

Ctrl + G → Group

Ctrl + Shift + G → Ungroup

4. Quick Access Toolbar Buttons

Adding Quick Access Toolbar buttons

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Quick Access Toolbar buttons are a good way to save time and have the most frequently used commands only a single click away.

There are a few steps that you need to carry out in order to add commands to your **Quick Access Toolbar**.

1

Open the **File** tab

2

Click on **Options**

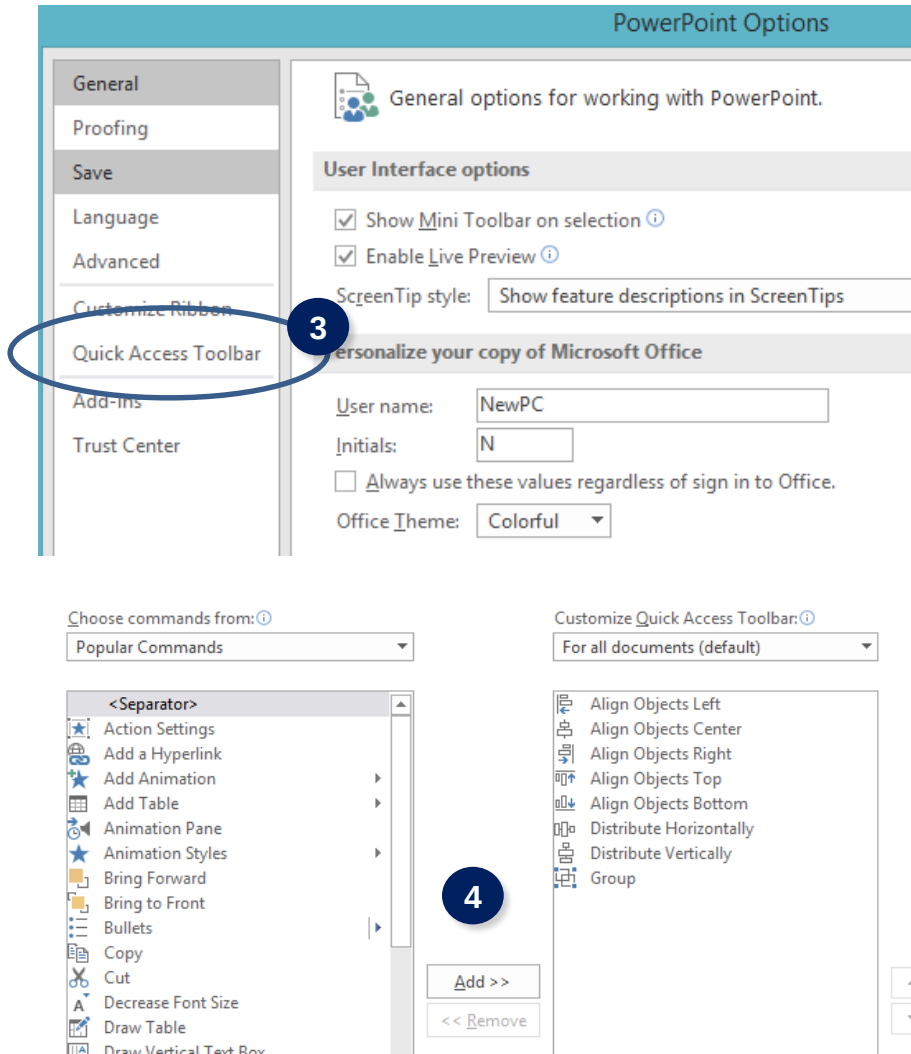
3

Click on **Quick Access Toolbar**

4

Add the commands of your choosing

Adding Quick Access Toolbar buttons

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Quick Access Toolbar buttons are a good way to save time and have the most frequently used commands a single click away.

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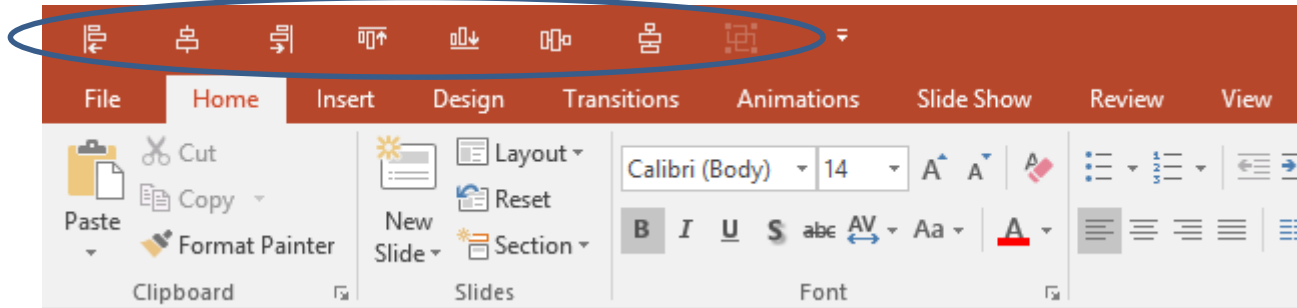
3

Click on **Quick Access Toolbar**

4

Add the commands of your choosing

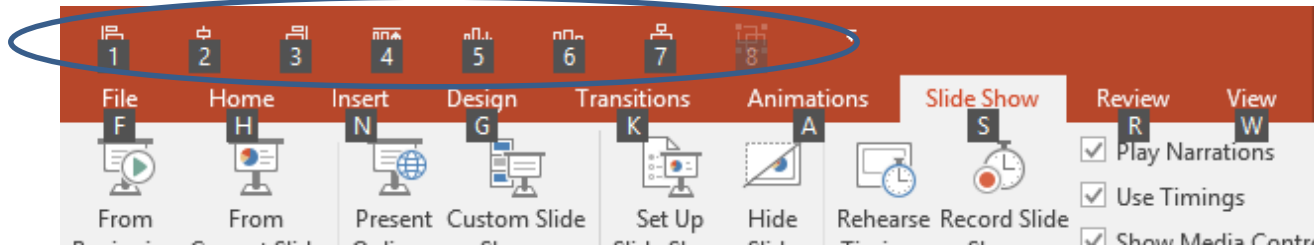
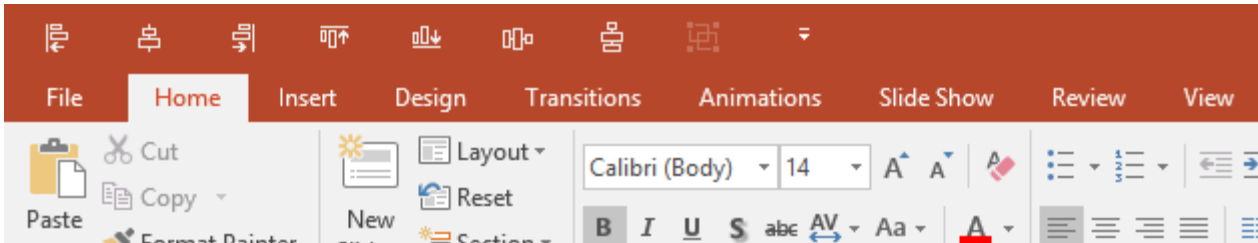
Using Quick Access Toolbar buttons

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Once you've added **Quick Access Toolbar buttons**, you will be able to find them in the upper left part of your screen.

