

# Highline College

## Busn 216: Computer Applications for Business (Fun and Power with Computers)

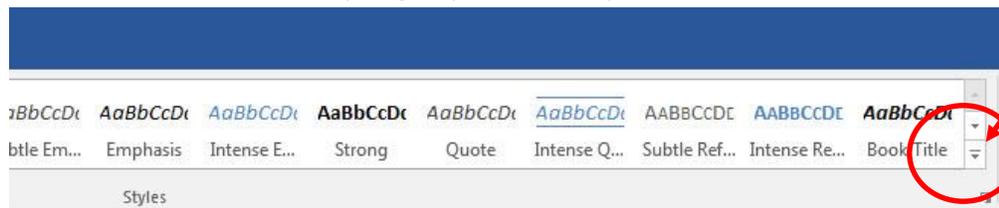
### Office 2016 Video #10: Word Styles, Table of Contents & Send to PowerPoint & Introduction To PowerPoint

#### 1) Styles

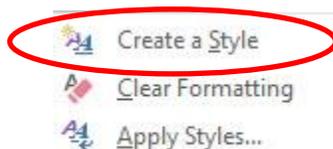
- i. Styles are in the Home Ribbon Tab, like in this picture:



- ii. Styles are a set of formatting elements that can be applied over and over
- iii. You can:
1. Use existing Style, like "Heading 1"
  2. You can modify a Style to change or add new elements
    - i. To modify, right-click Style in Styles group and click on Modify
  3. You can create your own new Style
- iv. You can add Formatting elements to:
1. Characters
  2. Paragraph
  3. Characters and Paragraph
  4. List
  5. Table
- v. To create your own new Style:
1. Add formatting
  2. Select text or paragraph
  3. Click on "More" button in Styles group, like in this picture:



4. After you click on More, it opens up to show "Create a Style" option, like in this picture:

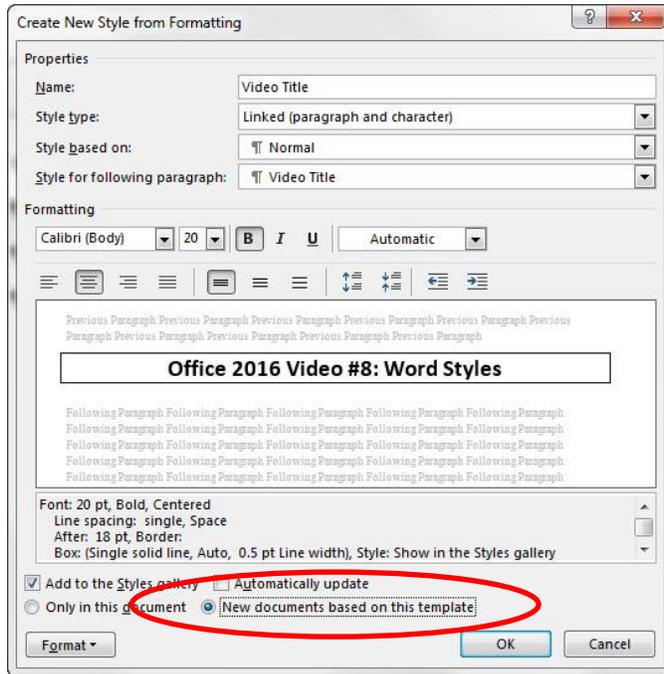


5. Click "Create a Style"

6. Type Name of new Style, like in this picture:

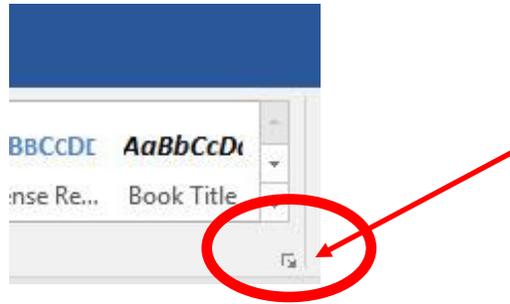


7. Click Modify to open New Style from Formatting dialog box and select “New document based on this template”, like in this picture:

