

**Course Manual:**

# **PowerPoint**

**Beginner**



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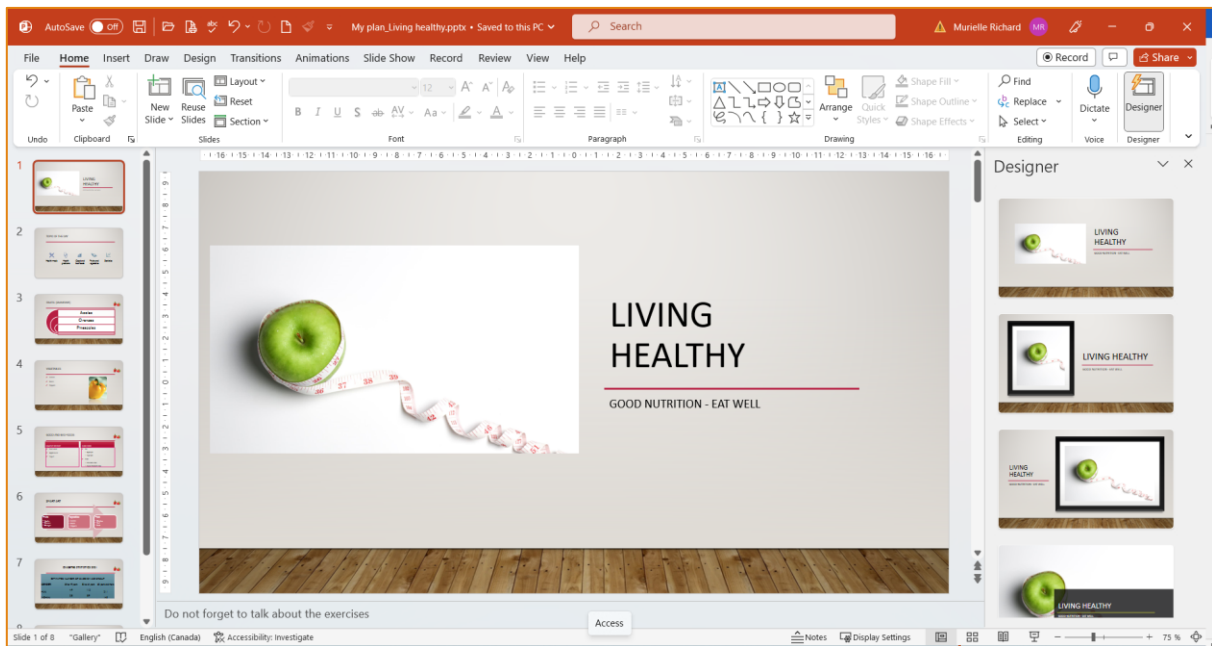
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# TERMINOLOGY

## POWERPOINT SCREEN

When you start PowerPoint, you have the choice of taking a new blank document or choosing a theme and you can start writing your text. This window contains useful elements for performing many functions.

For each open document window, you will find an icon in the taskbar indicating the name of the document.



Display mode

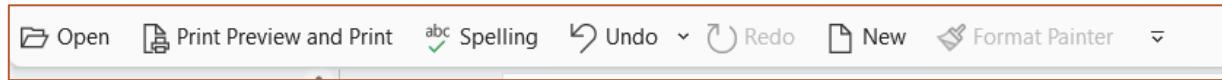
## Tabs

The tabs are located directly below the title bar. The **Close** button on the far right will close the document, the **PowerPoint** program remains open.

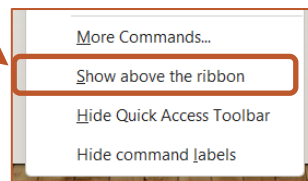


## Quick Access Toolbar

From the **File - Options - Quick Access Toolbar** tab, you can add other buttons not available in the ribbon groups, you can also click this button to access them.



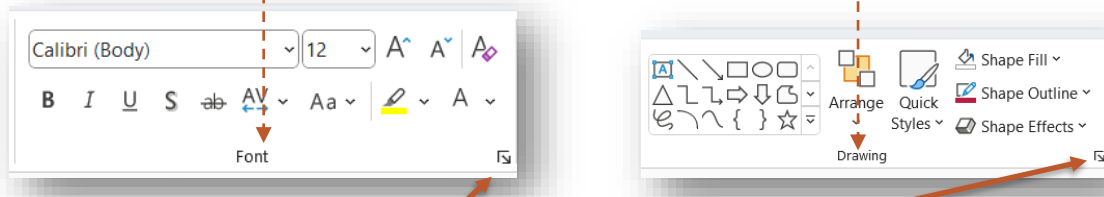
» To display below the ribbon, add or customize the **Quick Access Toolbar**: Click the command button on the far right.



## Groups

Command buttons in the « **Font** »group and « **Drawing** »Group.

The dialog boxes are located below the commands

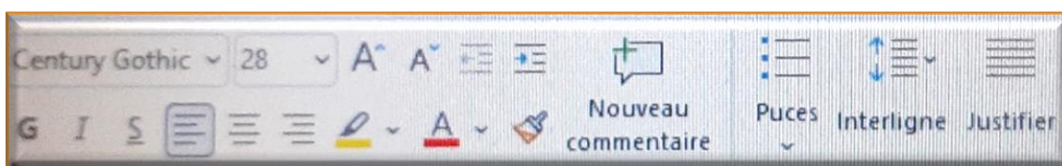


## Dialog box unwinder

We find dialog boxes by clicking on the button in the lower right corner of a group.

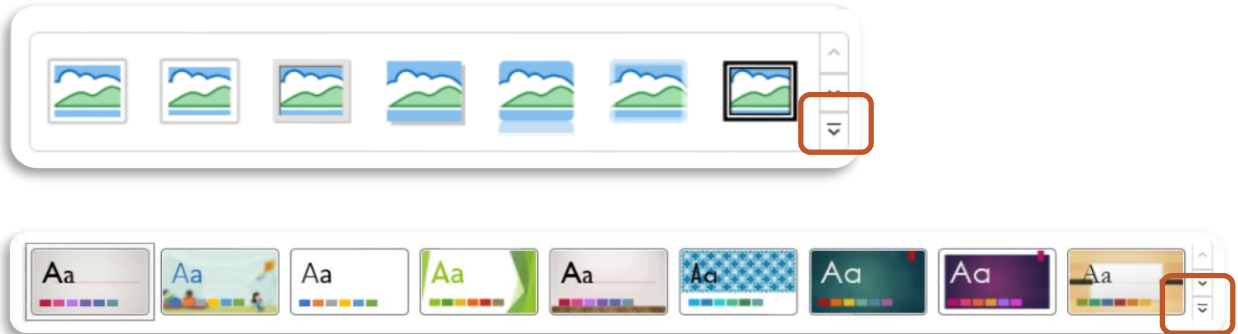
## Instant Toolbar

When you select a portion of text, a **small Formatting toolbar** appears to make it easier to edit the selected text.



## Galleries

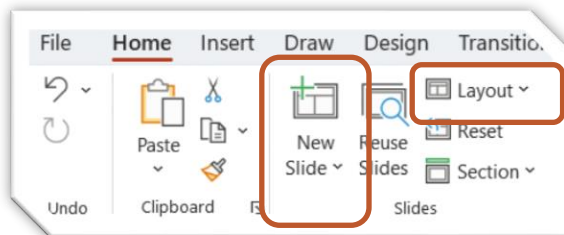
We will find galleries to modify the appearance of a table, a style, a graph, a picture, etc.  
You click the arrow on the right to open the gallery.



## SLIDES GROUP

### New Slide

- » Click **New Slide**:
- » Choose the slide layout from the **Layout** gallery (Ex. "Title and Content")

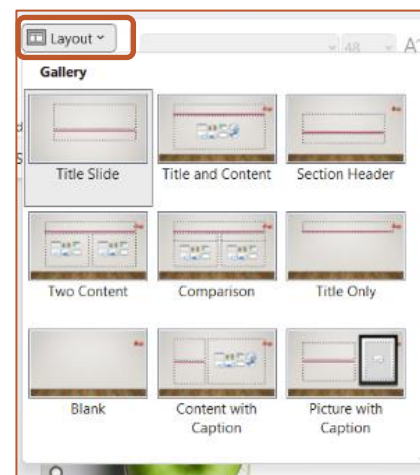
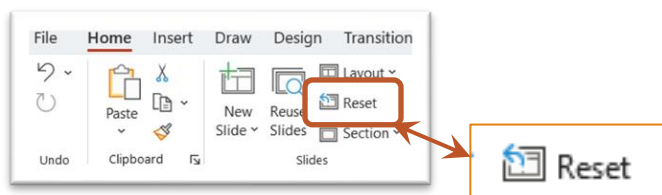


### Layout

- » Allows you to change the slide layout to another type.

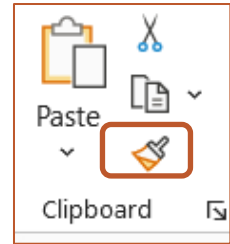
### Reset a slide

- » Erase all formatting that has been applied and return it to its original appearance.



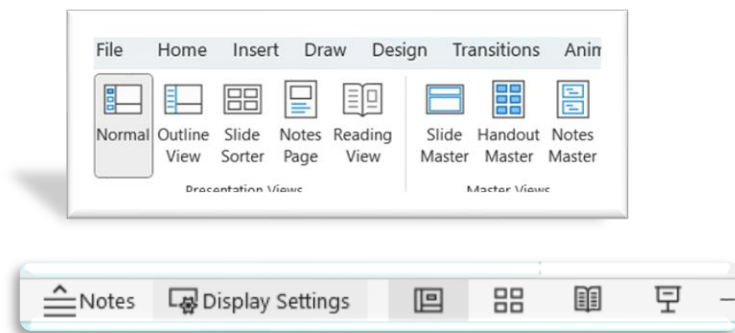
## Format painter to reproduce formatting

- » The **format painter** is a very important tool, it will reproduce the formatting of the text to be modified in a very effective way. Select the text you want to reproduce, then click once in the painter, or 2 times in the painter to reproduce as many times as you want, then select the text you want to edit.
- » To disable the painter, click **Esc** or click the painter again.



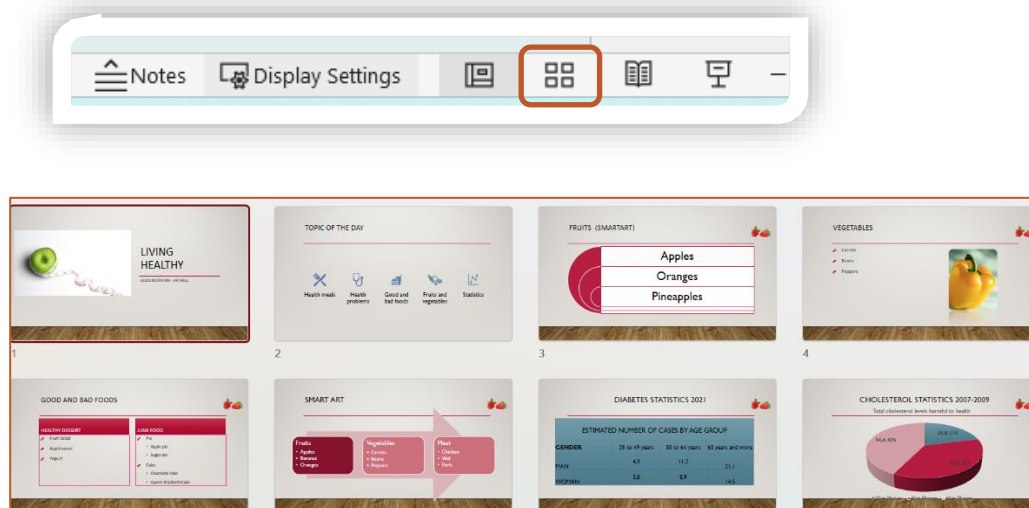
## PRESENTATION VIEWS

The **different presentation views** allow you to get the best point of view depending on the work to be done. The presentation views can be changed directly in the **status bar** or **View tab**.



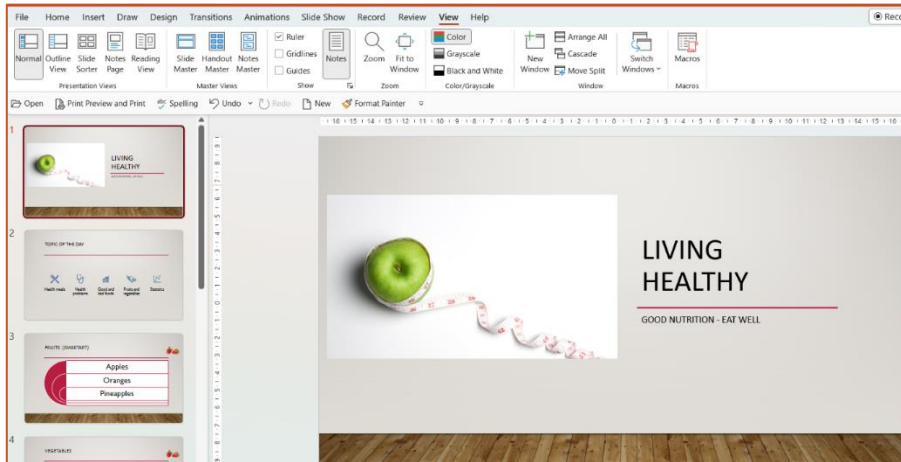
### The « Slide Sorter » view

The « **Slide Sorter** » view is mainly used to better visualize all slides, to select for printing, to hide certain slides, better visualize transitions, etc.