Quick Access Toolbar buttons are a good replacement of shortcut sequences and are much easier to use

Using Quick Access Toolbar buttons as shortcuts

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Quick Access Toolbar Buttons and Keyboard Shortcuts can be combined in an interesting way.

As we already saw, the **Alt** key activates the Tabs of the PowerPoint Ribbon. In addition to that, the **Alt** key activates the Quick Access Toolbar buttons that we have created as well.

For Example, in the screen that we have above, the following shortcut sequences can be used:

Alt + 1 - Align Left Alt + 2 – Align Center Alt + 3 – Align right, and so on.

5. Aligning objects

Aligning objects

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Very frequently we need to align two or more objects. The way to do that is the following:

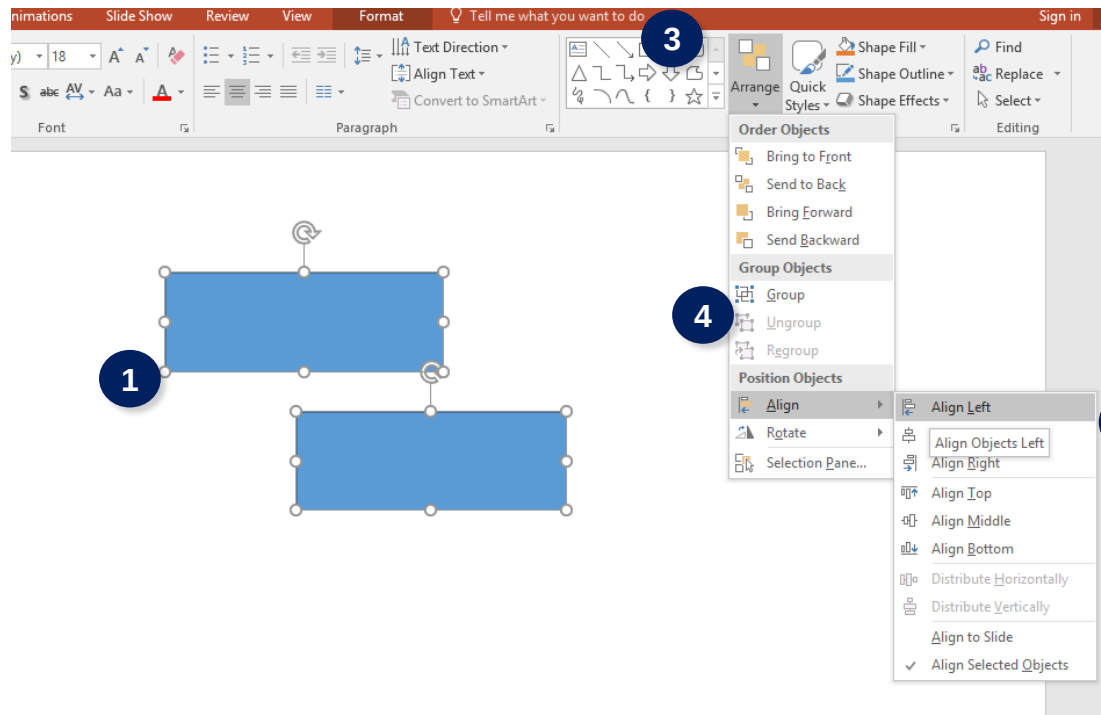
1 Select the objects that have to be aligned

2 Open the **Home** tab

3 Click **Arrange**

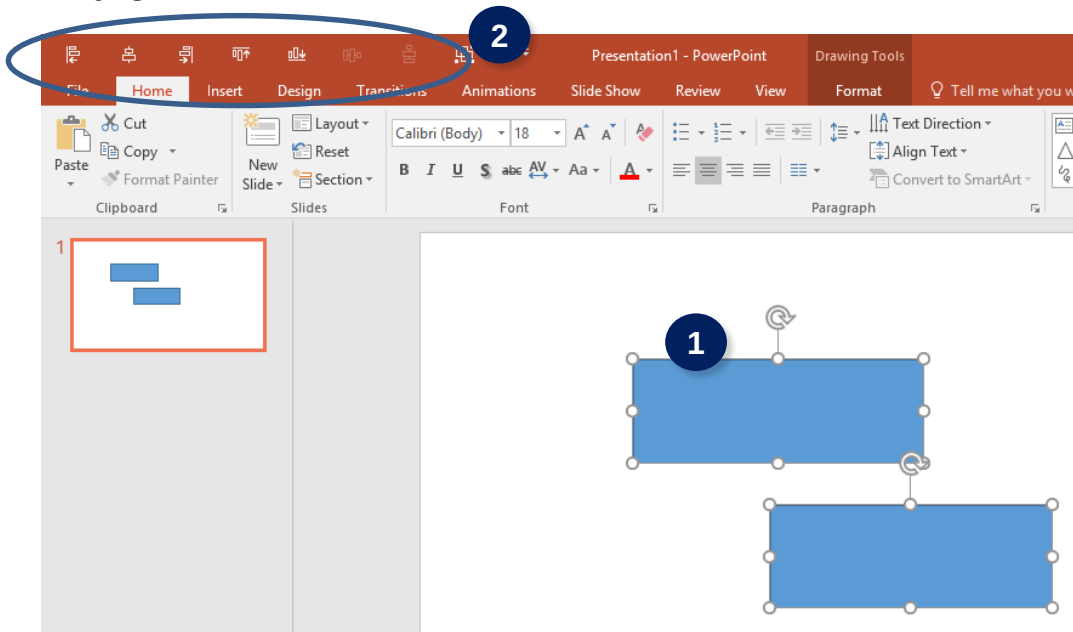
4 Select **Align**

5 Choose the direction, in which you would like to align the objects



Aligning objects

A much simpler alternative is to use the **Quick Access Toolbar** buttons once you have added them.