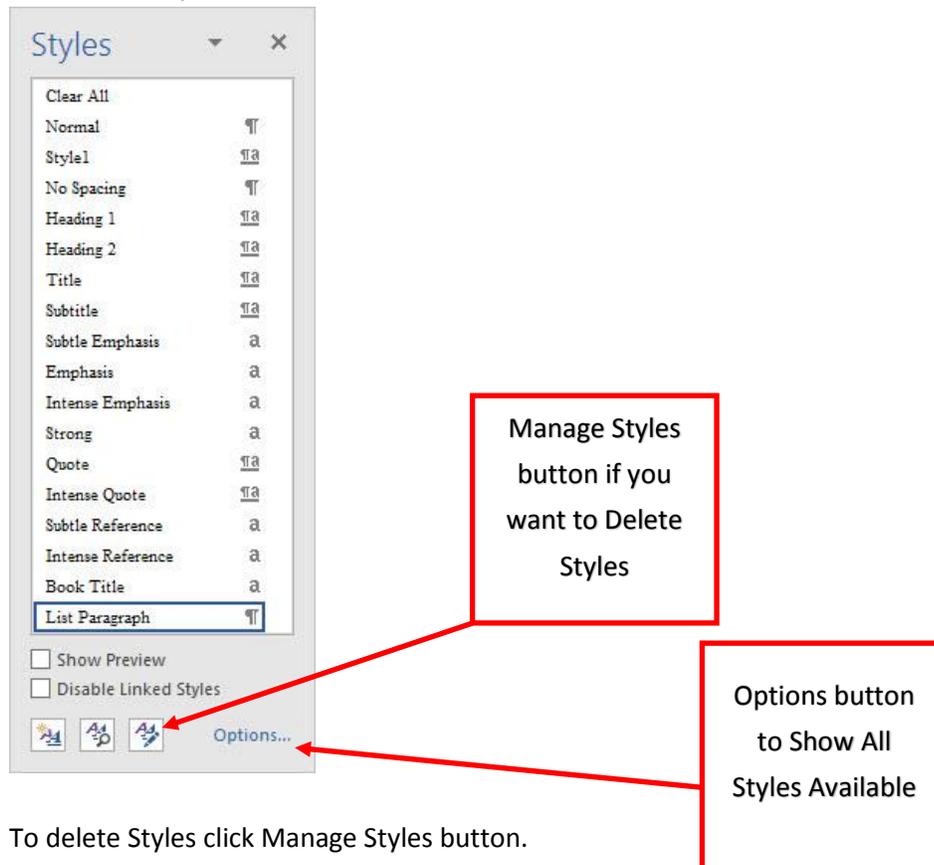


8. Click OK

- vi. Open Styles dialog Task Pane by:
1. Clicking Dialog Launcher for Styles Task Pane



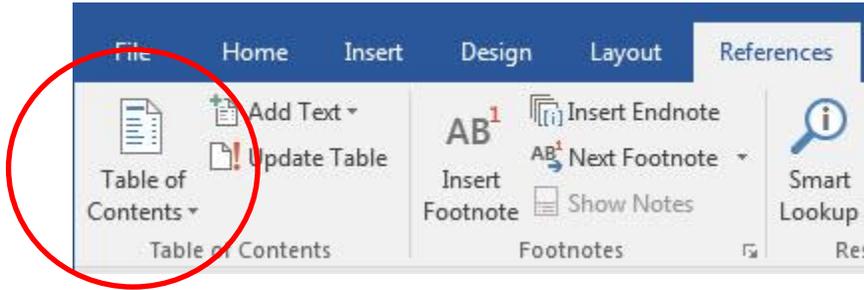
2. This is what Styles Task Pane looks like:



3. To delete Styles click Manage Styles button.
4. To show all Styles use Options button

## 2) Automatic Table Of Contents:

- i. Styles like Heading 1 and Heading 2 can be used to create automatic Table of Contents
- ii. The automatic Table of Contents button is in "Table of Contents" group in Reference Ribbon Tab, like in this picture:



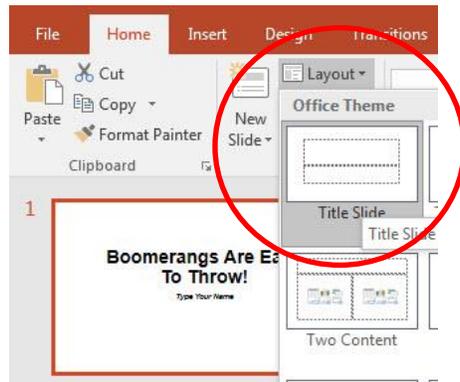
## 3) Send Word to PowerPoint

- i. Formatting In Word:
  1. Text that are formatted with Heading 1 will be converted to Title text in PowerPoint.
  2. Text that are formatted with Heading 2 will be converted to primary bullet.
  3. Text that are formatted with Heading 3 will be converted to sub-bullet (2nd level bullet), Heading 4 will be converted to 3rd level bullet, so on and so forth.
- ii. Sending Word document to PowerPoint:
  1. In Word, right click on the ribbon.  
Select Customize Quick Access Toolbar.  
Under "Choose commands from:", select All Commands.  
Look for "Send to Microsoft Office PowerPoint".  
Click Ok.  
The command will then be added onto the Quick Access Toolbar (QAT).
  2. After you are done in Word, save it as a Word document.  
Now open PowerPoint.  
Click on the Office Button at the top left hand corner.  
Click Open.  
Under Files of type, select All Outlines.  
Now select the Word document and click Open.