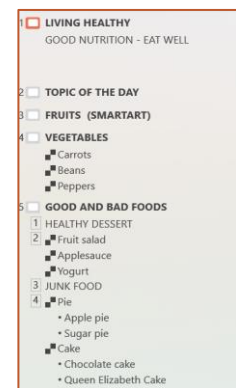
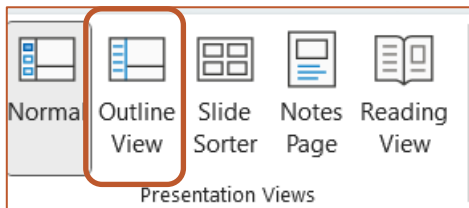
## The « Normal »view

The « **Normal** »view allows you to work on slides.



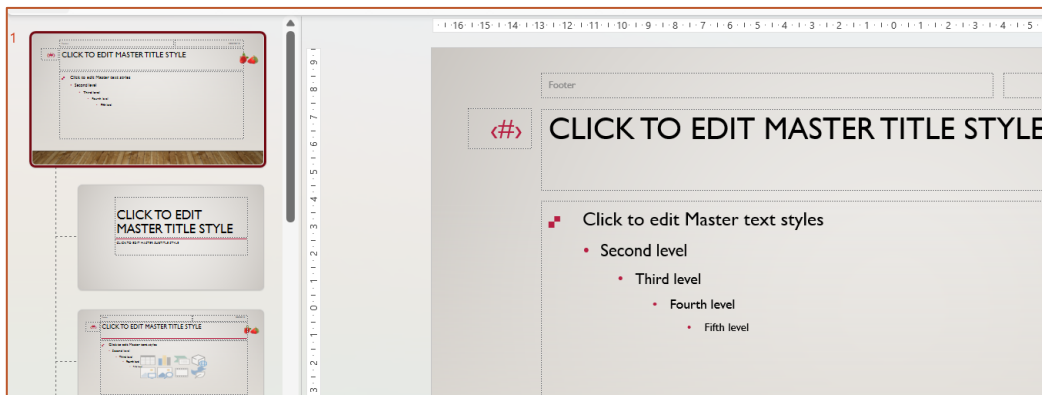
## The « outline »view

Working in « **Outline** » view is a good way to work when starting a presentation, you can enter the slide titles and all the important elements.

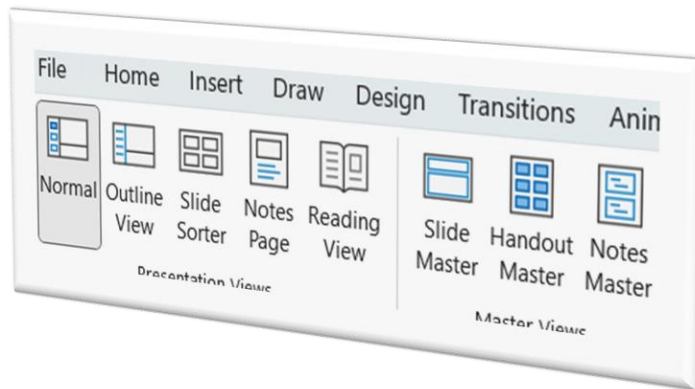


## The « Slide Master »view

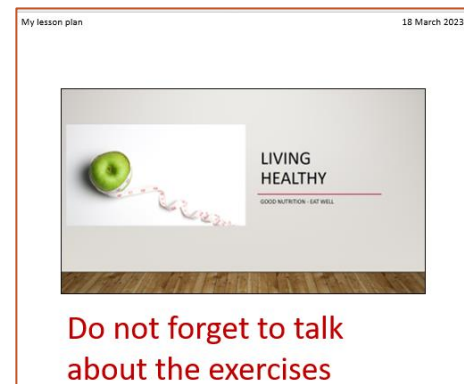
The « **Slide Master** »view allows you to create a style that will apply to all slides, we are talking here about the **font**, **bullets**, **paragraph**, **picture**, **shapes**, **header** and **page of page** and **Custom theme**.



## Other available views



- » « **Notes page** »: Page to print before presentation  
MEMORY HELP
- » « **Reading Mode** »: this view is similar to displaying  
« Slideshow ».
- » « **Handout Master** »: Layout of the document to be  
printed with header and footer.
- » « **Notes Master** »: Printable document layout with note  
page header and footer, insert slide.



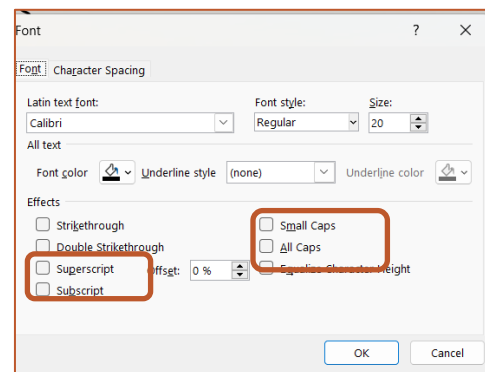
## FONT GROUP

For editing text, such as font style, bold, italics, color, etc.

You can find more options by opening the dialog box:

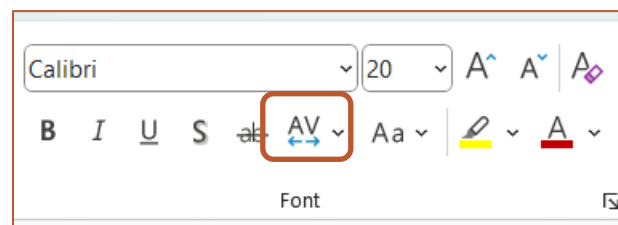
### Font

- » Small caps
- » All Caps
- » Superscript and Subscript



### Character spacing

- » Normal
- » Extensive
- » Condensed



## Change case

How to Change the Case of Text

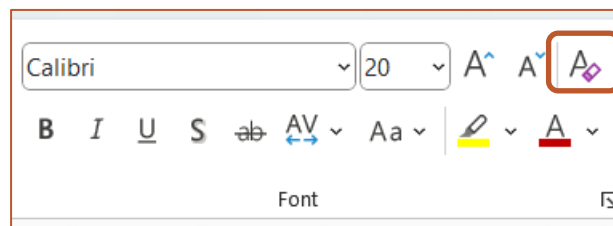
Here is the step to follow when you want to edit a document from lowercase to uppercase or vice versa

Home Tab    **Font Group**    (Change Case)



## Remove formatting

- » How to remove all character formatting.
- » Select the text whose **formatting you want to remove**.
- » From the **Font group (Clear All Formatting)**.



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## GROUP: PARAGRAPH

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Click on the **Home** tab, **Paragraph** group.

## Alignment

- » Left alignment (CTRL + L)



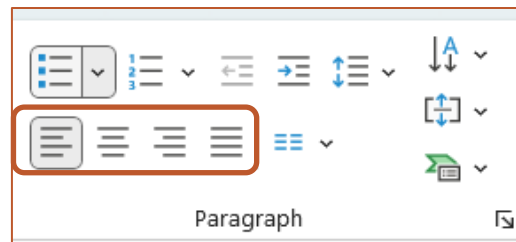
- » Center alignment (CTRL + E)



- » Right alignment (CTRL + R)



- » Justify alignment (CTRL + J)

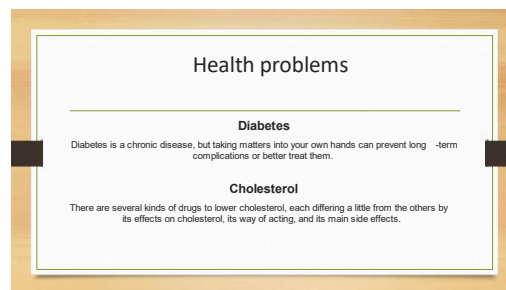
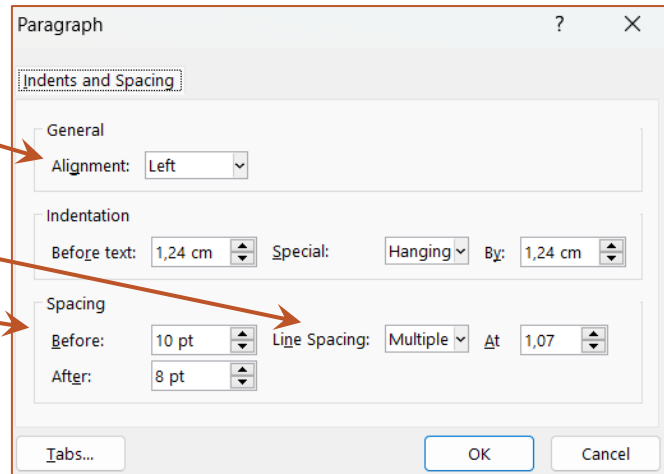


## Paragraph indentation

## Line spacing

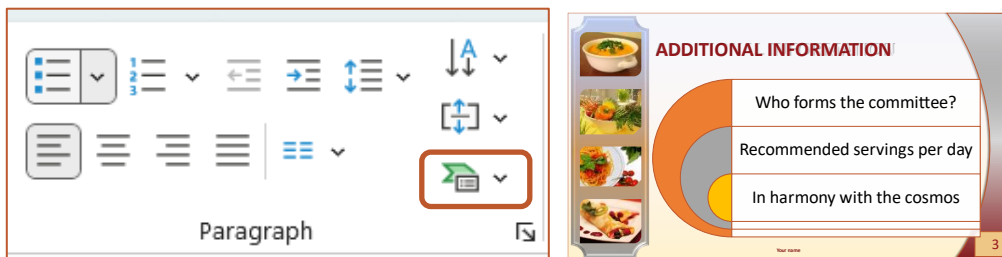
## Paragraph spacing

- » This space is significant to obtain a clearer text with each line change.
- » Example below:



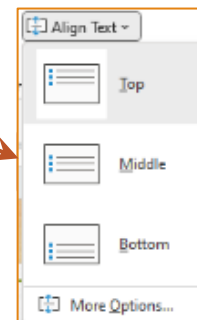
## Convert your text to smartart

- » Select the text, then click the « **SmartArt** » button for **Paragraph** group.



## Align text vertically

Button appreciated in PowerPoint to get the text box centered vertically.



## Bullets and Numbers

Click on the **Home** tab, **paragraph** group.

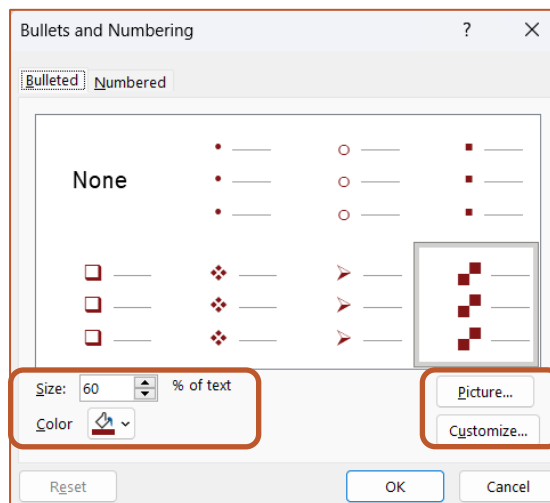


Click the arrow to change the bullet.



For even more options, click the **Bullets and Numbers** button at the bottom of the window to edit:

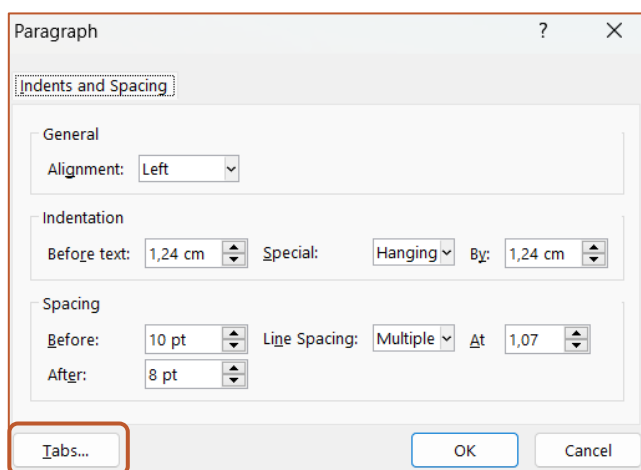
- » Size
- » Colour
- » Other bullets







## TABS

In **PowerPoint**, when you press the **TAB** key, the insertion point automatically moves 1.25 cm (0.5 inches) from the left margin. However, the default tab is not always appropriate when you want to create a list of multiple columns on a single row. In this case, it is best to customize the tab.