1 Select the objects that you would like to align

2 Press the **Align** command within the Quick Access Toolbar

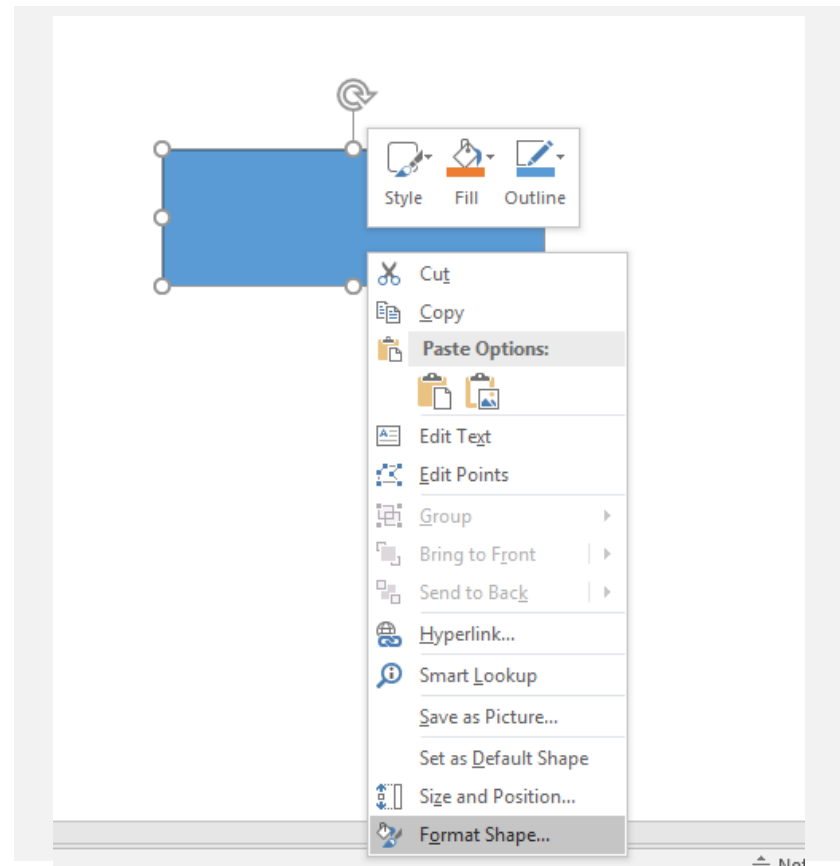
6. The Format Shape Menu

Format Shape

The **Format Shape** menu is one of the most important features of PowerPoint. It allows us to carry out many operations, which shape an object's appearance in a variety of ways.

In order to open the **Format Shape** menu, we have to do the following:

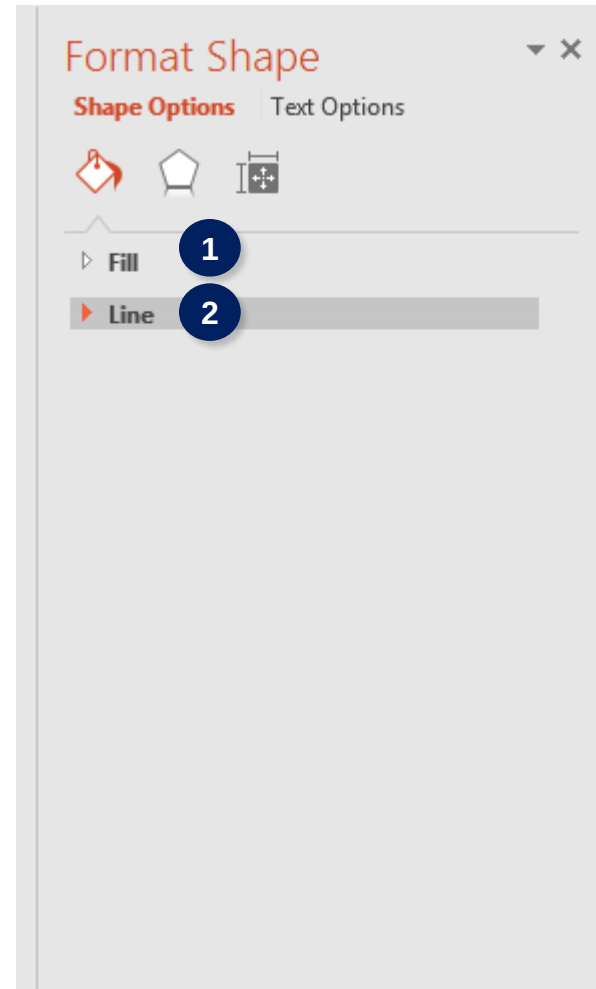
- Select a shape
- Right-click on it
- Click on **Format Shape**



Format Shape

There are a number of properties that can be adjusted for a given object. All features are grouped in two main categories

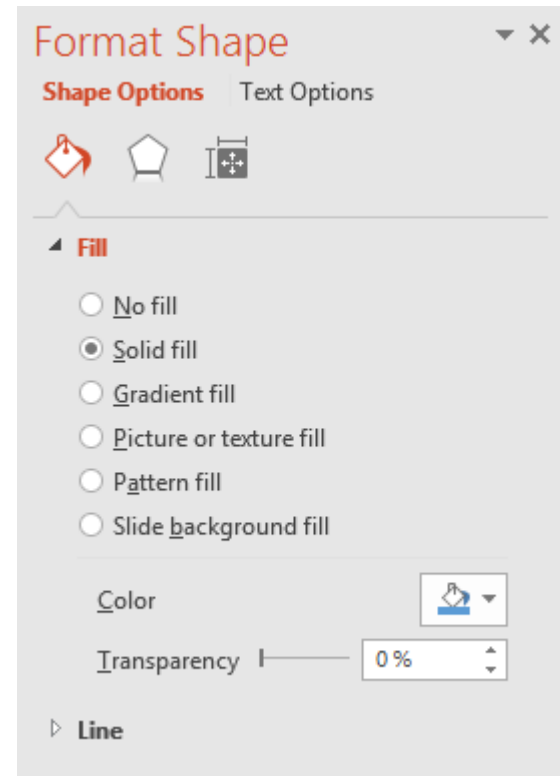
- Fill settings
- Line settings



Format Shape - Fill

For example, **Fill** allows us to modify the color of an object's fill – the interior of the shape that we have selected.