#### 4) Basic PowerPoint Formatting

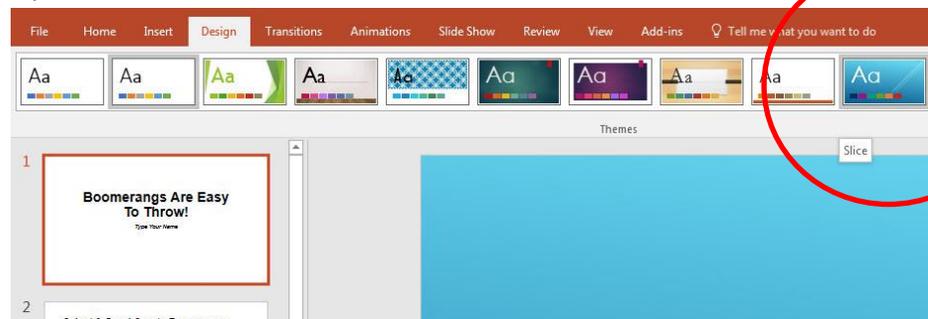
i. To change a Slide to a "Title Slide":

1. Select Slide
2. In the Home Ribbon, in the Slide group, click on the Layout drop-down, then click on Title Slide, like in this picture



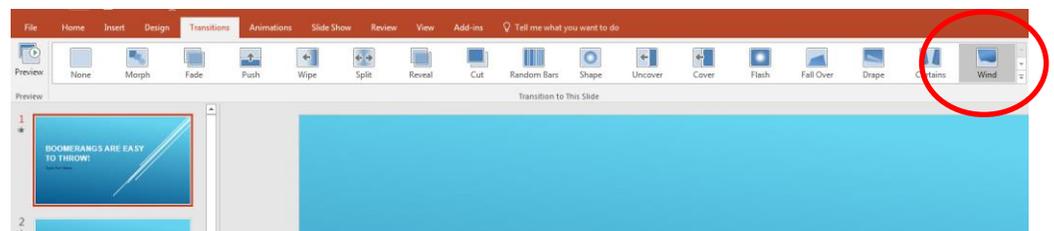
3. To add the "Slice" Theme:

- i. Click on Design Ribbon Tab
- ii. In the Theme group click on "Slice". If you can't find Slice, pick one that you like. Here is a picture:

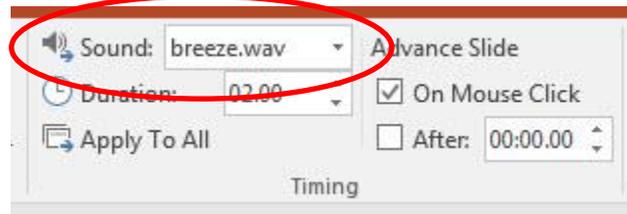


4. To add Transition:

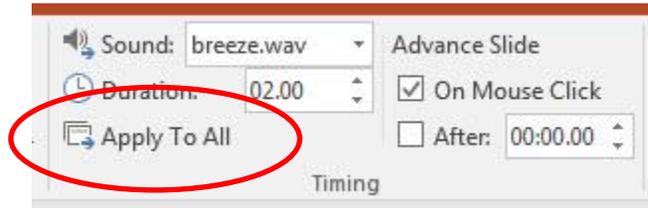
- i. What is a Transition? Transition is movement between the slides.
- ii. To add a Transition, go to the Transition Ribbon Tab and select "Wind" or some other transition.



iii. You can add a sound to the transition in the “Timing” group, like in this picture:



iv. To apply the Transition and Sound to all slides be sure to click the “Apply To All” button in the Timing group, like in this picture:



5. To Play PowerPoint keyboard = F5
6. To Start PowerPoint from current slide keyboard = Shift + F5
7. To end PowerPoint Presentation keyboard = Esc.