You can customize the tab from the horizontal ruler or dialog box in **the Home Tab - Paragraph - Group**



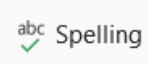
## There are four types of alignment

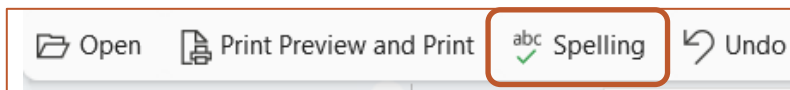
TAB		FUNCTION
	<b>Left</b>	The left edge of the text is aligned with the tab stop
	<b>Center</b>	Text is centered on the tab stop
	<b>Decimal</b>	The decimal separator is aligned with the tab stop
	<b>Right</b>	The right edge of the text is aligned with the tab stop

## keyboard shortcut: Inside the Slides and Outline view:

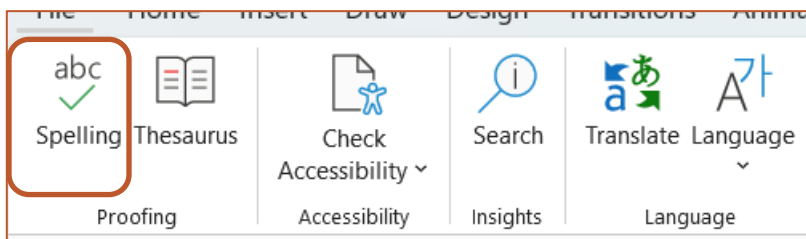
KEY (S)	DISPLACEMENT
<b>Enter</b>	To move to the next point (same level)
<b>Tab</b>	To increase shrinkage (Lower level). Moves to next level
<b>Uppercase+Tab</b>	To decrease indent (level up): Moves to previous level
<b>Uppercase+Enter</b>	To move to the next line without changing levels (inserting a line break)
<b>Ctrl+Enter</b>	Switch to a text box (will create a new slide if there is no text box)

## SPELLING

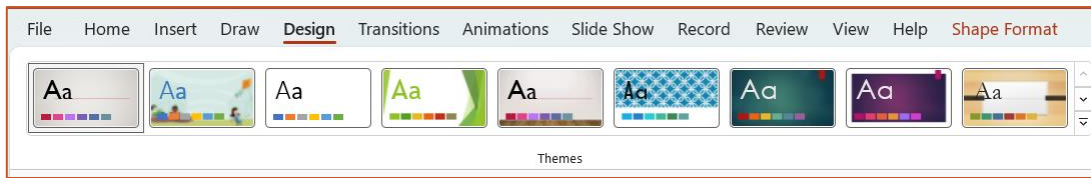
Click on the **Quick Access Toolbar** or press **F7**, choose  from the « **Review** » tab.



To correct a word without going through **Review tab (Spelling)**, click in the word with the right mouse button « **contextual** », PowerPoint offers you a choice of word, click on the corresponding word, **PowerPoint** will make the correction for you.



## DESIGN - THEMES



A theme includes various formatting elements. It includes colors, fonts, and graphic effects. It does not include text or object (manageable object).

In « Normal », « Slide Sorter » or « Notes Page », the theme name of the active slide appears on the status bar (at the bottom of the screen).

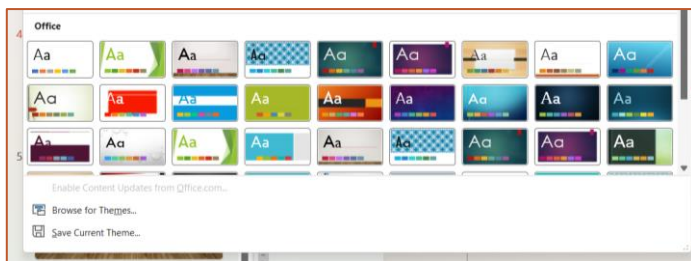
If the name does not appear, check that the corresponding option is enabled: right-click on the **status bar** and check the « **Theme** » box.

### Save Current Theme

Be creative, you have created a beautiful background and you want to keep this style for future presentations. Same principle for « Search for a theme ».

### Search for a Theme

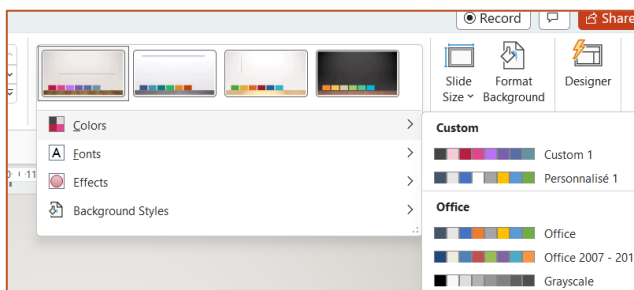
OR search for a **template**, Design tab, **Theme Gallery**, click « **Search for themes...** »



Choose « **Save active theme...** » in the « **Theme** » gallery.

### Color - Background

A background style can be added to a set of slides in the presentation.



We place ourselves in « Normal » display mode, so that we can view the effects of the tried backgrounds on the active slide.

Select the affected slides (if necessary). On the « **Design** » tab, in the group « **Variants** », activate the « **Format Background** » button.

The format background gallery appears. By pointing to a style, you can view the background on the active slide.

- » If you click a background style, it will be applied to all slides of the same theme as the active slide.
- » If you want to apply the style to the entire presentation, or only to the selected slides, right-click on the style, and then choose the option you want.

To regain the original background of the theme, apply the theme again.

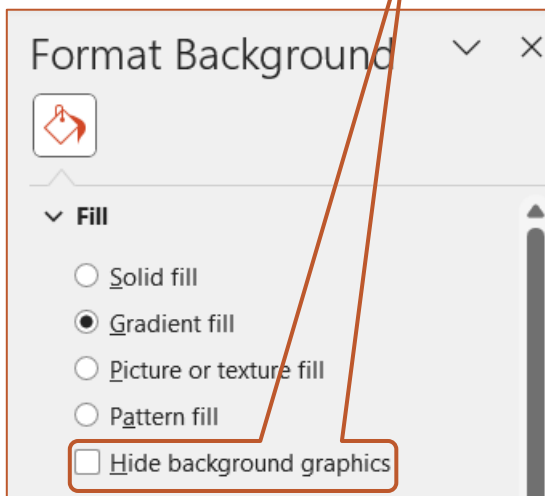
You may want to hide the graphic objects included in a theme: select the slides, and then select the « **Hide background graphics** » check box. Click in Format Background, to open a new box.

### Example

- » Select slides that have been given a theme with a lot of colors, then select the « **Hide background graphics** » checkbox. The blue wave will be masked.
- » A theme does not have a manageable graphic object. These are objects included in the theme (non-selectable).

### Hide background graphics

Sometimes a template suits us, but graphic or other elements could disturb in the presentation of a slide. We can therefore **Hide background graphics**, which means: hide the headers and footer, logo or any fancy in the background.



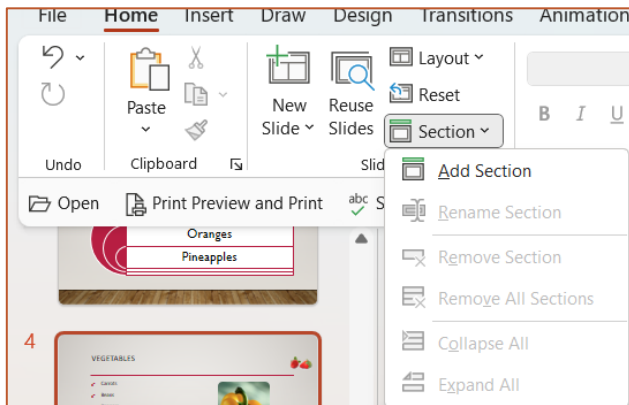
To edit all slides, choose **Apply to All**, otherwise the background applies only to the active slide.

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## CREATE SECTIONS

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If the presentation includes slides that should be managed in groups, create sections to facilitate their management. The ability to create sections is new in PowerPoint 2016.





Utilities: you can move, format, print the slides of a specified section.

By default, there is only one section, named « **Default Section** ».

By inserting a first section, two groups of slides are created.

With the presentation displayed in « **Normal** » mode or « **Slide Sorter** » mode, to insert a section:

- » Click between the two chosen slides.
- » On the « **Home** » tab, in the « **Slides** » group, activate the « **Section** » button **Add Section**.
- » A bar displaying the name of the section, represents the section.
- » After clicking on this bar to select the section, the menu of the « **Section** » button allows you to: rename it, delete it, or delete all the sections, reduce everything (only the section bars remain displayed) or expand everything.
- » To collapse or expand a single section, double-click its section bar.
- » Or click on the symbol or   just before the section name.
- » By right-clicking on the section bar, other options are offered. You can delete the section and its slides, also move the section up (if it is not first) or move the section down (if it is not last).
- » To print the slides in a section, open the File - Print menu. Then in the first drop-down menu under « **Settings** », select the desired section.

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## MASTERS

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Master view allows you to work on the raster of slides, documents, or note pages.

There are three types of master views: slide master, handout master, and note page master (or note pages).

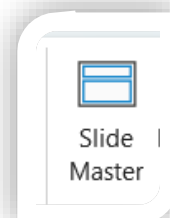
Changes to the document master appear in the plan, so there is no plan master.

The advantage of masters is to allow you to process the whole set in a single operation, a set of slides, all the pages of the document or all the pages of notes.

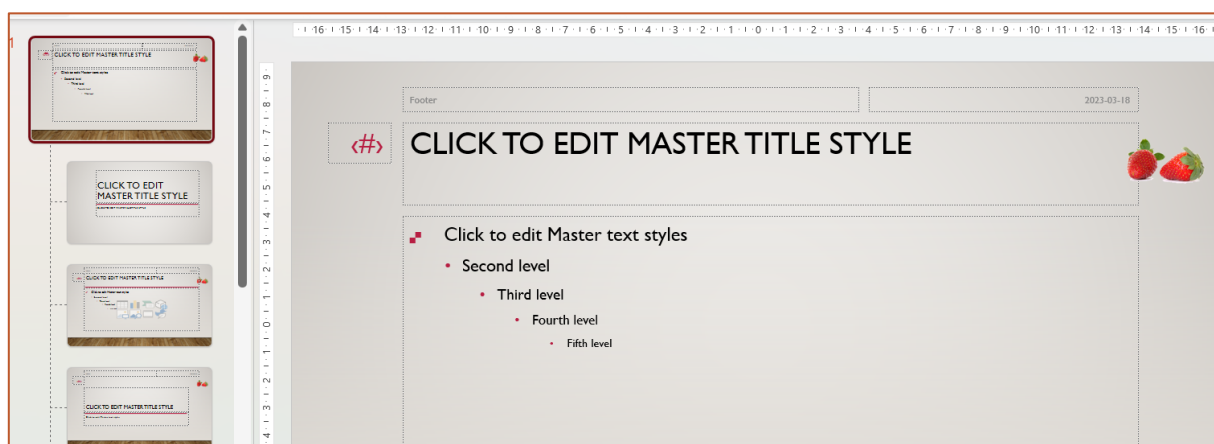
### Example:

If you insert a graphic object into a slide master, it will be inserted on a set of slides.

- » To display the presentation in Master view: on the « **View** » tab, in the « **Master Views** » group, click the button corresponding to the type of master: slides, handout or notes.
- » A tab with the mask name appears.
- » To exit mask mode, click on the last button « **Close Master View** », or activate the « **View** » tab and choose the desired view mode.



## Slide master

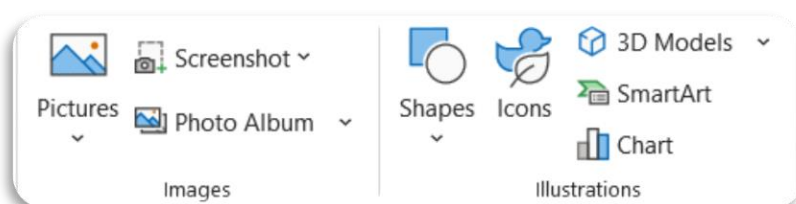


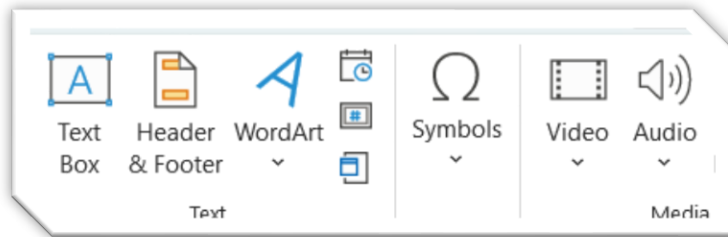
- » On the « **View** » tab, click « **Slide Master** ».