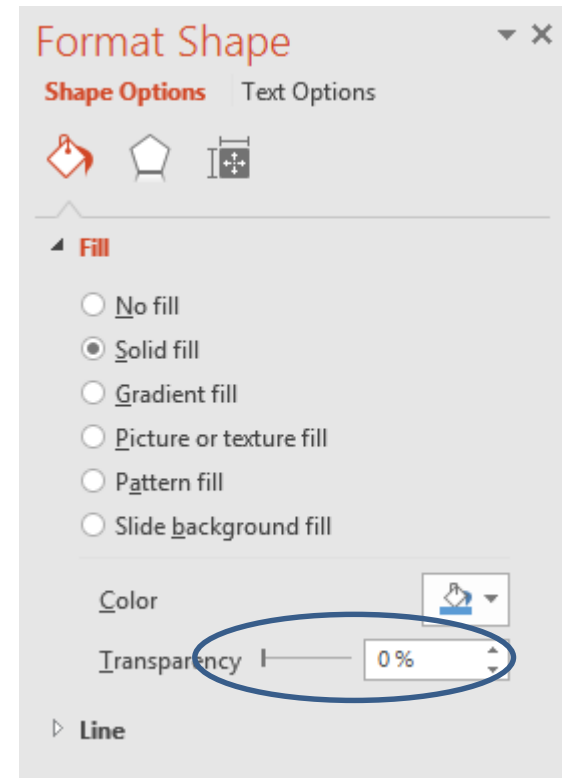
- If we select **No fill**, then the interior of the box will become transparent (1)
- **Solid fill** is the default option on PowerPoint. We can select a color that will fill the box (2)



Format Shape - Fill

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The **Transparency** of the applied colors can be adjusted by using the transparency percentage scale.

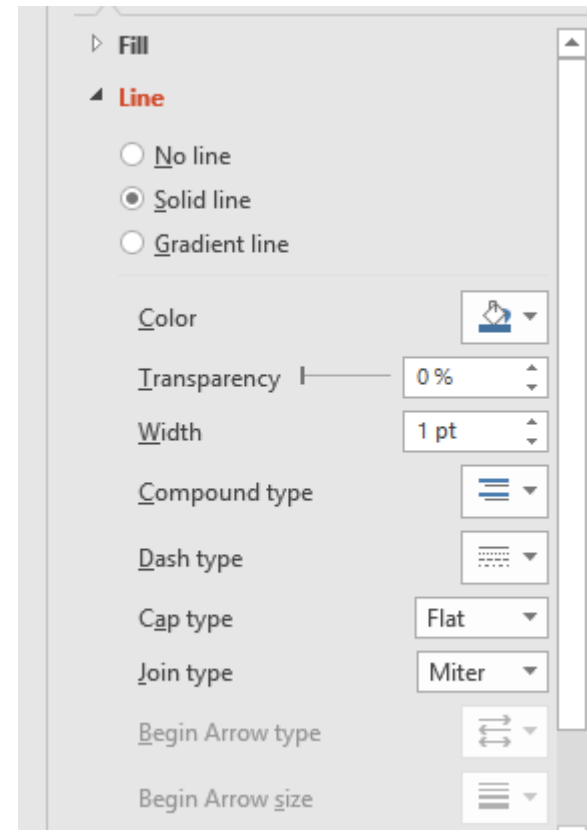


Format Shape – Line settings

Line Color settings allow you to modify the external border of the selected shape.

The options that we have here are very similar to the ones that we saw in the **Fill** section. We can modify the line's color by choosing one of the following options:

- No line
- Solid line (with or without a degree of transparency)
- Gradient line

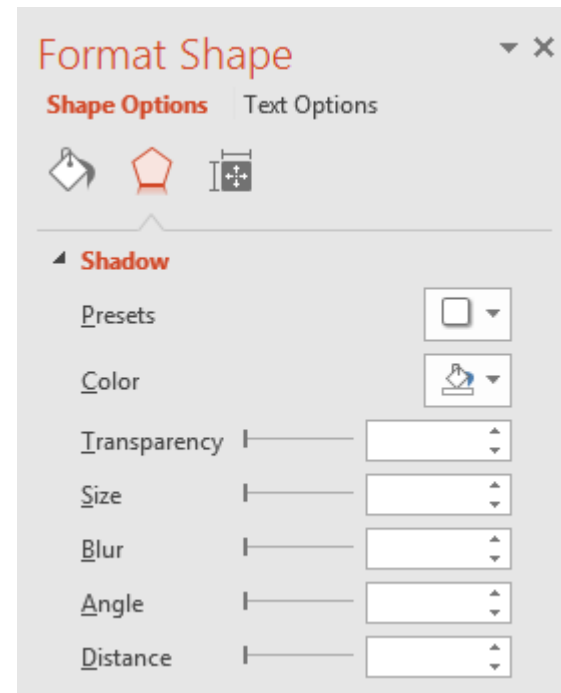


Format Shape – Shadow

Newly created objects in PowerPoint do not have a shadow by default. We can add a shadow effect by opening the **Shadow** settings

The shadow effect can be customized by adjusting some of the following functionalities:

- Preset type
- Color
- Transparency
- Size
- Blur
- Angle
- Distance



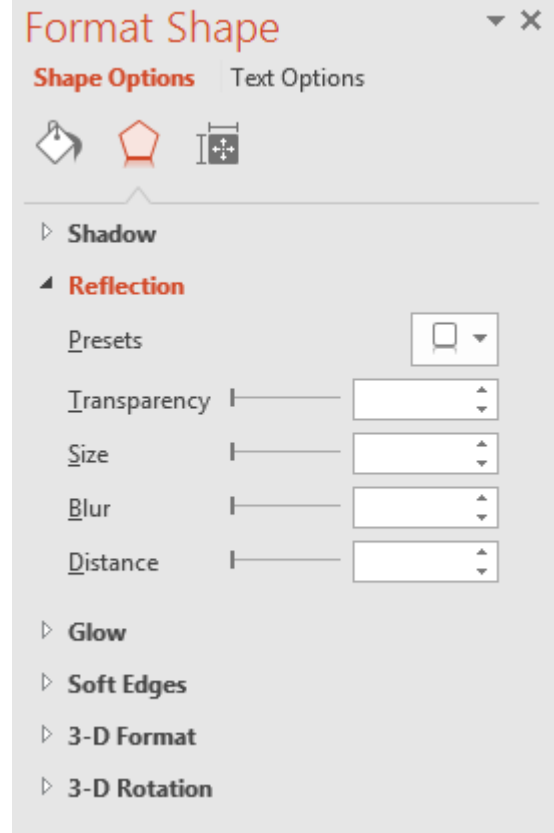
Format Shape – Reflection

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Newly created objects in PowerPoint do not have a reflection by default. We can add a reflection effect by opening the **Reflection** settings

