

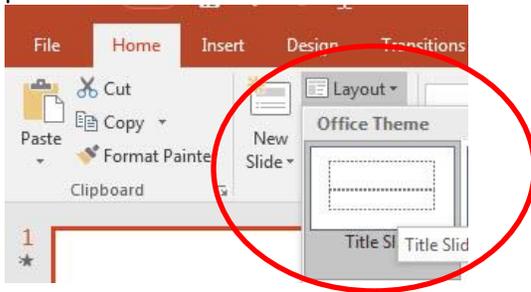
# Highline College

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

### Office 2016 Video #12: PowerPoint

#### Topics Covered in Video:

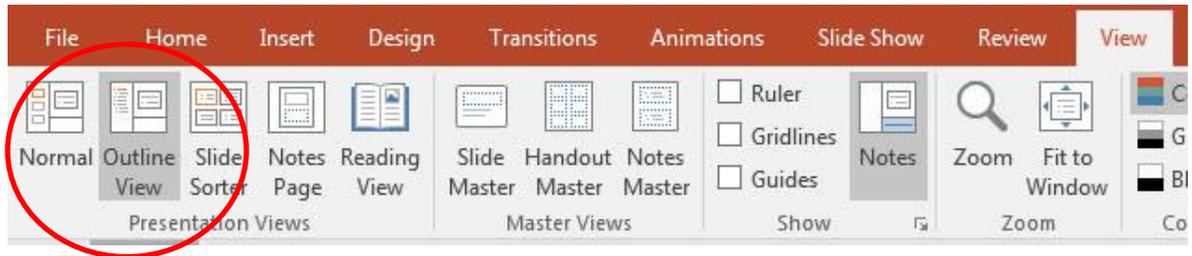
- 1) Open PowerPoint
- 2) Save As with Name "Busn 216 Presentation" in "03 PowerPoint" Folder
- 3) Title Slide
  1. In Home Ribbon Tab, go to Slides Group and click Layout dropdown to select Title Layout, as seen in this picture:



- 4) Placeholders
  1. Click on Edge to move or resize
  2. 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:
  1. 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
  2. New slide button in Slides group in Home Ribbon Tab
  3. Ctrl + M
  4. 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
  1. Slide Pane can be accessed from the View Ribbon Tab, Presentations View Group
  2. Slide Pane, click below slide until you see horizontal flashing line, then hit Enter to add new slide
  3. 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

1. Outline View can be accessed from the View Ribbon Tab, Presentations View Group
2. Allows you use Tab and Shift + Tab for bullets and new slides
3. Picture in View Ribbon Tab:

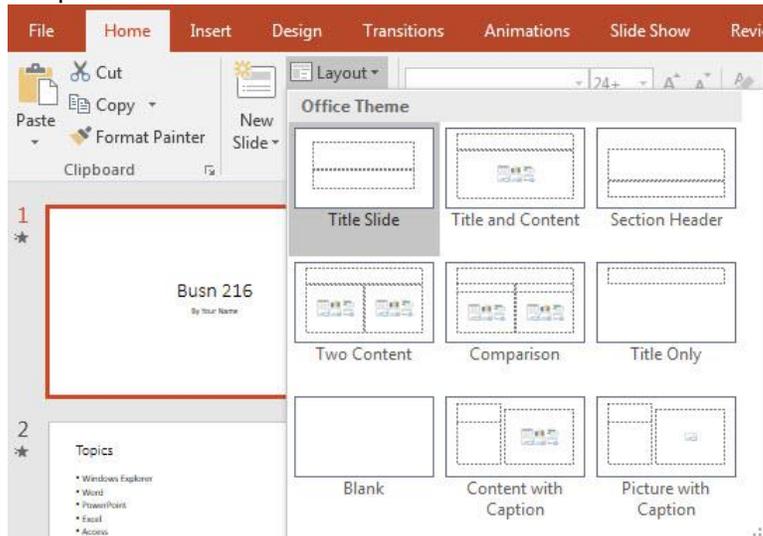


## 8) Bullets (on slides or in Outline Pane):

1. Tab moves forward or in a level
2. Shift Tab moves backward or back a level
3. Enter adds a new bullet
4. Shift + Enter skips a bullet