## GRAPHIC OBJECTS

In a slide, you can insert various graphic objects:


Images, video or audio objects, automatic shapes, action buttons, text boxes, WordArt, SmartArt, charts





The **management** of these different types of objects (selection, size, copy, positioning, alignment, distribution, display priority, deletion) similar for the different types of objects, it also applies to placeholders. We deal with graphic objects from the « **Insert** » tab « **Shape Format** ».

We parameterize the formatting of **graphic objects**, including that of **placeholders** and elements of **diagrams or charts**, using the commands available on the « **Format** » **tab of the selected object** (tab named « **Insert** » group « **Illustrations** » for a chart).

On this tab, we often use the « **Shape Format** » **window** of the selected object. To view it, simply click on the launcher  of the « **Styles** » group of the object.

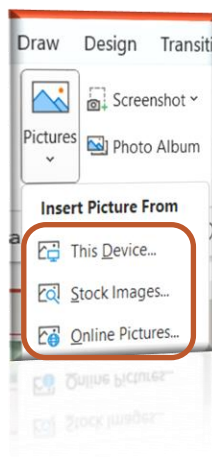
#### Examples of formatting:

- » Applying a style, defining a border, a fill, an effect (shadow, light, 3D...).

## Pictures

### Online Pictures or This device or Photo library

Under the « **Insert** » tab, in the « **Images** » group, here are the options available to you:



## Picture from a file


In the « Insert Picture » window that appears, browse your folders and files to find the image of your choice, and double-click it to insert it. Or click on the image and activate the « Insert » button.

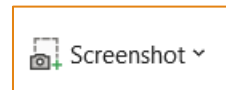
## Screenshot

You can also insert on a slide a screenshot, whole or in part.

Inserted on the slide, the screenshot has the nature of a picture.

New in Office 2016, the « **Screenshot** » button, located in the « **Pictures** » group of the « **Insert** » tab.

To be available for a screenshot, the window must come from a file: Open, and not reduced to a title bar in the taskbar (the file being active, we click on the button  at the top right of the screen).



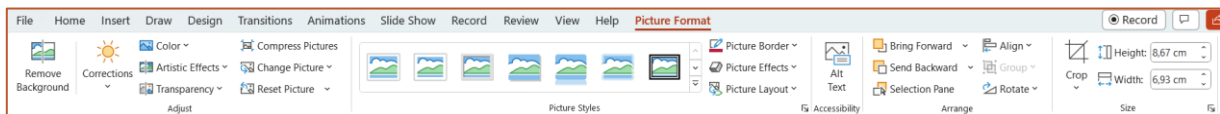
To insert an entire screenshot: activate the « **Screenshot** » button and select the desired window.

To insert a partial screenshot: activate the « **Screenshot** » - « Screen Clipping » button. Click and drag on the selected window to insert the part you are interested in on the slide.

This image can be saved in your computer.

## Picture FORMAT

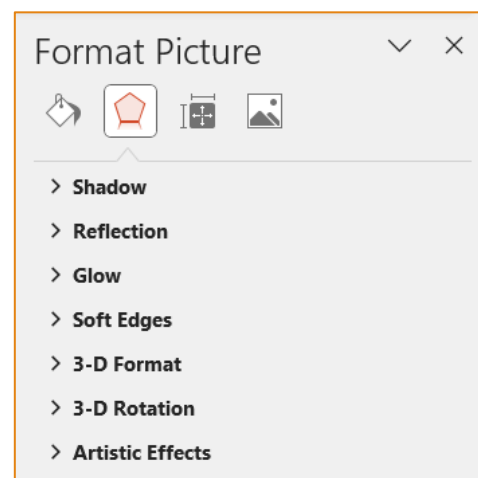
To edit the image, use the commands on the « **Picture Format** » tab.



Several groups are available:

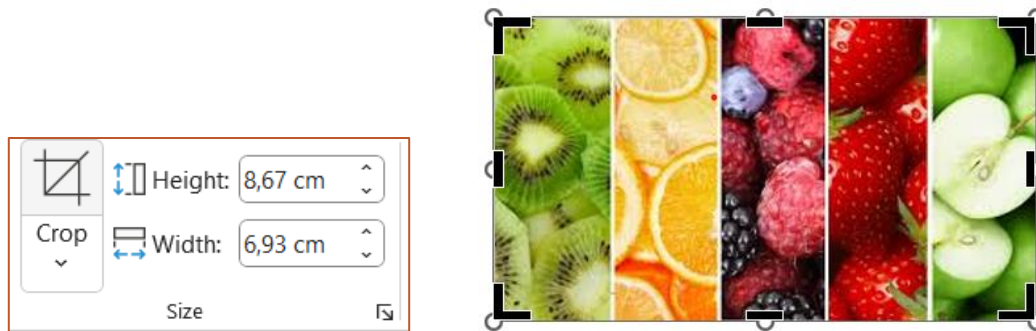
- » Size
- » Arrange
- » Adjust
- » Picture Styles

To insert a picture into a predefined shape: in the « Picture Styles » group, activate the « Picture Shape » button, then select the shape. This makes it possible to cut the picture according to the chosen shape.



## Crop a picture.

On the « **Picture Format** » tab, in the « **Size** » group, click on the « **Crop** » button.



To crop two sides at the same time identically: Ctrl + click and drag on a handle located in the middle of one side of the image. To crop the entire image: Ctrl + click and drag on a corner handle.

Finally, disable the crop button.

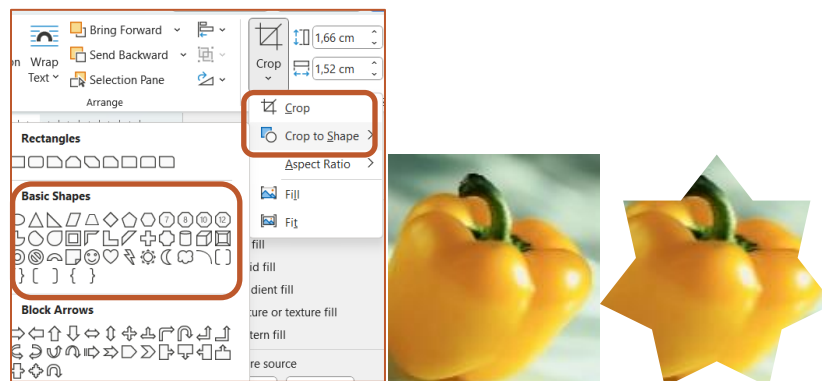
To restore the original image, activate the « **Reset Picture** » button in the « **Adjust** » group (left).

## « Crop to Shape »

After selection, you can crop an image, by cutting it according to the chosen shape: in the « **Size** » group (« **Picture Format** » tab), activate the « **Crop** » button - « **Crop to shape** ».

The shape is scaled to the image.

**Example of an oval-shaped cropped image:**

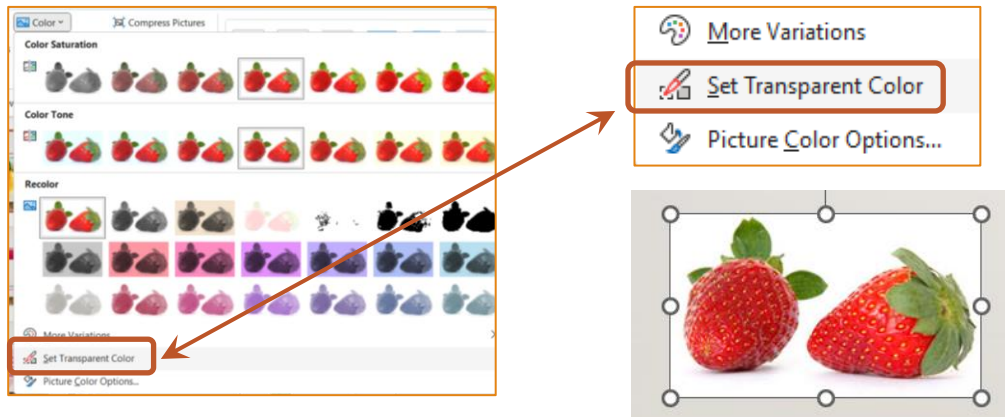


To change the aspect ratio of an image that has been cropped: select the cropped image, then activate the « Crop » - « Aspect Ratio » button.

## Transparent color

« **Set Transparent color** » a picture is used to erase the color of its background.

On the 'Picture Format' tab, in the 'Adjust' group, activate the 'Color' button, then click on the '**Set Transparent Color**' pencil.



## Image compression

To display the « **Compress Pictures** » window: after selecting an image, click on the « **Compress Pictures** » button of the « **Adjust** » group on the « **Picture Format** » tab.

Activating the « Options » button displays the « Compression Settings » window.

## Shapes and Action Buttons

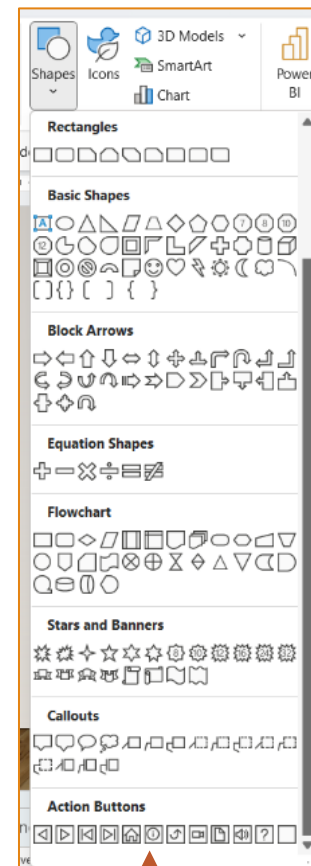
### Shapes Gallery

To display the gallery of predefined shapes, also the action buttons:

- » On the « Home » tab, in the « **Drawings** » group, press the « Other » tooltip button . Or: on the « Insert » tab, in the « **Illustrations** » group, activate the « **Shapes** » button.
- » The gallery displays first the recently used shapes, then all the shapes classified into 9 categories, finally the action buttons.

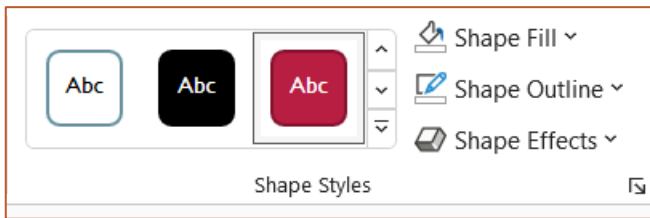
### Inserting a shape

- » Select a shape. On the slide, the pointer changes to a black cross.
- » If you want to insert a predefined shape without changing its size: Click the slide. You can change its size then, by clicking & dragging on its handles.
- » If you want to change the size: click and drag on the slide.
- » To modify the shape and keep it a similar or regular shape: Shift click-drag (example: a circular shape will remain so).



+

- » To draw the shape from its center: Ctrl + click-drag.
- » To use this method, the shape must not belong to the « Lines » category.
- » If you want to insert the same shape multiple times, right-click on the shape in the gallery - Drawing Lock Mode. Finally, press Esc.
- » As soon as the shape is inserted, the « Shape Format » tab of the « Drawing Tools » appears. As the name suggests, it contains commands to change the format of the shape.
- » The inserted shape is selected: if it has a frame, its outline is a continuous line with handles. Otherwise, the handles are on the shape.



- » The colors of the shape depend on the theme of the slide.

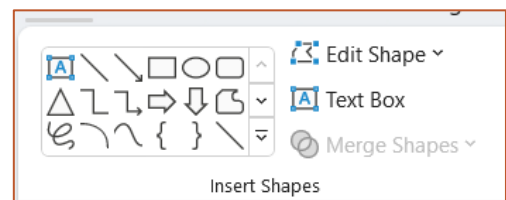
### « Curve », « Freeform », « Freehand drawing » (category « Lines »)

#### « Curve »


- » Click the slide to start drawing, and then release the mouse button. Drag the pointer. Click to change direction, release, slide... Keep it up: click, release, drag.
- » Double-click to complete the drawing. Or click the starting point to get a closed shape (the inside of the shape changes color).

#### « Freeform »

- » Click the slide to start drawing.
- » To draw a broken line: as for a curve (see the previous shape), click, release, drag. Unlike the curve, the corners of the line are not rounded.
- » To draw a freeform: click and drag (as with a freehand drawing). One can thus combine broken line or simple strokes, and free forms. Double-click to finish the drawing or click the starting point to get a closed shape (the inside of the shape changes color).



#### « Freehand drawing »

- » Click and drag to draw. The pointer is in the form of a pencil  Release to finish.

### Selecting a shape, entering text, and deleting

- » To select a shape, point to it or its outline. When the pointer is in the form of an arrow, click. The outline of its frame is a continuous line.