We can customize the reflection effect that we want to obtain by adjusting a number of preferences:

- Preset type
- Color
- Transparency
- Size
- Blur
- Angle
- Distance



7. Working with Text in PowerPoint

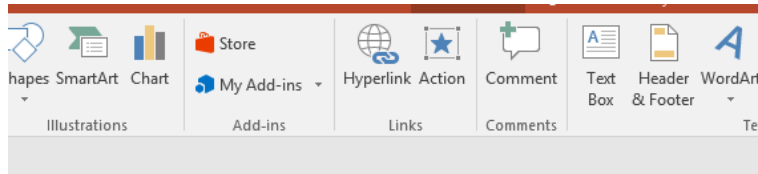
Working with text in PowerPoint – Insert text

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There are two main ways to **add text** to PowerPoint:

1

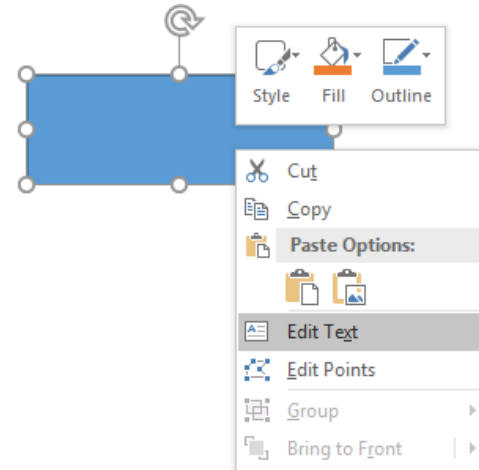
Insert a text box



- Open the **Insert Tab**
- Insert a text box into the document

2

Edit Text within a shape



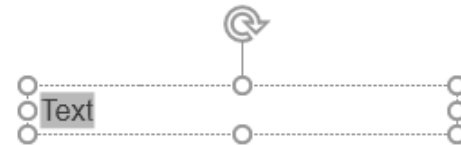
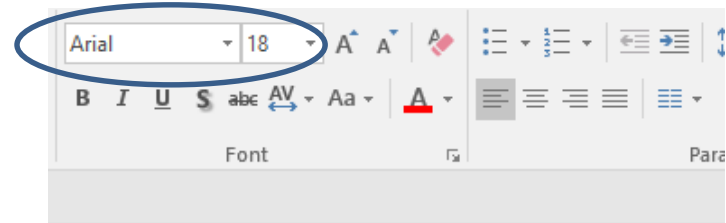
- Right-click on a shape
- Choose **Edit Text** and type text within the shape

Working with text in PowerPoint – Font

In order to modify the **font** of text in PowerPoint, we have to open the **Home tab** and change it from the drop-down list containing hundreds of fonts:

- The type of font that we will choose for a presentation is important as it contributes significantly to its final appearance
- It is important to remain consistent
- Almost all business presentations use a single, uniform font

We can adjust the text's **font size** from the button, which stands right next to Font

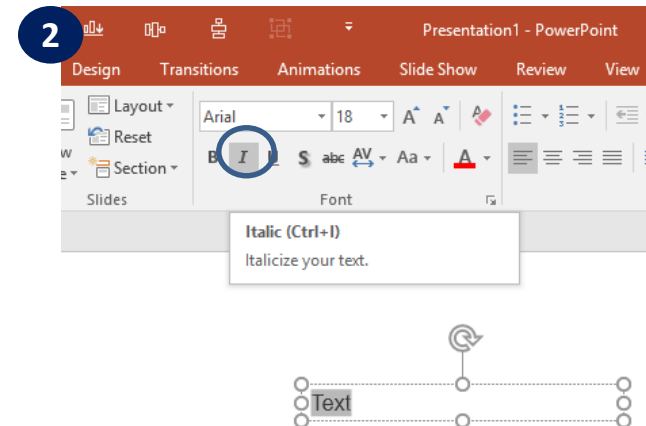
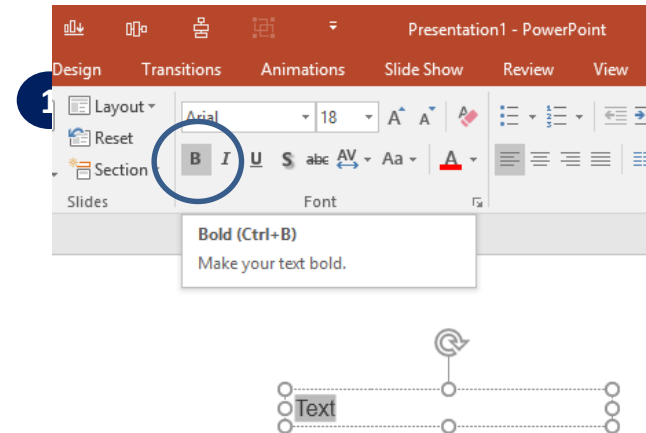


Working with text in PowerPoint – Emphasis

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There are several ways to emphasize text in PowerPoint. Two of them are shown here:

- We can put the text in **bold** by clicking on this button (1) in the **Home tab**. A viable alternative for this command is the Ctrl + B shortcut
- We can apply the *Italic* style by opening the Home tab and clicking on the Italic button (2) or through the Ctrl + I shortcut combination

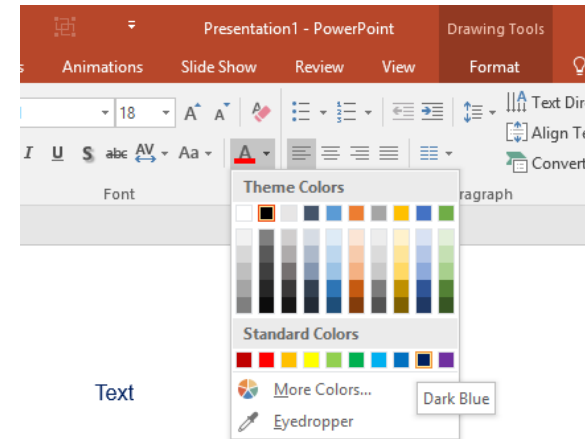


Working with text in PowerPoint – Bullet points

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You can change text color by doing the following:

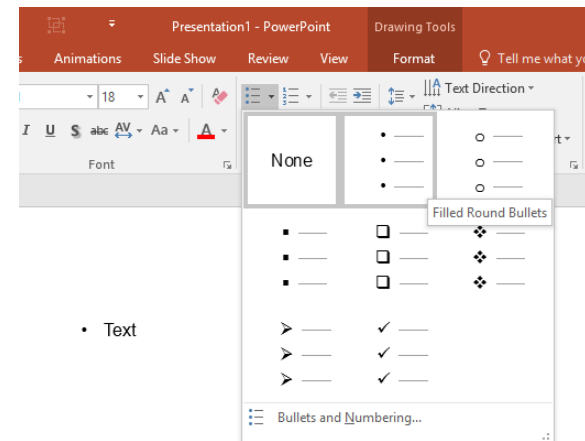
- Select the text
- Open the **Home** tab
- Click on the **Font Color** button and choose your color of preference



Depending on the information you need to present, you may find that bullet points make your text clear, concise and easy to read.

We can introduce Bullet points in the following way:

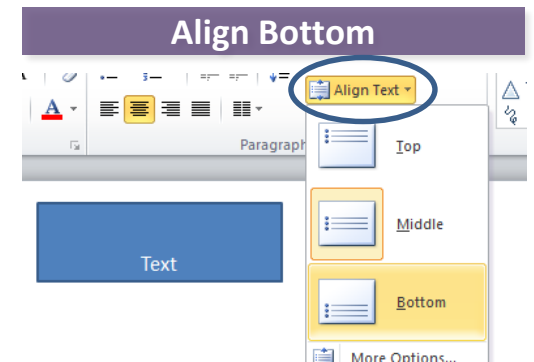
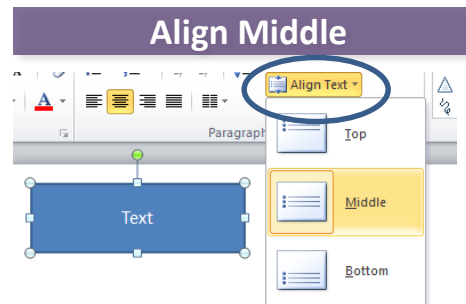
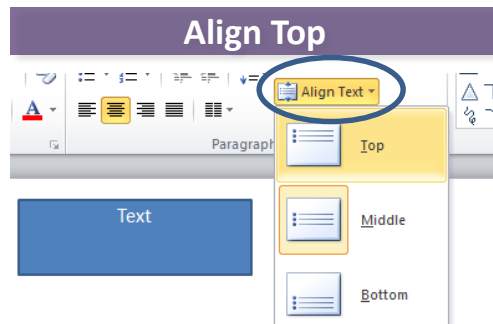
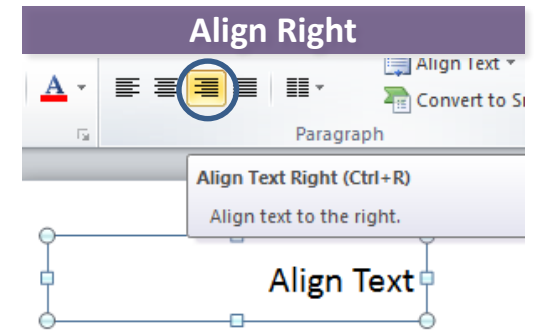
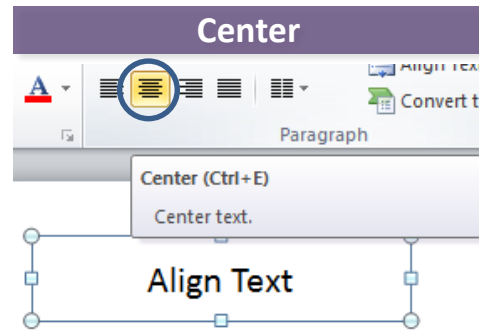
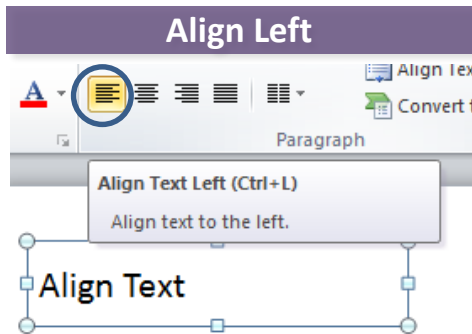
- Select the text
- Open the **Home** Tab
- Click on the Bullet points button
- Select the type of bullets that you prefer



Working with text in PowerPoint – Alignment

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In the **Paragraph** section of the **Home tab** are the commands that allow us to modify the alignment of text



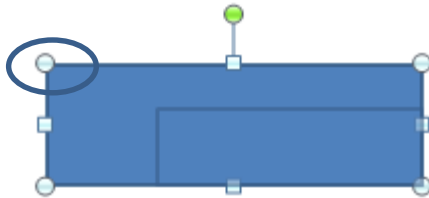
8. Adjusting the size of objects in PowerPoint

Adjusting size of objects

There are two main ways **to resize** an object/shape in PowerPoint:

1

Drag its corner

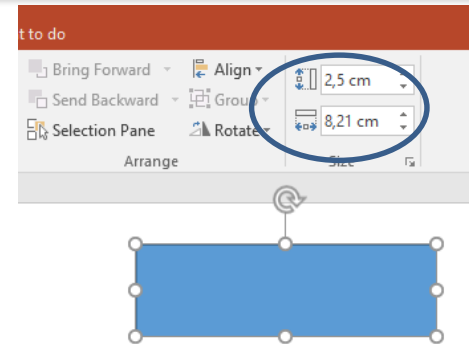


In order to resize an object with the mouse, we need to:

- Select the object
- Position the mouse cursor in one of its corners
- Drag as much as needed

2

Use the Format tab



In order to type in the object's measurements:

- Open the **Format tab**
- Adjust the object's size, by using the commands that are in the right side of the tab

