
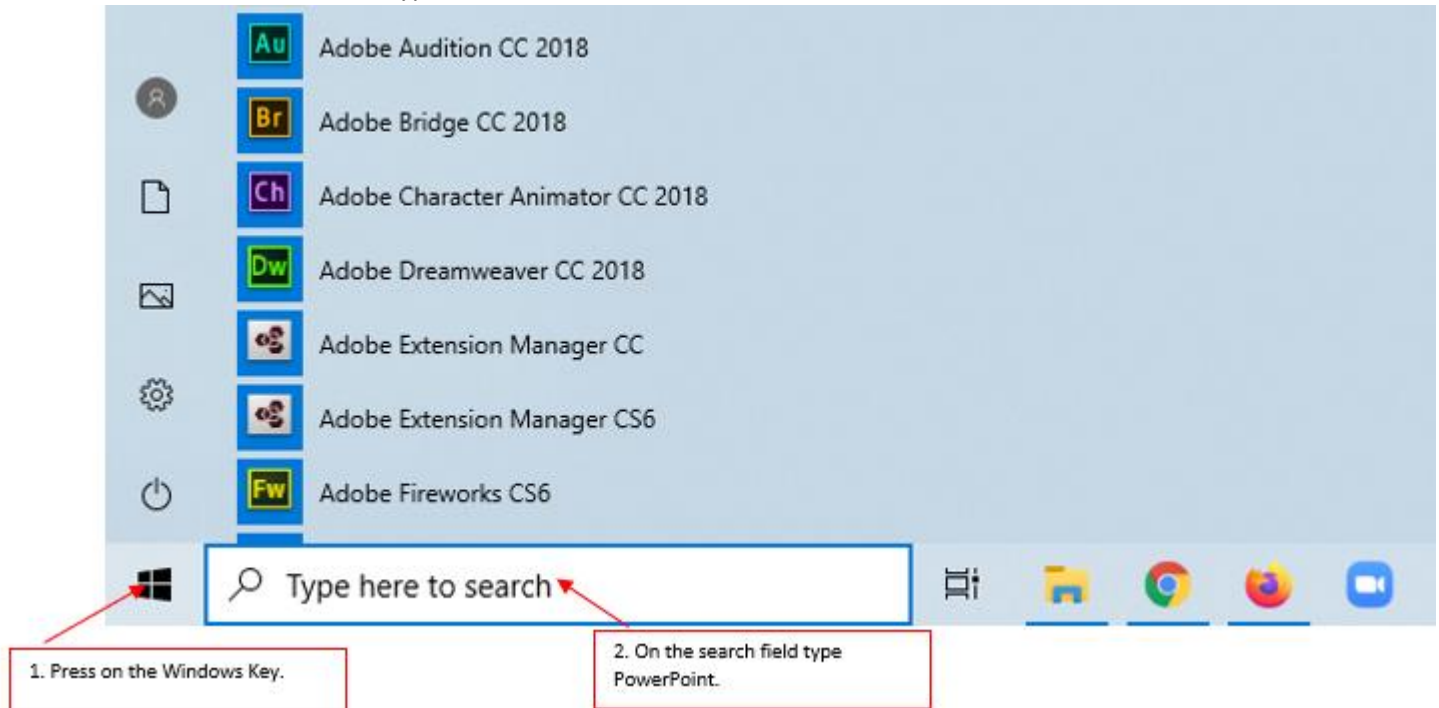


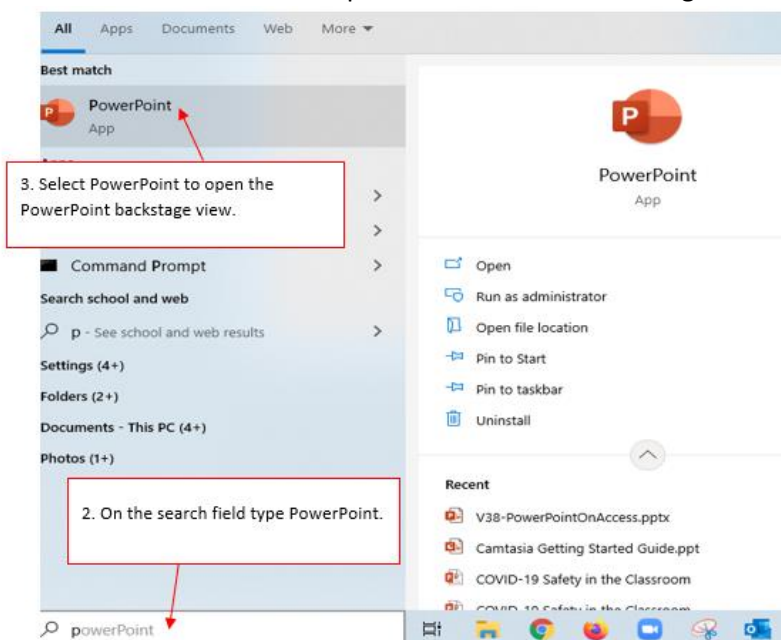
## PowerPoint Overview and PowerPoint Handout Notes