- » If it is a Line, Arrow, or Connector shape in the Lines category, it does not have a frame. It is selected as soon as its handles are visible.
- » After selection, you can enter text, unless it is an Arrow Line or Connector shape in the Lines category. As soon as a text is entered, the outline becomes a line of discontinuous lines.
- » Very convenient: in text input mode, to select the shape, simply press Esc.
- » To delete a shape, select it and press the Del key.

### Change the points of a shape.

You can change the look of a shape by clicking and dragging on its points.

- » To change the points of a shape, they must be displayed first: right-click on the shape - Edit points.



- » To move a point, click and drag on it.
- » To add a point: right-click at the desired location. To delete a point: Ctrl + click on it.

### Replacing one shape with another

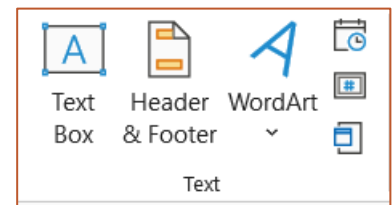
- » Select the shape you will replace. On the « **Insert** » tab, in the « **Insert shapes** » group, activate the « Edit shape » - Edit shape button. Click the new shape that you want.

### Text box

To insert a text box: on the « **Insert** » tab, in the « **Text** » group, click the « **Text Box** » button.

To configure the text, you can use the commands of the « **Font** » and « **Paragraphs** » groups (« **Home** » tab), as well as the « **Format shape** » window (display it by activating the launcher of the « **Shape Styles** » group (« **Formatting** » tab) in the « **Text box** » section).

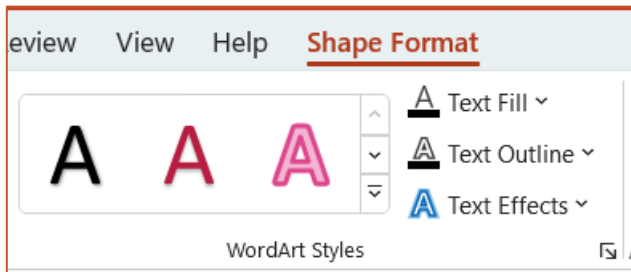
On an object where it is not possible to write, one can always add a text box.



The text box is an Auto Shape, present in the « **Master Shapes** » category (it is the first shape in this category). The previous paragraph « **AutoShapes** » applies.

## WordArt

A WordArt is a text presented artistically.



It can be considered, at the choice, as a formatting of characters or as a graphic object. The result is the same.

Select the text beforehand, or you will then write it instead of « Your text here ».

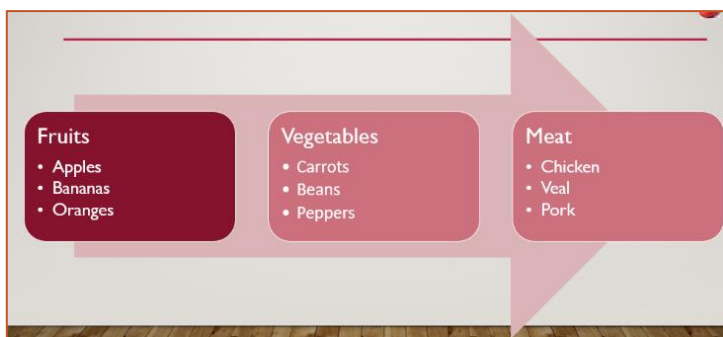
To display the WordArt gallery: on the « **Insert** » tab, in the « **Text** » group, activate the « WordArt » button. Click the desired effect.

To format the text and shape, use the « Formatting » tab of the « **Drawing Tools** ». As far as the text is concerned, one can use the commands of the « **Police** » and « **Paragraph** » on the « **Home** » tab.

## SmartArt

To display the gallery of diagrams, also called SmartArt graphics, activate the « **SmartArt** » button in the « **Illustrations** » group on the « **Insert** » tab.

Or, on the slide, in a placeholder for content, click the icon .

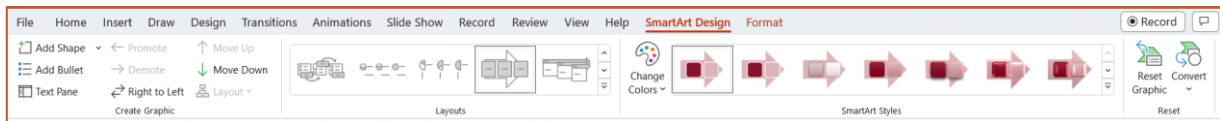


The tooltip for the « **SmartArt** » button specifies that a SmartArt graphic is used to « visually communicate information. »

There are seven types of SmartArt, each offering multiple templates.

In the « Choose a SmartArt Graphic » window, select a type on the left, and then select a template in the center. On the right, is described the chosen model. Confirm.

You can enter text either directly into a shape on the chart or into the pane that appears by clicking the arrow button to the left of the chart. Text can be formatted in this pane (it will only appear in the shape), or directly in the shape.



As soon as the SmartArt, or one of the shapes of its content, is selected, SmartArt tools are available, spread over the two tabs « **SmartArt Design** » and « **Format** ».

## Charts

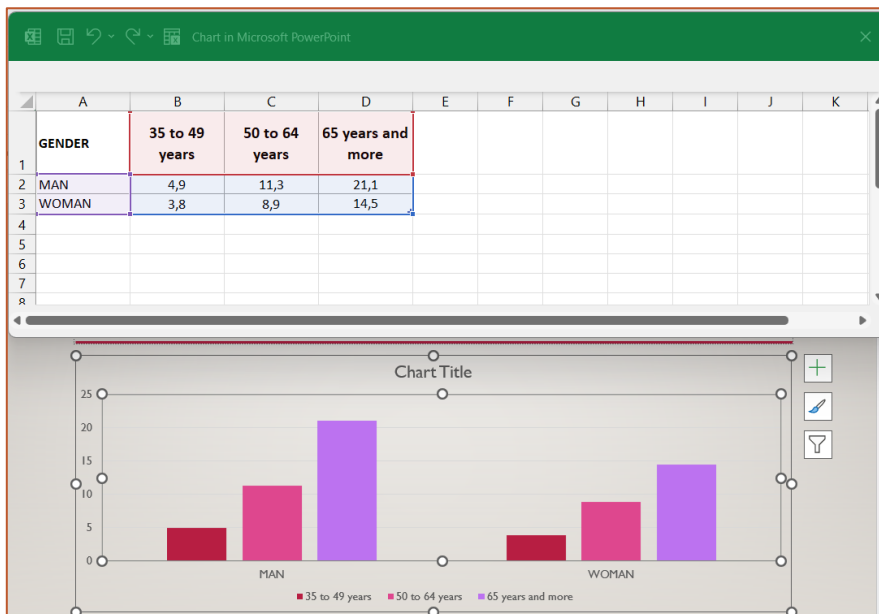
A chart represents data selected from a worksheet.

To display the « Insert Chart » window, click on the « **Chart** » button in the « **Illustrations** » group, under the « **Insert** » tab.

Or, on the slide, in a placeholder for content, click the icon .

In the dialog box, select a type on the left, and then select a template in the center.

An Excel window appears on the right, containing a table of data.



On the left side, the chart corresponding to this data, is inserted into the slide.

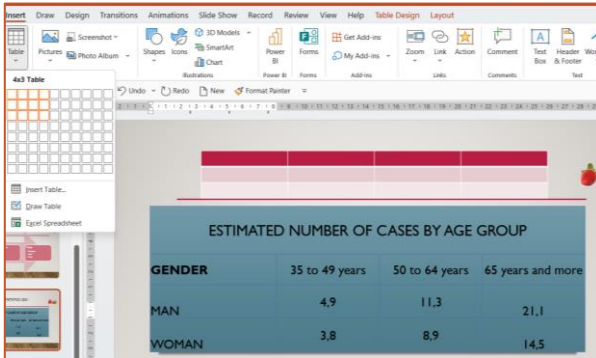
Replace the displayed headers and data with your own, add or remove rows or columns. The graph is modified accordingly.

Use the commands on the chart tool context tabs: « **Chart Design** », and « **Format** ».

## Table

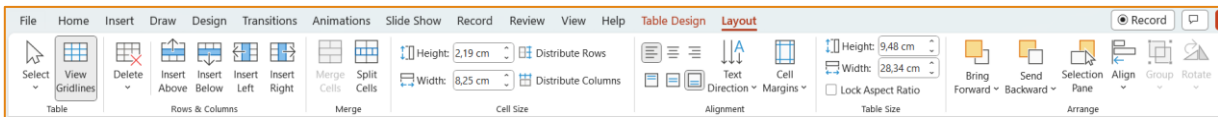
When you create a table, **PowerPoint** inserts it at the insertion point. The table automatically extends from the left margin to the right margin of the document, and all cells in the table are of the same dimension.

To create a **Table**, click on **the Insert tab**, then **(Table)**.

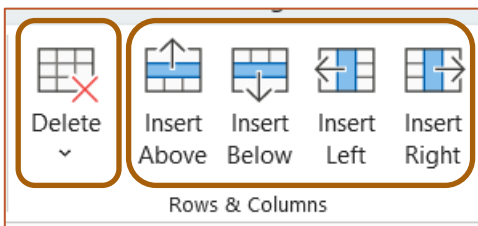


When you have inserted a table, **2 tabs are added** to the ribbon:

- » **Layout** tab of the context menu
- » **Table Design** tab of the context menu

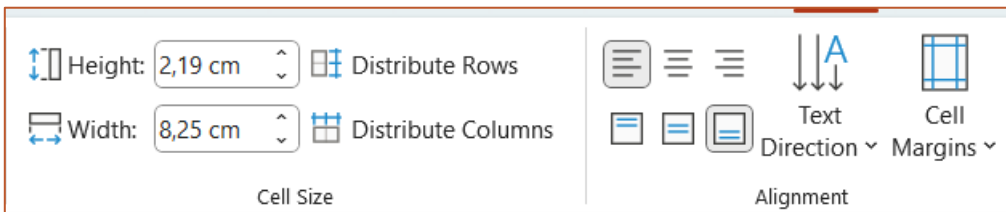


Insert rows and columns.



Delete rows and columns in a table.

Size and alignment



### Table style (Template)

In the Table **Design tab**, you will be able to choose a table style, click on the button at the far right of the Group (**Table Styles**)

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## OBJECT MANAGEMENT





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### « Selection and visibility » pane

Lists the names of the objects on the slide (visibility); - It also allows you to select objects (selection).

To display it, a graphical object must be selected.

Activate the « **Format** » tab (named « Formatting » if the selected object is a chart), then in the « **Arrange** » group, click the « **Selection Pane** » button. The pane appears on the right side of the screen.

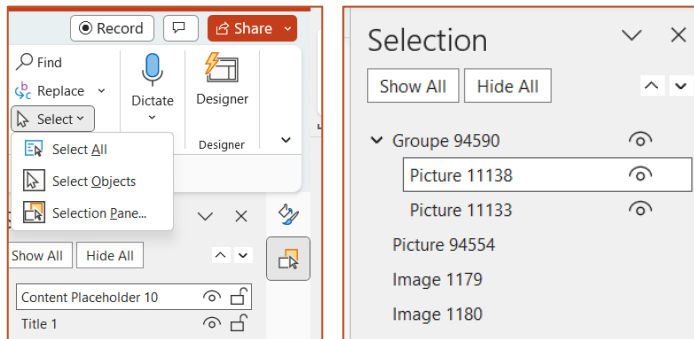
- » To select an object, click its name in the pane.
- » To select more than one: Select the name of an object, and then Ctrl + click each subsequent object name.
- » Highlighting a name in the pane means that the object is selected, or that the object is in text input mode.
- » To hide an object, click the eye icon to the right of its  name. You can widen the pane by clicking-dragging (double-arrow pointer) on its left border. By default, objects are displayed. The eye disappears from the box when the object is hidden. Click the empty box  to display the object again.
- » You can change the order of the object names: select the name, then use one of the two arrows at the bottom of the pane or located near the « **Show & Hide All** » label  
- » On the slide, after selecting an object, you can reach the next object (whose name is the following in the pane list) by typing **Shift + Tab**.

### Selection

- » Before managing one or more objects (sizing, copying, moving, etc.), you must designate them by selecting them.
- » Objects can be selected by selecting their names in the « **Selection and visibility** » pane.
- » There are other ways to select one or more objects:

## Selecting an object

- » Object without text (picture or shape without text): Point to the object. When the pointer is shaped like an arrow cross, click.



- » Object with text: Click the object, and then press the Esc key.
- » After selecting an object, to select the next one, which is the one that follows it in the list of the « Selection and visibility » pane: Shift + Tab (this deselects the previous one).

## Selecting multiple objects

- » Press Ctrl + click on each object you want to select.
- » Or, if possible, it's faster to click and drag a rectangle on the objects you want to select.

## Select all objects on the slide

- » Type Ctrl + A.