9. Organizing your PowerPoint Presentation with a Slide Master

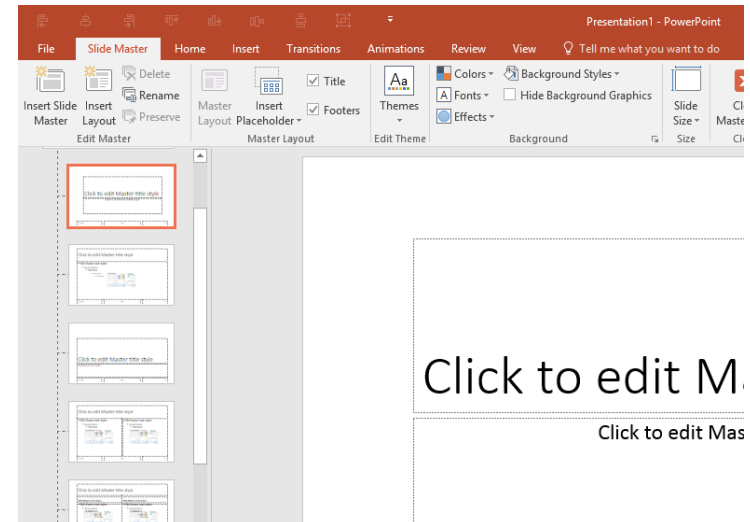
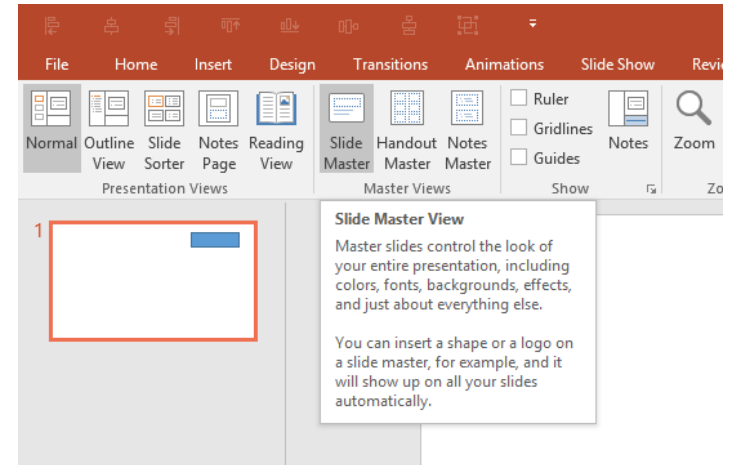
Using Slide Masters

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A **Slide Master** is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation. Through a **Slide Master**, we can adjust a presentation's:

- Background
- Colors
- Fonts
- Effects
- Placeholders
- Positioning

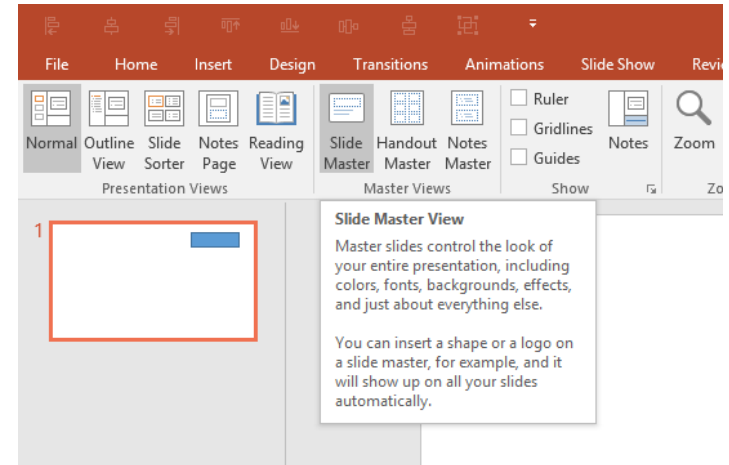
Every presentation has a **Slide Master**. The main advantage of using **Slide Masters** is that we can make changes to every slide in a given presentation, by modifying it only once. We don't have to redo the changes to all slides, as once they have been performed to the master slide they will automatically be included in the rest of the slides of the presentation as well



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Given that they affect the look of your entire presentation, when you create and edit a **Slide Master**, or corresponding layouts, you work in the **Slide Master view**. In order to access the Slide Master view, you have to select the **View** tab and then click on the **Slide Master** button

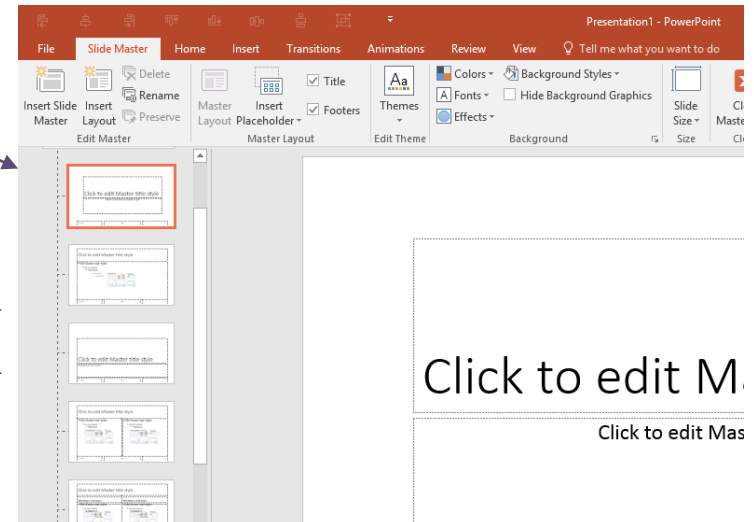


Slide Master

The top slide in a hierarchy of slides.
The modifications that we do here will
be shown on Sub Master Slides

Sub Master Slides

The modifications of the single Sub
Master slides will not affect the Slide
Master



10. Bring to Front and Send to Back

Bring to Front / Send to Back

An object can block the sight of another if it has a **higher order**. By default, PowerPoint gives a higher order to newer objects, and they block the sight of the objects that were previously in the slide.