How to open a Blank PowerPoint and a Visual Overview

1. Press on the Windows key 
2. On the search field type PowerPoint

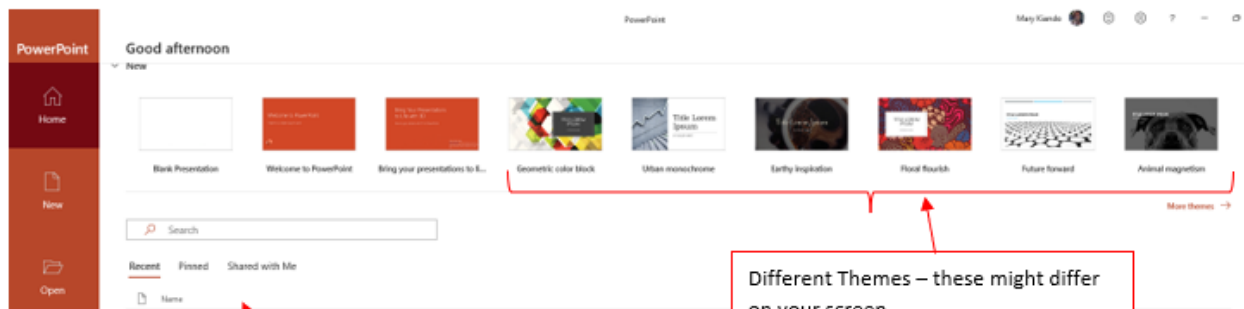
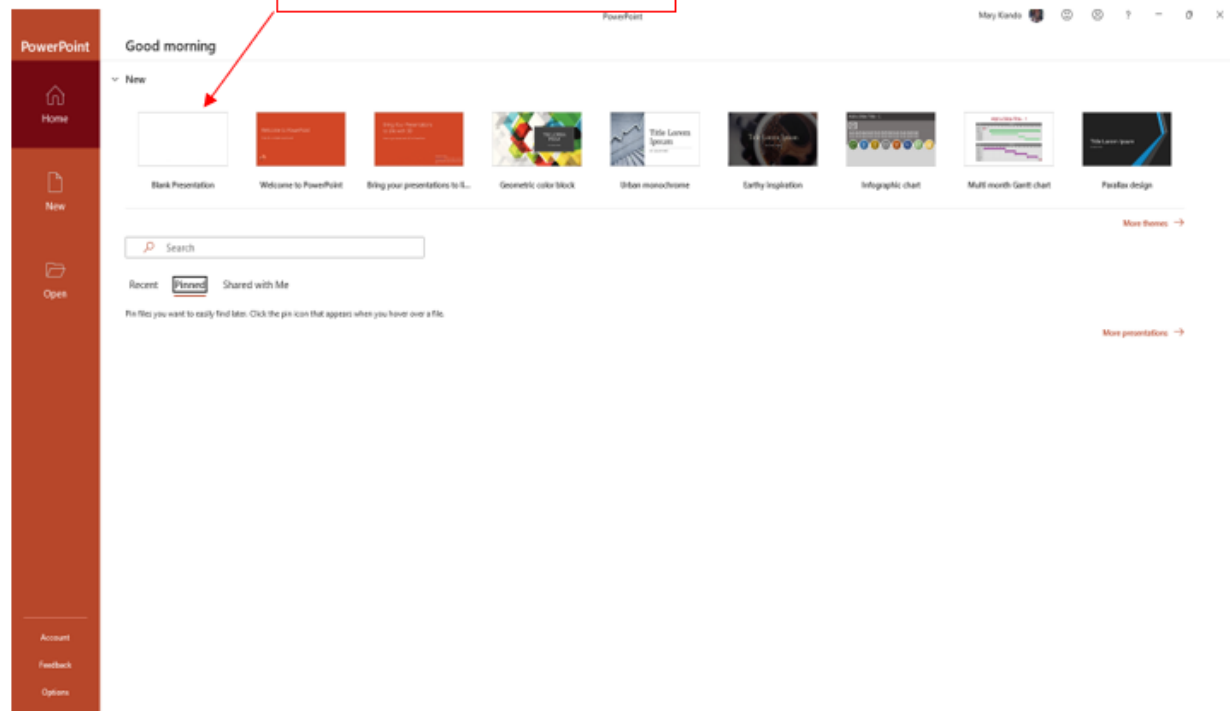


3. Select PowerPoint to open the PowerPoint backstage view.



- i. Press ESC key on the keyboard to open a blank PowerPoint or
- ii. Click on Blank Presentation

## Backstage View



Below are pictures that has an overview of a new PowerPoint Presentation:

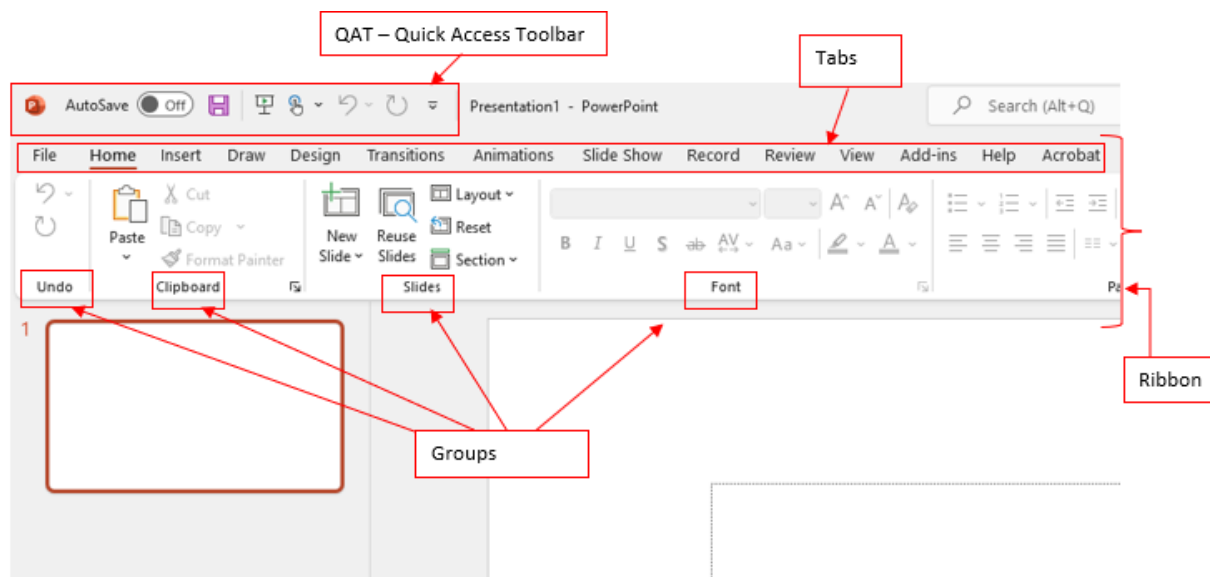


Figure a:

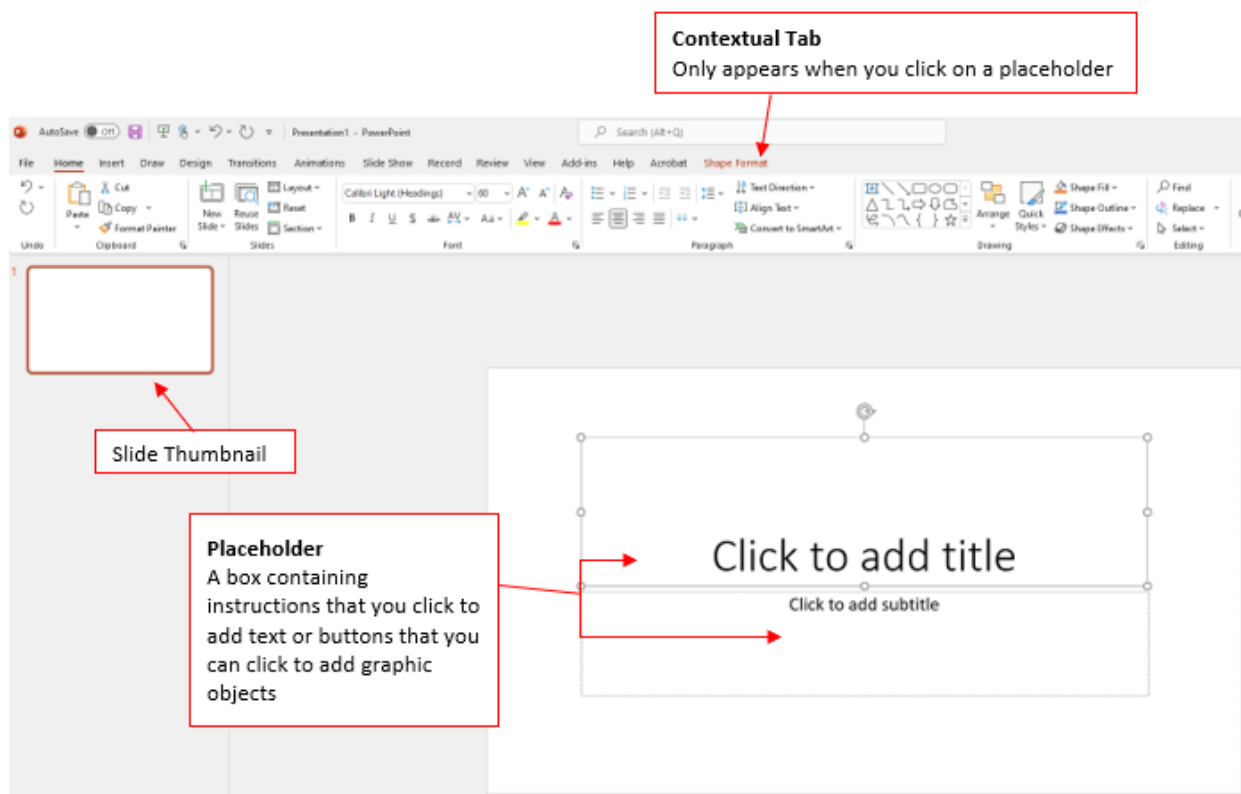


Figure b:

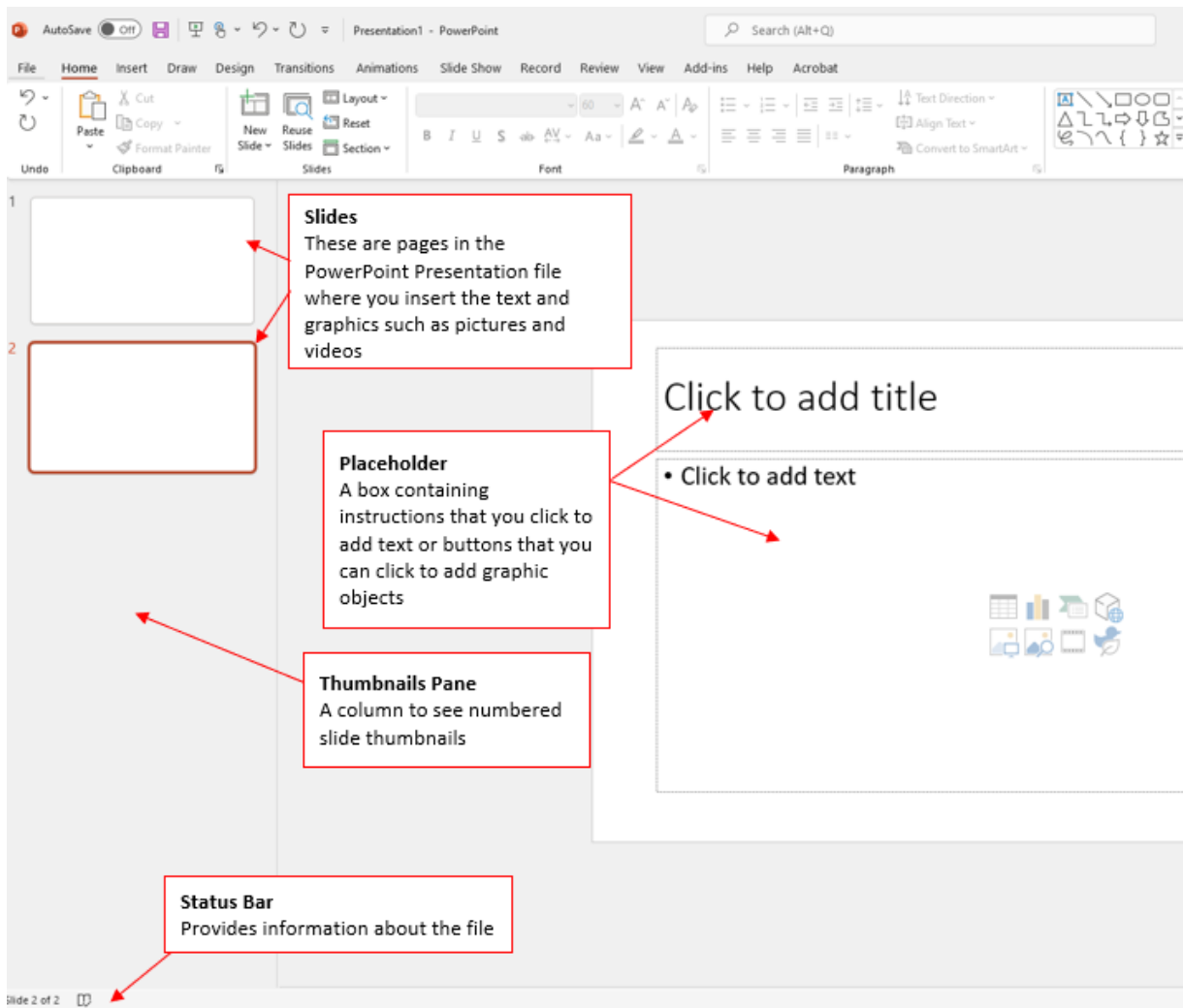


Figure c:



Figure d:

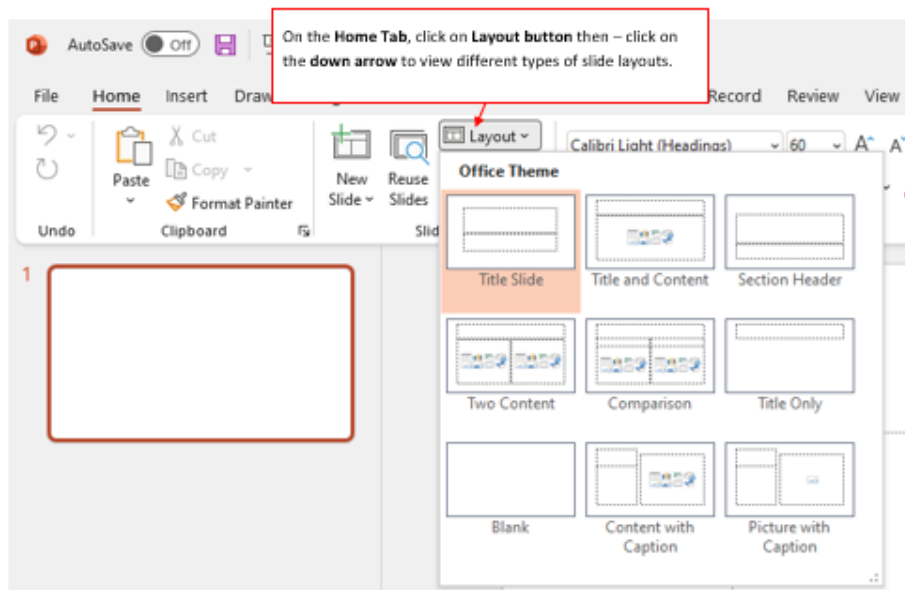
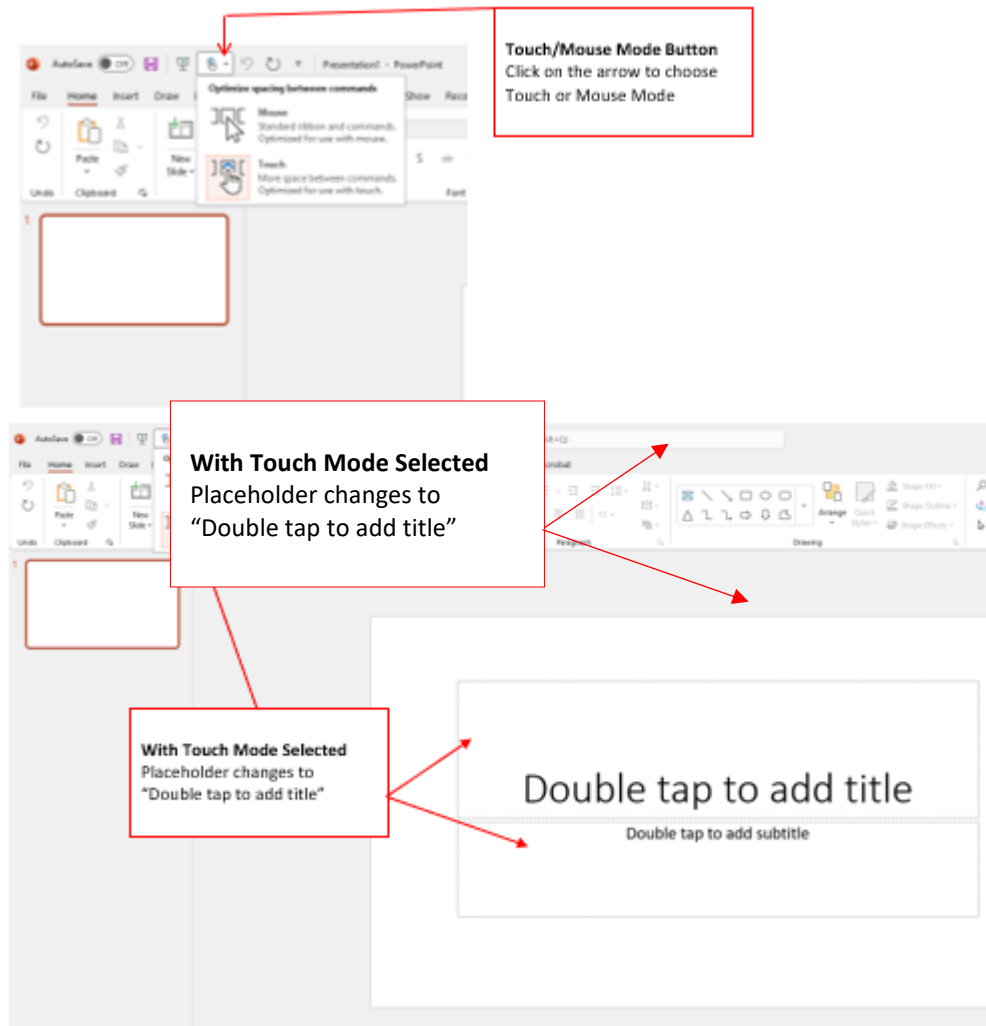


Figure e:

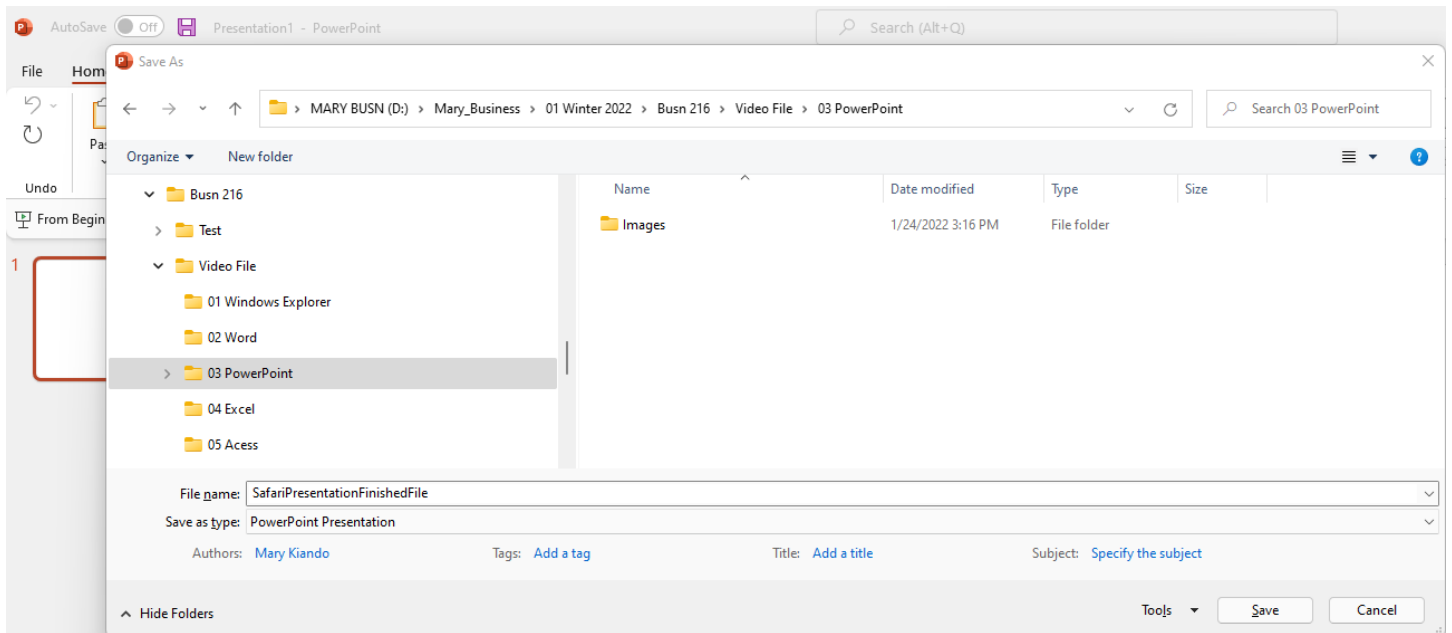
## Switch between Mouse Mode and Touch Mode:

On the **Quick Access Toolbar (QAT)** click on the down arrow as shown below to choose **Touch or Mouse Mode**. If you choose the **Touch Mode**, the Placeholder changes to “Double tap to add title”. If you choose **Mouse Mode**, the Placeholder will then change to Click to add title or text as shown in the picture below.