## Group objects

One may want to group objects to manage them into a block, especially to move or resize them. A SmartArt has automatically grouped shapes.

- » Select the objects to group (Ctrl + click). A text placeholder cannot be part of the group. On the format tab, in the « **Arrange** » group, activate the « Group » button, and click **Group**.
- » The « Selection and Visibility » pane displays the group and lists the objects it contains. A frame surrounds the grouped objects. A group is considered an object.
- » To ungroup the objects in the group, select the block, then activate the « Group » button and click **Ungroup**.
- » It is then possible to group them: select an object from the group, then activate the « Group » button.


## Size

### With the handles

- » When selected, an object has handles.
- » Point to a handle on the stroke. When the pointer is shaped like a double arrow, click and drag. Click and drag on a corner handle to preserve the aspect ratio.



### With the ribbon

- » Display the « Size and position » window: on the format tab of the selected object, click on the launcher of the  « Size » group. Fill in the window opened with the « Size » Group. Copy, duplicate

## Copy

- » Point to the outline, outside the handles. When the pointer is shaped like an arrow: *Ctrl + click-drag*.
- » To copy horizontally or vertically: *Shift + Ctrl + click-drag*.
- » Copy the same or another presentation to another slide, or to any document in an Office application
- » Copying can be done with one of three methods:
- » Right click - Copy or Ctrl + C or Click on the Copy button on the clipboard (« Home » tab).
- » Pasting can be done with one of three methods: Right-click - Paste or Ctrl + V or Click the Paste button on the Clipboard.

## Duplicate

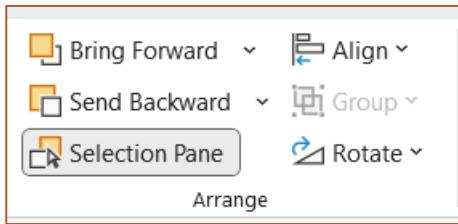
- » Duplicating an object into one or more copies is fast. Note: The object is not copied to the Clipboard.
- » The copies are placed behind the original object.
- » To duplicate an object, click on the drop-down menu of the « Copy » button (« Clipboard » group, « Home » tab) - Duplicate.

## Position, Align

### Moving Objects

- » Point to the outline, outside the handles. When the pointer is in the shape of an arrow, click and drag.
- » To move horizontally or vertically: Shift + click and drag.
- » When moving an object, you can use the dotted lines that appear on the horizontal and vertical rulers. They mark the coordinates of the black cross of the pointer.

- » Move to another slide (from the same or another presentation), or to any document in an Office application
- » The move can be done with one of three methods:



- » Right **click Cut** or **Ctrl + X** or Click on the Cut button on the Clipboard (« Home » tab).
- » Gluing can be done with one of three methods:
- » **Right-click Paste** or **CTRL** or Click the Paste button on the Clipboard.

### Small trips

- » One can make small moves of the object using the arrow keys on the keyboard, and even smaller moves, by pressing the Ctrl key, while using the arrow keys.

### Precise position in centimeters

- » You can set the position of an object in the slide via the « Format » window opened on the « Position » tab.
- » To view it, right-click on the **Format...** Then open the « Position » tab.

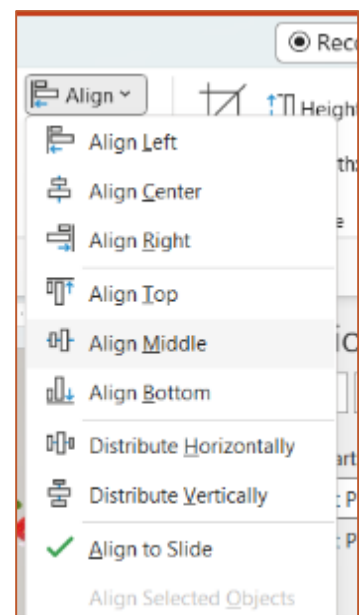


### Alignments: horizontal and vertical

- » To align the objects on the slide, use the drop-down menu of the « Align » button which is locating the « **Arrange** » group under the **Format** tab.
- » There are three horizontal alignment options: left, centered, and right.
- » Three vertical alignment options are available: top, middle, and bottom.

### Distribution of objects

- » To distribute the objects, we use the « Distribute horizontally » and « Distribute vertically » options proposed by the « **Align** » button (format tab, « **Arrange** » group).
- » If the « Align selected objects » option is enabled, the distribution is performed at the space level between the objects.
- » If the « Align to slide » option is enabled, the distribution is done at the slide level.



- » It may be necessary to activate the « **Align** » button a second time in order to have the desired alignment and distribution options.

### Rotating an object

- » With the green handle (when the object has one)
- » Click and drag on the green handle of the object, in order to rotate it.
- » With the ribbon: We use the options of the « Rotate » button, under the format tab of the « **Arrange** » group.
- » The « Other rotation options » option is used to display the « Format » window on the « **Size** » Group. It can indicate the exact angle of rotation desired.

### Display priorities

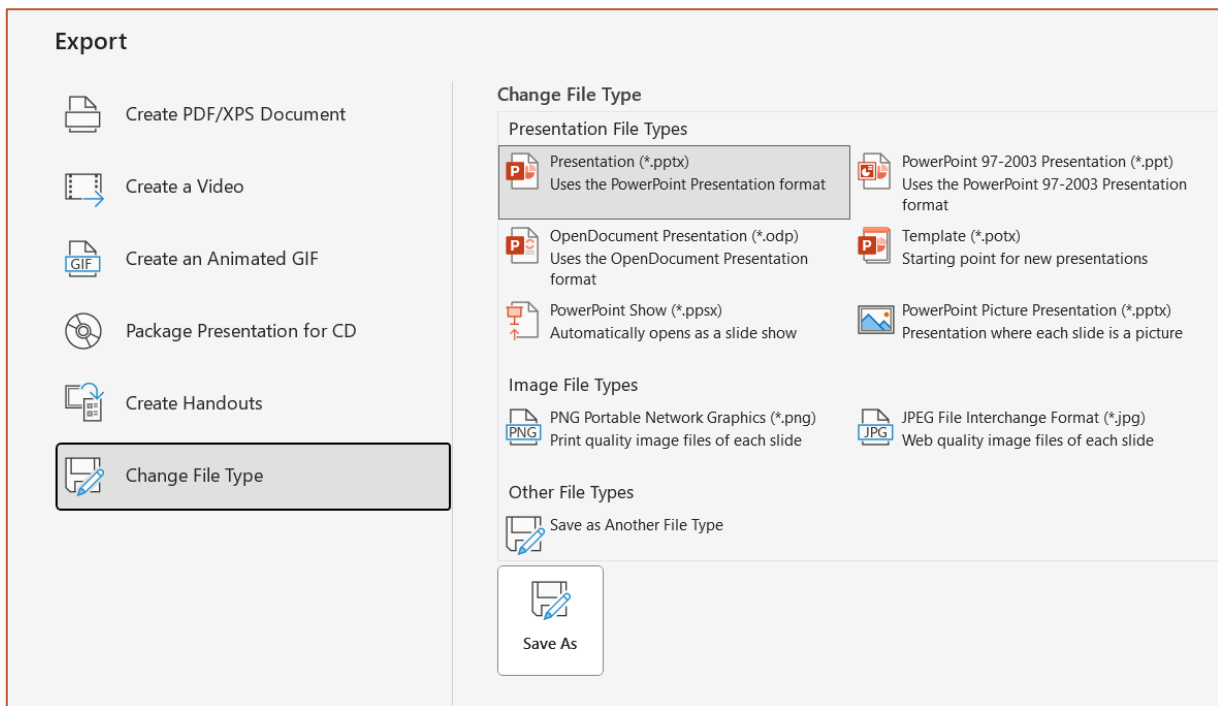
- » When objects are superimposed, the « Forward » button or the « Backward » button in the « **Arrange** » group of the format tab, is used to indicate the display priority of a selected object.
- » Example: in the set of objects on the right, the core is in the foreground, the head in the background, the arrow in the background of the other two objects.

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## SAVE A PRESENTATION

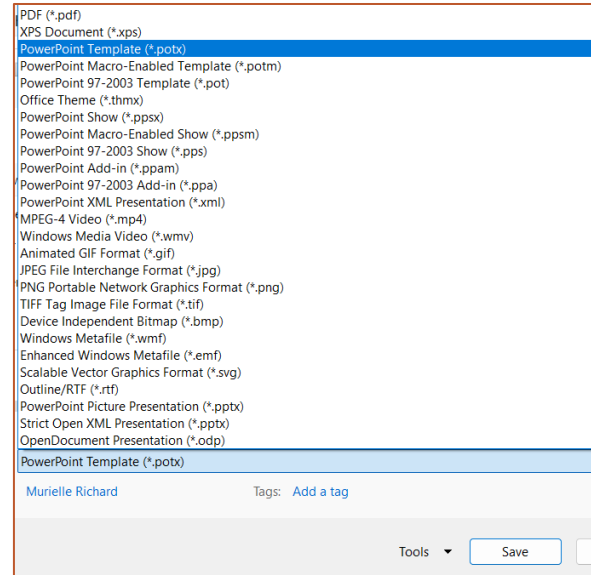
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We will find this window from File then **Export** and then **Change File Type**



## Save-as - Other format types

- » Slideshow: .pps - ppsx
- » PowerPoint: ppt – pptx
- » Model: pot - potx
- » As Image: Jpg. - Png. - Tiff, etc.
- » To save the slide show in « PowerPoint Slide Show » format:
- » View the **presentation**. Open the File menu - « **Save and Send** ».
- » Under the heading « File types », select « **Change file type** ». - In the right pane, select « PowerPoint Slide Show (\*. ppsx) » - Under the right pane, activate the « **Save As** » button. Save and validate

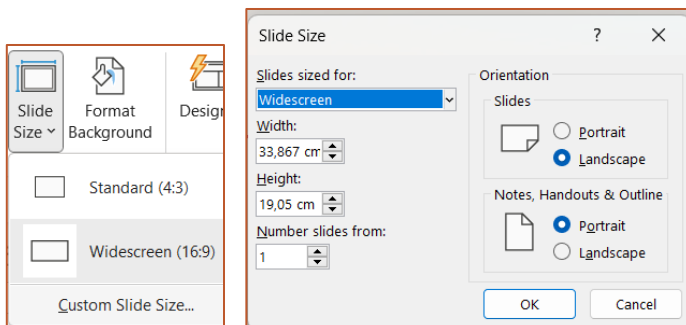


## LAYOUT

To choose the layout, click in the « **Design** » tab of the « **Variants** » Group



Then - Custom **slide size** ...

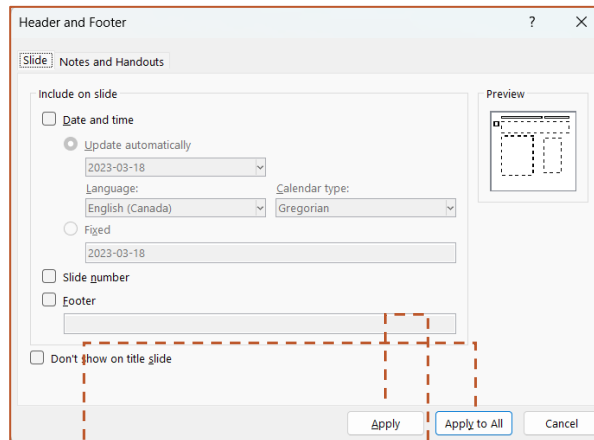


We need to decide if the slides will all be in **portrait** or **landscape** mode,

## HEADER AND FOOTER

There are 2 kinds of header and footer:

- » Slides
- » Comments and documents



Slide header and footer

To insert page headers, click on **the Insert tab - Text group**

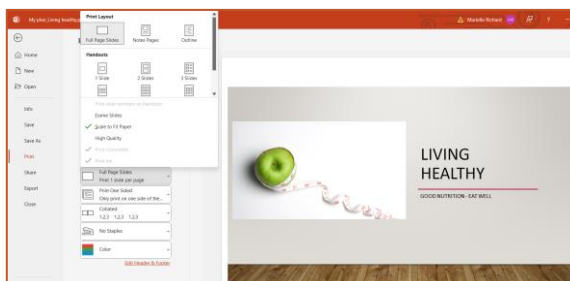
- » Click **Apply to All**
- » To edit on a single slide, simply click **Apply**

## Document header and footer

- » This one is for printing purposes

## PRINTING A PRESENTATION

### Print preview



## Print dialog box

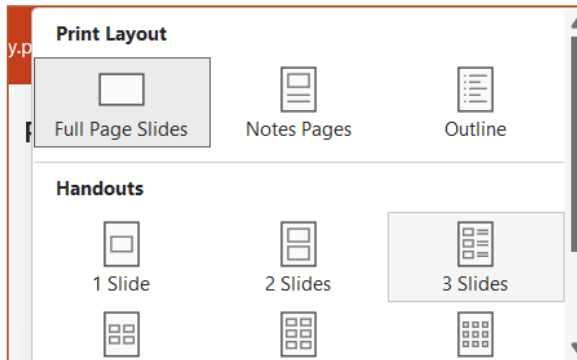
- » Choose the number of copies to print
- » Select the printer if necessary

## Settings

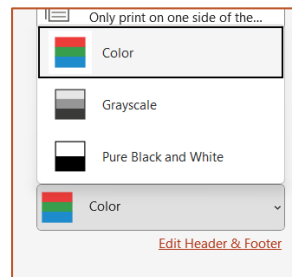
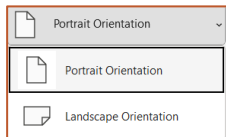
- » Choose slides to print Ex. From 1 to 3, slides 6 and 9
- » Print all slides
- » Print slide in Progress
- » Print selection

## Slides

- » Number of slides per page, **Outline** view and comment pages)



- » Portrait Orientation or Landscape » Color



**Attention:** If you click on « **Print** » without making a printing choice, all slides will be printed individually on a whole page, so on a sheet of 8 1/2 by 11 for each slide.