In the example that we have on the right, the dark blue box blocks the sight of the other blue box, because it was inserted later

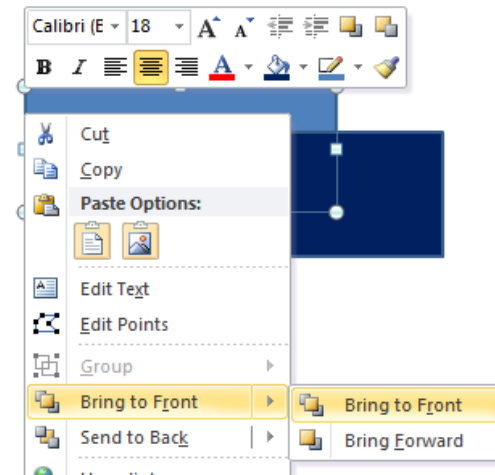


The order can be modified by using the following commands:

- Send to Back
- Send Backwards
- Bring to Front
- Bring Forward

We can find these commands in 3 ways

1. Through a right-mouse click
2. By opening the **Home** tab
3. By opening the **Format** tab



11. Learn how to Insert a Table

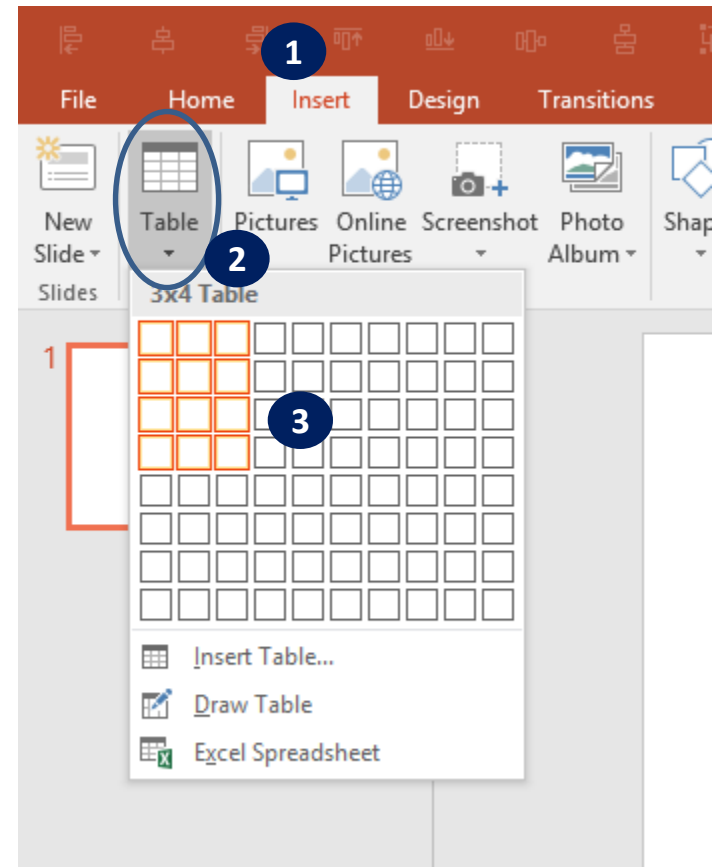
Insert a Table

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In order to Insert a Table, which is native to Microsoft PowerPoint, we have to do the following:

1. Open the **Insert tab**
2. Click on **Table**
3. Select the number of rows and columns that the table will contain

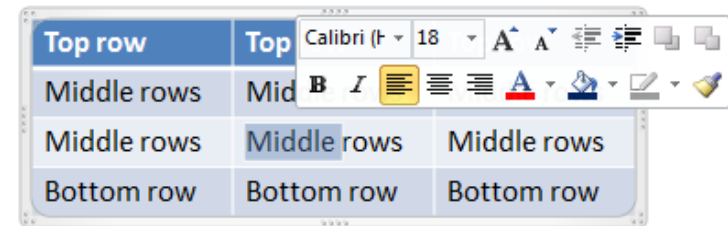
We can pick the number of rows and columns that will be added to the table either from the (1) scheme, in which we can visualize a small table in front of us, or instead by clicking on the **Insert table button** (2). It allows us to type the number of rows and columns that the table will have. There is no difference between these two methods, as the final output is the same



Format Tables

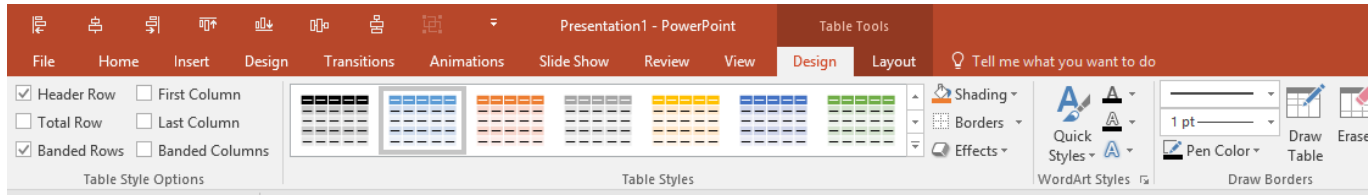
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A table is mainly made up of text. By default, all sections of text in a table use the same font and the same font size. You can change the font characteristics of only one word, the content of one cell or the text in all cells, depending on your needs. To change the font of only one word, a cell or of the whole table, you need to make the necessary selection. Then, change the Font or the Font size of the selected text



Format Tables

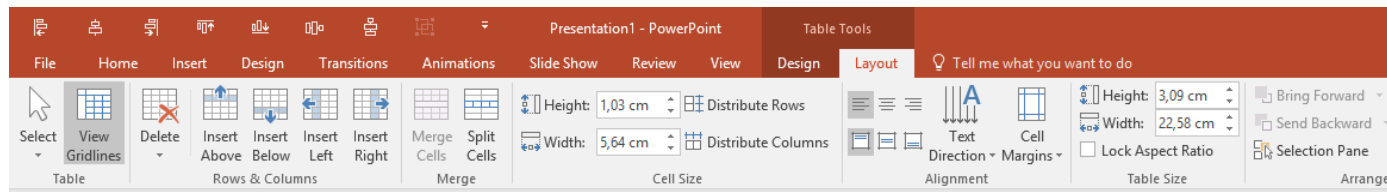
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We can decide whether we would like to emphasize one of the rows or columns of the table in the **Table Style Options** section

There are a number of ready-made table styles that we can choose from. Once we click on one of them, the table's layout is instantly modified

If we would like to change a table's borders, then we can do it from here. We have to select the cells the borders of which we will modify and click on **Borders** in order to choose the type of border that will be applied to the selected cells.



We can easily add a new row (or column) to the table. We have to select one of the table's current rows and specify whether we would like the new row to be added above or below the row that we have selected

Modify the size of one of the table's cells

Modify the **size** of the entire table