With the New Presentation open press F12 to save the Presentation.

A 'Save As' dialog box opens for you to choose the location to save your file and also to name your file. (see picture on the next page- Save As dialog box)



Address to the video on the class video 10: PowerPoint Presentation <https://youtu.be/5AVypP2aaL4>

*Notes for the video are included in the following pages, scroll down to see all pages.*

1. **Open PowerPoint**
2. **Save As with Name “Busn 216 Presentation” in “03 PowerPoint” Folder**
3. **Title Slide**

- a. In Home Ribbon Tab, go to Slides Group and click Layout dropdown to select Title Layout, as seen in this picture:



4. **Placeholders**
  - a. Click on Edge to move or resize
  - b. Ctrl + Enter is keyboard to jump to next placeholder. If you are in last placeholder in last slide, Ctrl + Enter adds new slide.
5. **New Slide:**
  - a. Click in Slide Pane and when you see Horizontal Flashing Line, hit Enter.
    - i. Insert slides at end of presentation: make sure Horizontal Flashing Line is after last slide, then hit Enter
    - ii. Insert slides between other slides: make sure Horizontal Flashing Line is between two slides, then hit Enter
  - b. New slide button in Slides group in Home Ribbon Tab
  - c. Ctrl + M
  - d. Ctrl + Enter is keyboard to jump to next placeholder. If you are in last placeholder in last slide, Ctrl + Enter adds new slide.
6. **Slide Pane**
  - a. Slide Pane can be accessed from the View Ribbon Tab, Presentations View Group
  - b. Slide Pane, click below slide until you see horizontal flashing line, then hit Enter to add new slide
  - c. Selection and Navigation Keyboards
    - i. Shift key and click with Mouse Selection trick: highlight contiguous slides
    - ii. Ctrl key and click with Mouse Selection trick: highlight noncontiguous slides
    - iii. Ctrl + End: jumps to last slide
    - iv. Ctrl + Home jumps to first slide
7. **Outline View**
  - a. Outline View can be accessed from the View Ribbon Tab, Presentations View Group
  - b. Allows you use Tab and Shift + Tab for bullets and new slides



- c. Picture in View Ribbon Tab:

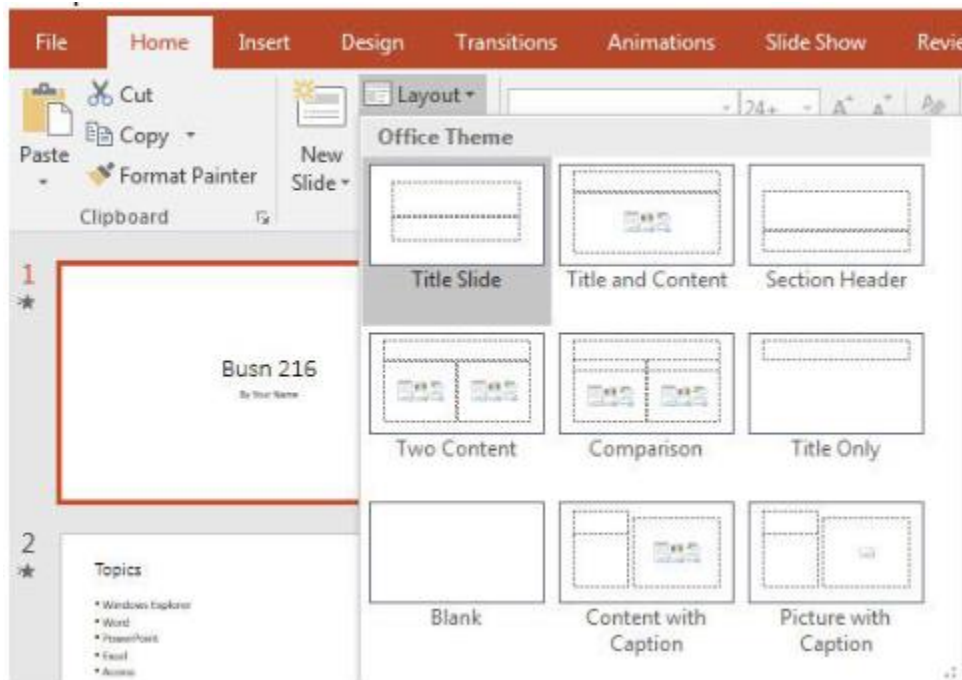


**8. Bullets (on slides or in Outline Pane):**

- a. Tab moves forward or in a level
- b. Shift Tab moves backward or back a level
- c. Enter adds a new bullet
- d. Shift + Enter skips a bullet

**9. Layout**

- a. In Home Ribbon Tab, go to Slides Group and click Layout dropdown to select the layout you want, like in this picture:



**10. Themes and Variants on Design Ribbon**

- a. Selecting Theme will apply Them to all slides
  - i. Choose a Theme and then click the button to “Apply to All”
- b. To add a different Theme to just the selected slides: Right-click and point to “Apply To Selected Slides”