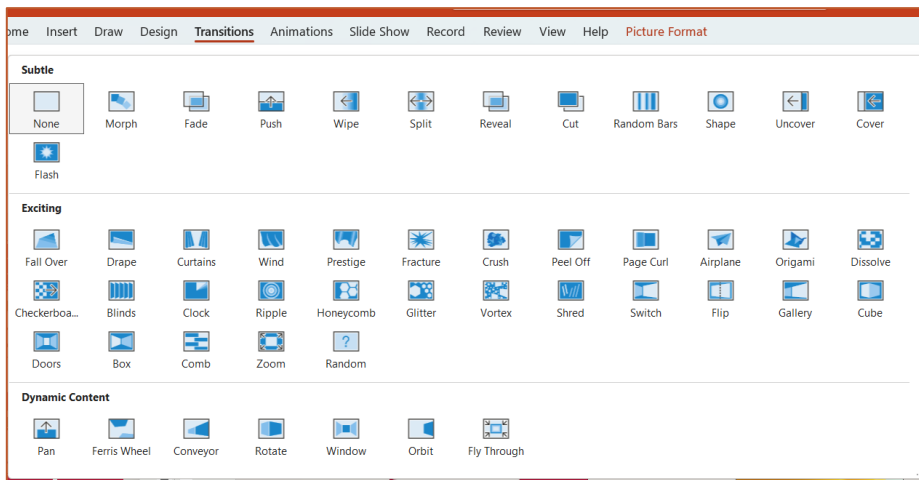
## TRANSITION

Transition is the switch from one slide to another in slide show view

To choose your transition, click on **the Transition tab**

Select slides

- » Choose the transition
- » Change the speed
- » Apply manually or automatically
- » If necessary, set a timing before the next slide arrives
- » Choose a sound (Do not abuse)



### Transition effects

One can choose a **visual effect** and /or a transition sound **effect**.

**If necessary, first select the slides** that will receive the effect (or both effects).

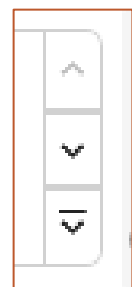
Visual transition effect

Under the « **Transitions** » tab, the « **Access to this slide** » group is used.

To view the **gallery transition visual effects**, use the arrows to the right of the effects. Only one effect can be applied.

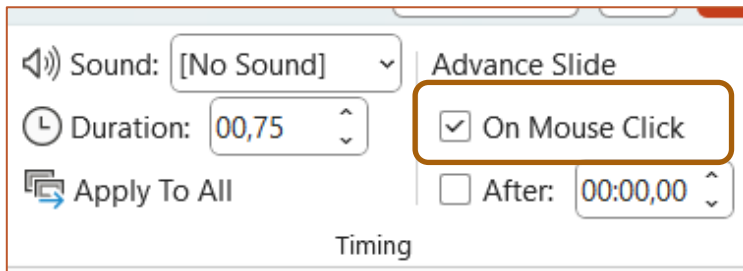
Right after clicking on an effect, we get a **preview** of that effect. Then, we can use the « **Preview** » button, to the left of the effects gallery.

With the effect applied, it can be edited using the « **Effect Options** » button on the right side of the effects gallery.



## Manual or automatic switching

Switching from one slide to another can be **manual** (you control the passage to the next slide, for example by clicking) or **automatic**.



**By default**, the passage is **manual**.

When the passage is **automatic**, we must **perform a timing**, determine the display time of each slide.

On the « Transitions » tab, « Timing » group, in the « **Advance Slide** » area, you can **Uncheck** Box « **On Mouse Click** »

« **Automatically after** ». This makes it possible to intervene in manual, while being in automatic mode *(for example to display the next slide earlier)*.

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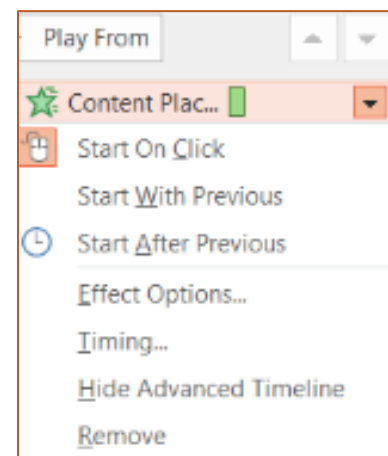
## ANIMATIONS

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An animation effect can be applied to any selected object on the slide. We use the commands of the « Animations » tab.

The purpose of animation is to present text, pictures, and others in a more pleasant way. This option can be found in **the Animation tab**.

- » Abrupt entries
- » Rotation
- » Bounce back, and many others...
- » Choice of speed
- » Timing
- » Start before and or after the previous one
- » Automatically or manually



## The gallery offers four types of effects

### « Entrance » and « More Entrance Effects »

- » The object appears on the slide with the effect animated.

### « Emphasis » and « More emphasis effects »

- » The object, present in the slide, is animated by the effect (Especially the text)


### « Exit » and « More Exit Effects »

- » The object disappears from the slide while animated by the effect.

### « Trajectories » and « Other trajectories »

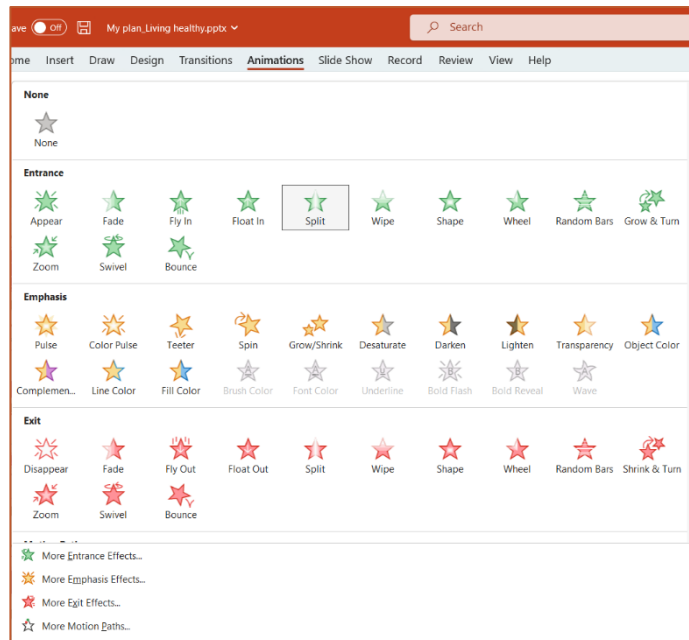
The object follows the movement of the trajectory.

By clicking on « **Other...** », we open a window where the effects are classified into several **categories**. If the « **Preview** » box of this window is checked, we have a preview of the effect on the selection of objects just after its application.

In « Normal » or « Slide Sorter » display mode, the icon  appears next to each thumbnail that contains an object that has an animation effect applied to it.

On the slide, if the « Animations » tab is enabled, or if the « Animation Pane » (see later) is displayed, an appearance order number appears next to each object that has an animation effect.

If an object has multiple effects, multiple numbers appear next to it.



## Glimpse

To preview all the effects of the slide (by default, in the order of their application), except those triggered by clicking on another object (see below), click on the upper part of the « Preview » button (first button under the « Animations » tab).

## Selecting effects

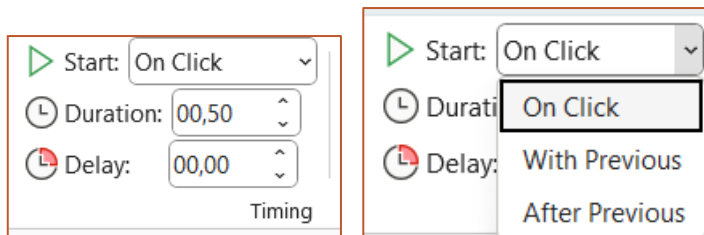
- » To select: An effect: click on its line in the pane, or on its number in the slide.
- » Multiple effects: Ctrl + click on each effect line, or on each number in the slide.
- » All effects of an object: Select the object on the slide.

## Removing effects

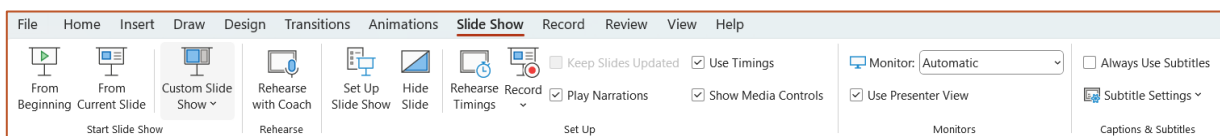
- » **Select the effects** you want to delete, and then press the **Delete key**.

## Three options for the effect are available:

- » « Start by clicking » is the default option. A « mouse » icon follows the sequence number of the effect, which will be triggered by clicking on the slide.
- » « Start with the previous one ». There is no icon for this option.
- » « Start after the previous one ». A « clock » icon follows the sequence number of the effect, which will be triggered automatically after the previous effect during the slideshow.



## SLIDESHOW PRESENTATION (F5)




Displays slides one at a time for a computer presentation. This presentation can be run manually: you « click » with the mouse to move from one slide to another. The presentation can be displayed automatically: each slide remains on the screen for a predetermined time and then moves on to the next one. Slides can contain animation and transition effects and will be displayed with these effects.

## A slideshow can be viewed:


- » Full screen: this is the default option.
- » In Reading mode
- » In a window

## Full screen slideshow

To start the slideshow in full screen: F5 or (ALT F5 – Presenter Mode)

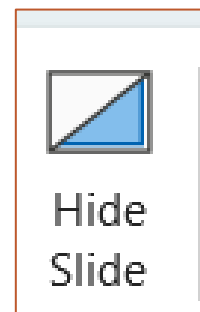
- » Click the « Slideshow » button  located in the status bar.
- » The slide show starts with the active slide.
- » Or: On the « Slide Show » tab, in the « Start Slideshow » group, choose « From the beginning » or « From the current slide ».
- » To exit the slide show, press the Esc key or the minus key.
- » A toolbar with four buttons appears at the bottom, on the left of the screen (otherwise move the mouse to make it appear).

## Slideshow in Reading view

- » Activate the « **Reading Mode** » button , located on the **status bar**. The slide show starts with **the active slide**.
- » Or: under the « View » tab, in the « Presentation views » group, click the « **Reading Mode** » button. The slide show starts on the **first slide**.

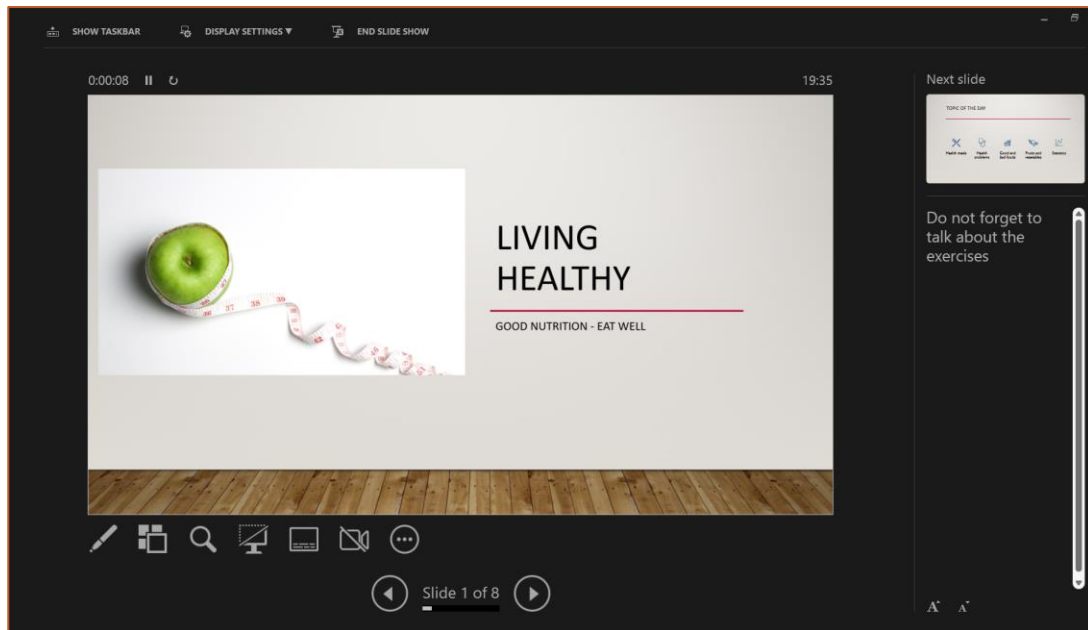
## Hiding slides

- » One may wish not to show some slides from the slideshow.
- » In « Normal » or « Slide Sorter » mode, first select the slides you want to hide. On the « Slide show » tab, in the « Configuration » group, click on the « Hide slide » button.
- » In « Normal » mode or « Slide Sorter » mode, the numbers of hidden slides are crossed out.
- » To remove the masters, select the hidden slides, in the « Configuration » group, then disable the « Hide slide » option. The numbers of the « Unhide Slide » slides are no longer crossed out.