## 9) Layout

1. 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

1. Selecting Theme will apply Them to all slides
2. To add a different Theme to just the selected slides: Right-click and point to "Apply To Selected Slides"

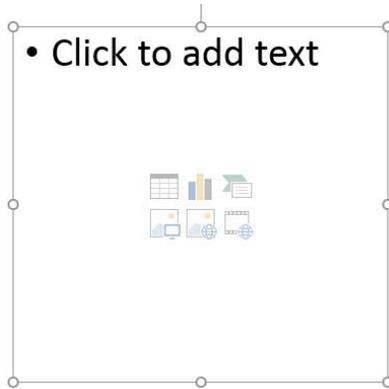
11) Insert Photo, Clip Art or Video

1. Insert Ribbon Tab

or

2. **Placeholder (easiest method)**

**looks like this:**



3. 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:

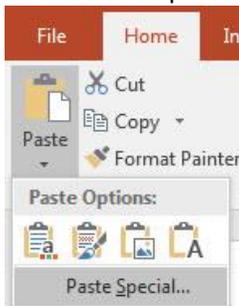
1. Start:

- i. On Click
- ii. Automatically

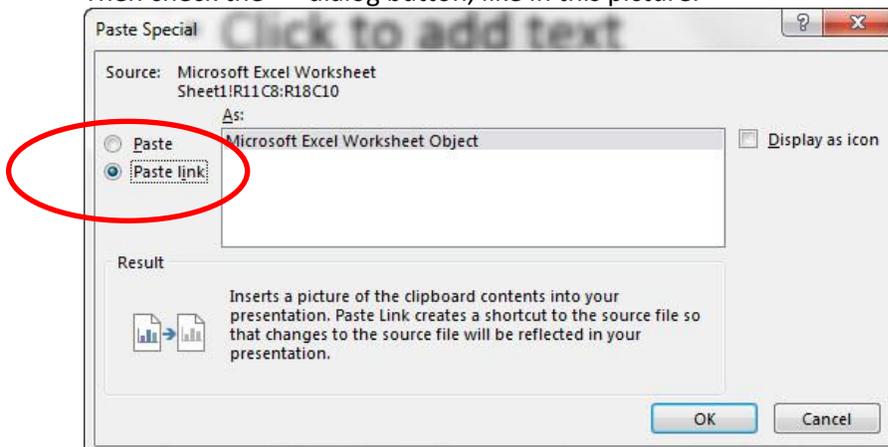
12) Insert Paste Special Link from Excel on slide with Title Only layout:

1. Copy item from Excel file

2. Use Paste drop-down in Clipboard group in Home Ribbon Tab, like this picture:



Then check the " " dialog button, like in this picture:

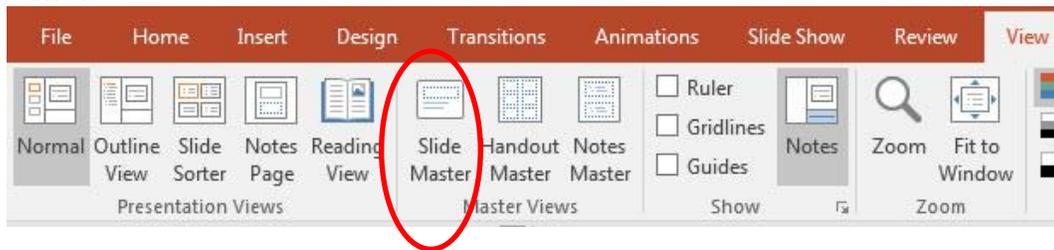


### 13) Transitions Ribbon tab

1. Remember to hit the “Apply To All” button

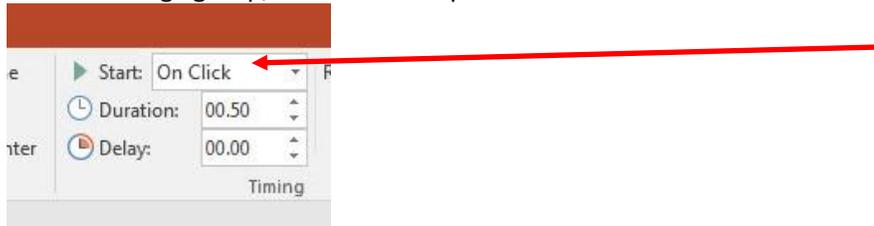
### 14) Slide Master

1. View Ribbon Tab, Master Views group
2. Allows you to do universal changes for a particular Layout (like Animation)
3. The Top Slide Master allows you to apply changes to all the slides.
4. If you choose individual Layouts, you can apply changes you just the individual layouts and not all the slides.
5. Picture:

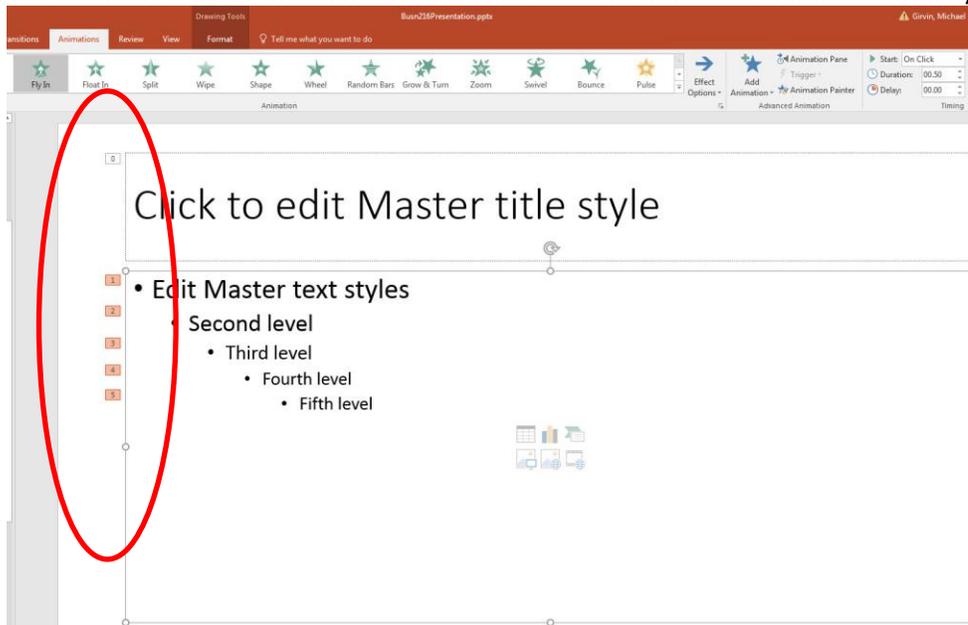


### 15) Animation Ribbon tab

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



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



## 16) Run Slide Show

1. Start slide show at slide 1 = F5
2. Start slide show at current slide = Shift + F5
3. Move slide forward during slide show = Up Arrow
4. Move slide backward during slide show = Down Arrow
5. Jump to a certain slide number during slide show = # of Slide, Enter
6. Stop slide show and go back to edit mode = Esc

## 17) Views:

1. Normal (Slide Pane)
2. Outline (Outline Pane)
3. Slide Sorter (see many slides at once)
4. Slide Master
  - i. Allows Universal Changes
    1. Example: Animation
5. Handout Master
  - i. We had to go to this Master and move the page number up so we could see it when we printed.
6. Picture:



7.

## 18) Notes

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

## 19) Printing (Ctrl + P)

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

## 1) New 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