**11. Insert Photo, Clip Art or Video**

- a. Insert Ribbon Tab or

- b. Placeholder (easiest method) looks like this:



- c. After inserting a video, use Video Tools Playback Ribbon Tab to:

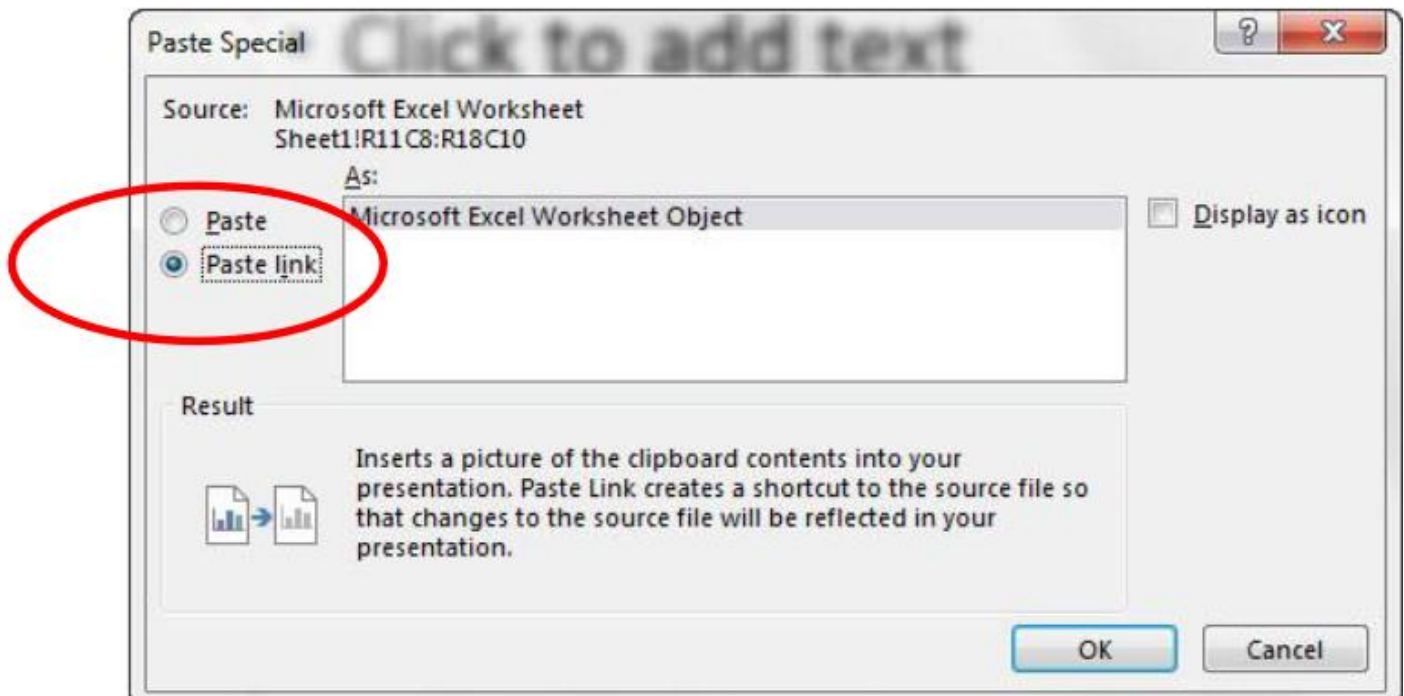
- i. Trim
  1. Use green and red to select the portion of video you want, then click OK
- ii. Video Options:
  1. Start:
    - a. On Click
    - b. Automatically

**12. Insert Paste Special Link from Excel on slide with Title Only layout or Blank layout:**

- a. Copy item from Excel file
- b. Use Paste drop-down in Clipboard group in Home Ribbon Tab, like this picture:



- c. Then check the “ ” dialog button, like in this picture:

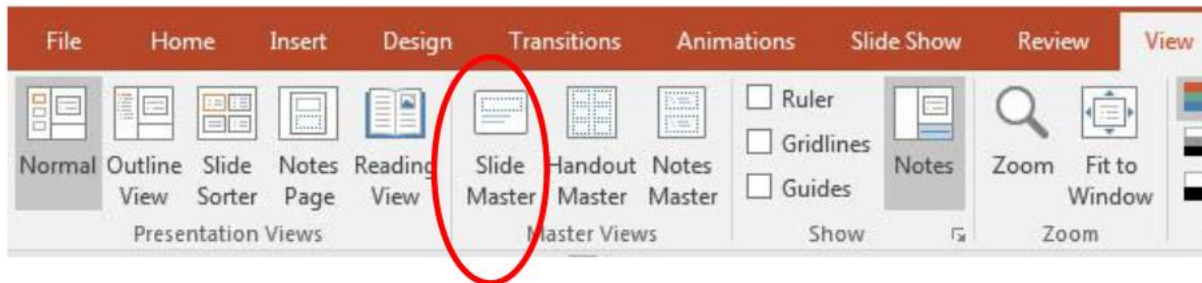


### 13. Transitions Ribbon tab

- a. Remember to hit the “Apply To All” button

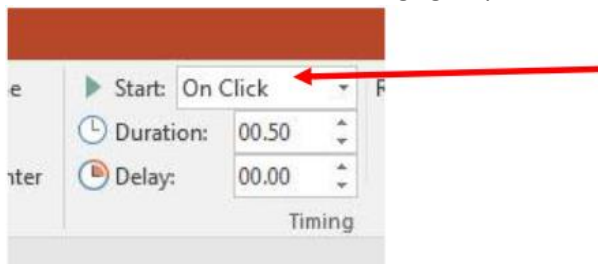
### 14. Slide Master

- a. View Ribbon Tab, Master Views group
- b. Allows you to do universal changes for a particular Layout (like Animation)
- c. The Top Slide Master allows you to apply changes to all the slides.
- d. If you choose individual Layouts, you can apply changes you just the individual layouts and not all the slides.