## Projection in presenter mode

- » Projection in Presenter mode requires **two screens** to be attached to the computer: one used by the **presenter**, the other facing the **audience**.
- » When the presenter views the PowerPoint presentation, their screen is different from yours, here's what they see:



## Pen annotation and laser pointer

### Laser pointer


The laser pointer can be used in **Slide Show** mode or in **Reading mode**.

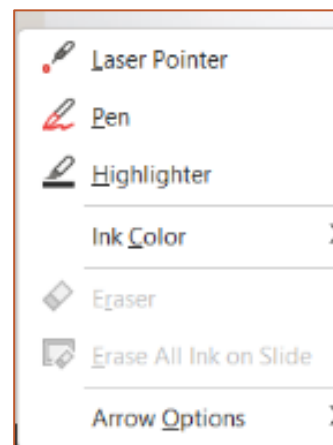
To make the mouse pointer look like a laser pointer, press **Ctrl + click**.

We will see below that his movements can be **recorded**.

By releasing the Ctrl key and the mouse button, the pointer returns to its usual appearance.

### Pen button

In « Slideshow » mode, use the **Pen button**  (at the bottom of the screen).

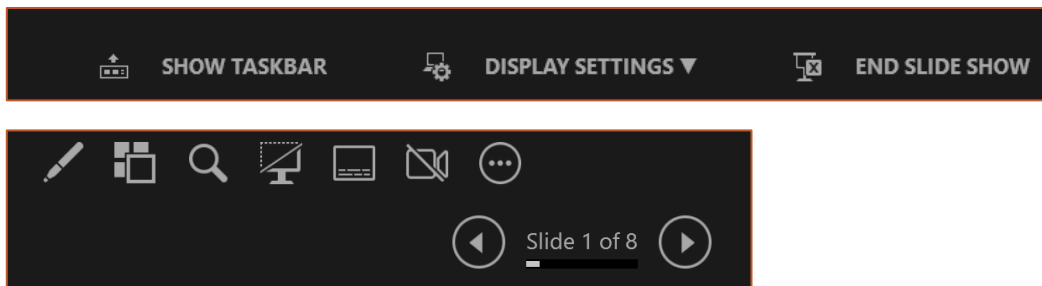


### See other buttons

Open the presentation you want to project, then launch Presenter view: on the « **Slide Show** » tab, in the « Monitors » group, check the box « Use the « Presenter » mode.

The audience sees the presentation, slide by slide.

The presenter screen contains additional elements: slide thumbnails, next slide buttons, previous slide, pen button, slide button, slide comment area, with zoom; it also specifies: the number of the slide displayed and the time elapsed since the beginning of the presentation.



## KEYBOARD SHORTCUT

CTRL + X	Cut
CTRL + ESC	Show Start menu
CTRL + C	Copy
CTRL + V	Paste
CTRL + Z	Cancel an operation
CRTL + A	Select all slides in Sorter view Select all text boxes and pictures on a slide Or select all text in a text box
CTRL + P	Print the document
CTRL + END	Go to the end of the document
CTRL + POS1 (HOME)	Go to the top of the document
F4	Repeat the last operation
F5	View slideshow
ESC	Closes a window in an application
F7	Spell checking
F1	Displays help

This documentation was produced from the SEMÉ 2010 documentation and the CoursBardon training, available on the Internet.

\\Dlink-0e9656\\f\\Course Notes\\2016\_MSOoffice\\PowerPoint\\PowerPointLevel2.docx

## POWERPOINT + EXERCISE 1

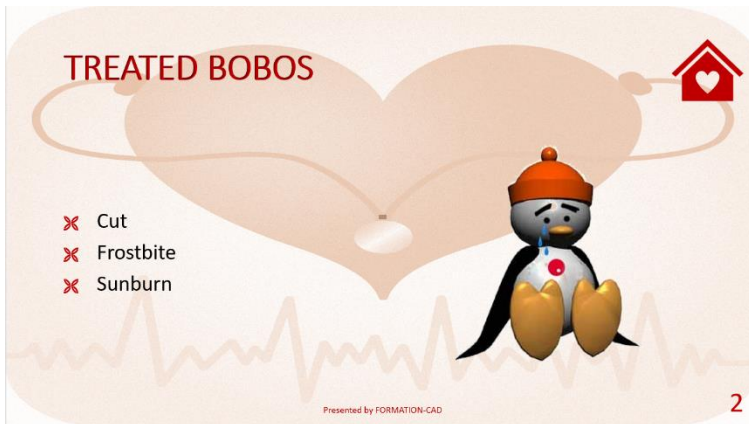
Open file: « **First Aid** »

**Slide 1**

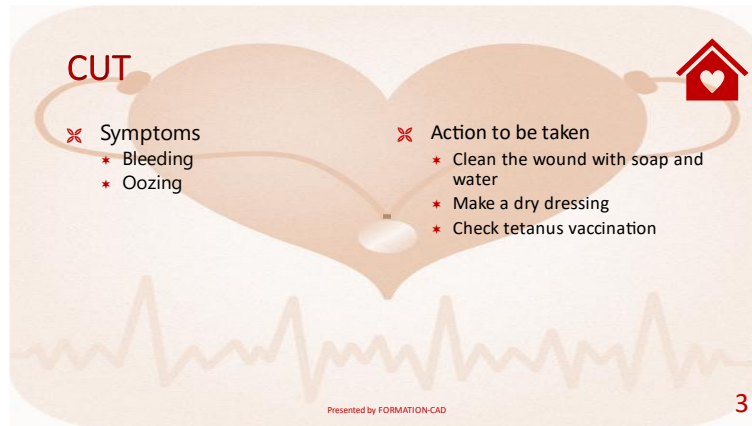


- A. Type the text in the appropriate placeholders « **First Aid** »
- B. Insert a picture

**Add a new slide: Title and content**



- A. Enter the following text:
- B. The text, in the form of a list, must be centered vertically in the placeholder
- C. Change the slide layout for **2 contents**
- D. Insert a picture: Name: « **BOBO** »
- E. Make sure this one is the second slide

**Slide 3:****A. Make the following changes:****B. Increase List level (As above)****C. Use paragraph spacing (your choice)****Slide 4****A. Change the chip for a phone (Found in « Symbol », **Wingdings**)****B. Change the color and size of the chi to 150%****C. Align text in the middle****D. Paragraph spacing before and after of 15 pt****E. Insert a text box on this slide: This number is functional throughout the province of Quebec****1. Create a footer with the slide number and your name in the center.****2. This footer should not appear on the title slide****3. Prepare to print as documents of 3 slides per page**

## POWERPOINT + EXERCISE 2

Open the « **Fishing excursion** » file

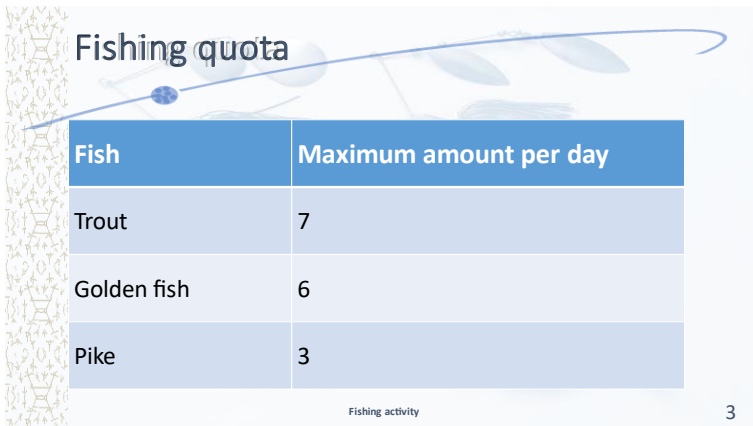
- A. The theme of your presentation will be in your folder:  
From the presentation « **Template Fish** »

### Slide 2

- A. Arrange the text in two columns OR maybe see « **Designer** »  
B. Use paragraph spacing to improve presentation

### Slide 3

- A. Table to create as follows:

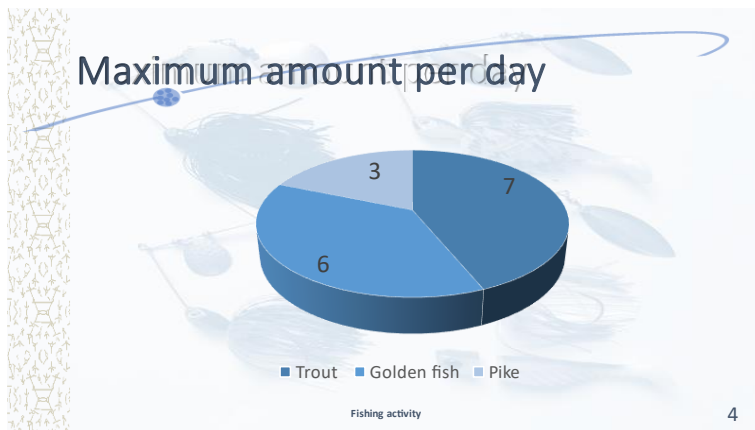


Fish	Maximum amount per day
Trout	7
Golden fish	6
Pike	3

3

### Slides 4

- A. Chart to create with the same information from the previous table  
B. Pie CHART



**Slide 5****A. Convert to SmartArt (cycle)****B. Create a footer with the slide number and the following text: Fishing activity****C. Hide slide 2****POWERPOINT + EXERCISE 3****Open « Veggie for life »**

A. In group « **Design** »— « **Browse for Themes** », choose « **Template\_Food** » in your folder

**Header and footer: Type your name in the footer and active Slide Number**

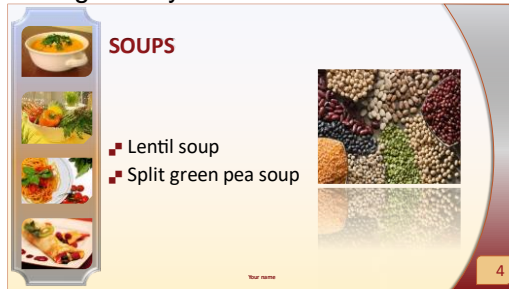
A. Don't show on Title Slide

B. **Apply to all**

**Slide 2****A. Reset slide 2****Slide 3****A. Convert into « SmartArt »**
**B. Change color and style**

**Slide 4**

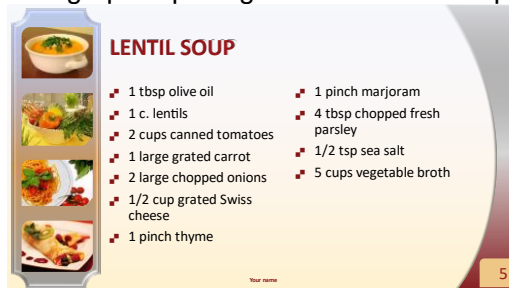
- A. Change « Layout for « **Two Content** »



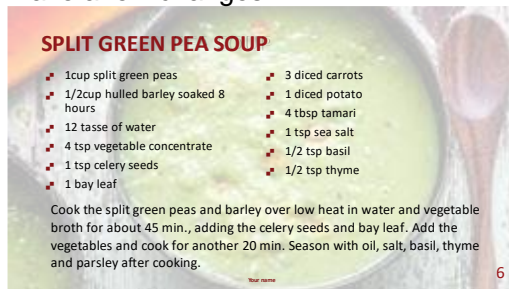
- B. Insert a picture and explore « **Picture Format** »

**Slide 5**

- A. Use « two columns »  
 B. Paragraph: Spacing before and After: 6pt

**Slide 6**

- A. Hide Background Graphics and replace by a picture  
 B. Make a few changes

**Slide 7**

- A. Change layout for « **Comparison** »  
 B. « **Ingredients** » and « **Fruit filling** » are dialog box header