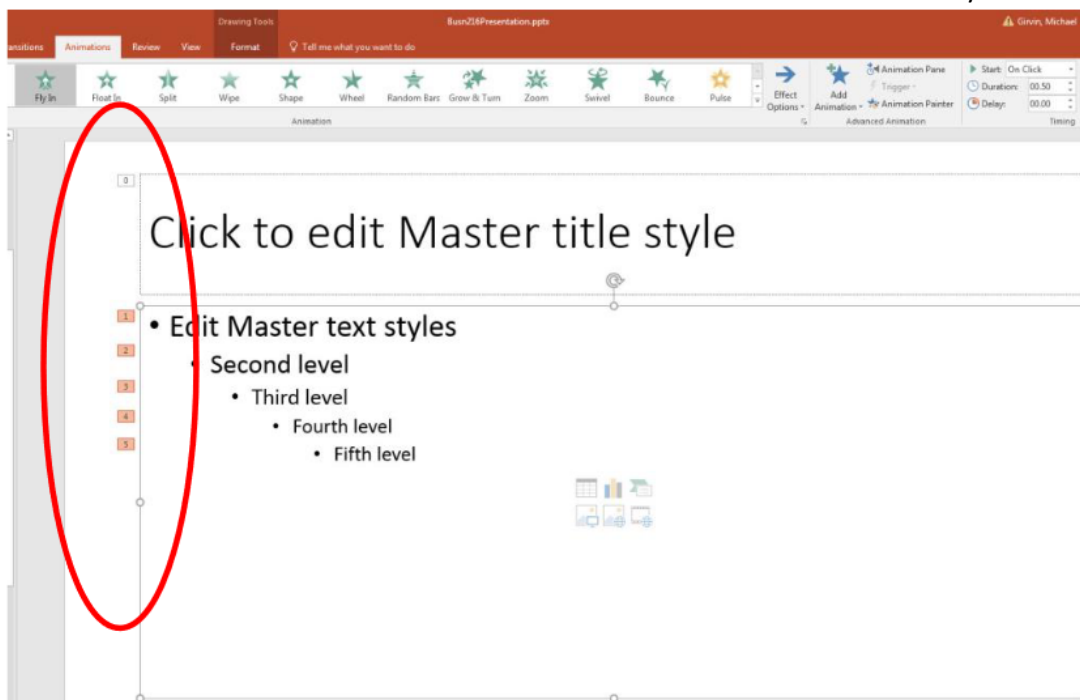


### 15. Animation Ribbon tab

- a. Show Animations Pane by clicking Animation Pane button in Animations Ribbon Tab, Advance Animation group.
- b. If we want Animation to appear on all slides, we must add Animation to Slide Master
- c. In Slide Master, select items (placeholders or objects) and apply Animation
- d. Once you apply an Animation you can set whether the Animation flies in “On Click” or “After Previous” or “With Previous” in the “Timing” group, as seen in this picture:



- e. “On Click” will allow each bullet to fly in separately.
- f. The numbers next to the animations are the order in which the animations will fly in:



**16. Run Slide Show**

- a. Start slide show at slide 1 = F5
- b. Start slide show at current slide = Shift + F5
- c. Move slide forward during slide show = Up Arrow
- d. Move slide backward during slide show = Down Arrow
- e. Jump to a certain slide number during slide show = # of Slide, Enter
- f. Stop slide show and go back to edit mode = Esc

**17. Views:**

- a. Normal (Slide Pane)
- b. Outline (Outline Pane)
- c. Slide Sorter (see many slides at once)
- d. Slide Master
  - i. i. Allows Universal Changes
    - 1. Example: Animation
- e. Handout Master
  - i. We had to go to this Master and move the page number up so we could see it when we printed.



**18. Notes**

- a. In Note Page View you can add notes that you can review while giving a presentation
- b. Click below slide and type
- c. When printing, select Notes

**19. Printing (Ctrl + P)**

- a. Print Slides?
- b. Print Layout and Handouts
  - a. Edit Header and Footer
    - i. Slides
    - ii. Notes and Handouts
- b. Orientation:
  - i. Design Ribbon Tab, Customize group, Slide Size drop-down, Customize Slide Size

# 1. Keyboard Shortcut:

- a. Keyboard to jump to next placeholder = Ctrl + Enter
- b. If you are in last placeholder in last slide, to add a new slide = Ctrl + Enter
- c. Bulleted list, Move Forward = Tab
- d. Bulleted list, Move Backward = Move Backward
- e. Start slide show at slide 1 = F5
- f. Start slide show at current slide = Shift + F5
- g. Move slide forward during slide show = Up Arrow
- h. Move slide backward during slide show = Down Arrow
- i. Jump to a certain slide number during slide show = # of Slide, Enter
- j. Stop slide show and go back to edit mode = Esc