Perfect Presentations

PowerPoint Basics

Contents

Ok so most of us have created a PowerPoint presentation in our time. But it's always good to refresh ourselves with the basics. This section will cover the basics of setting up a presentation.

If you're a PowerPoint pro, feel free to skip this section.

Starting Microsoft PowerPoint

To launch the Microsoft PowerPoint programme:

1. Click on the PowerPoint icon in your **Taskbar** at the bottom of your screen. If you don't see this icon, go to the **Start** button, right-click and choose **Search**. Type "PowerPoint" in the search field, and when PowerPoint appears, double-click it.
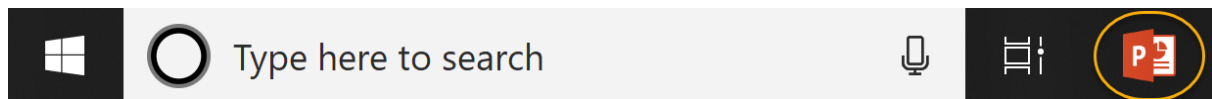
2. PowerPoint will open and prompt you to select a theme. Click on **Blank Presentation**.
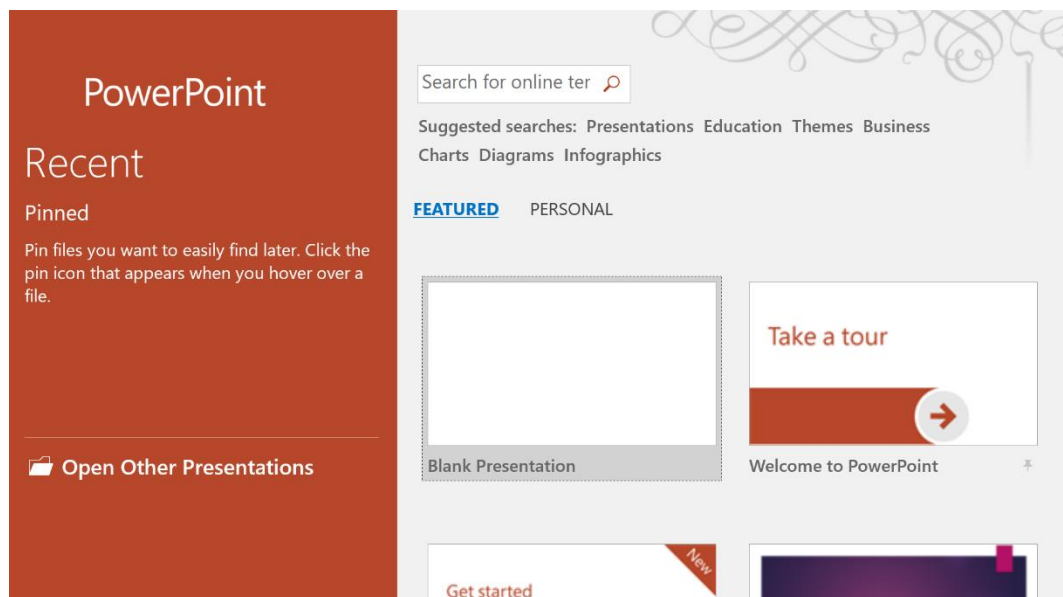
Normal View

When PowerPoint starts, it opens by default in **Normal** view. In **Normal** view, the application window includes the following areas:
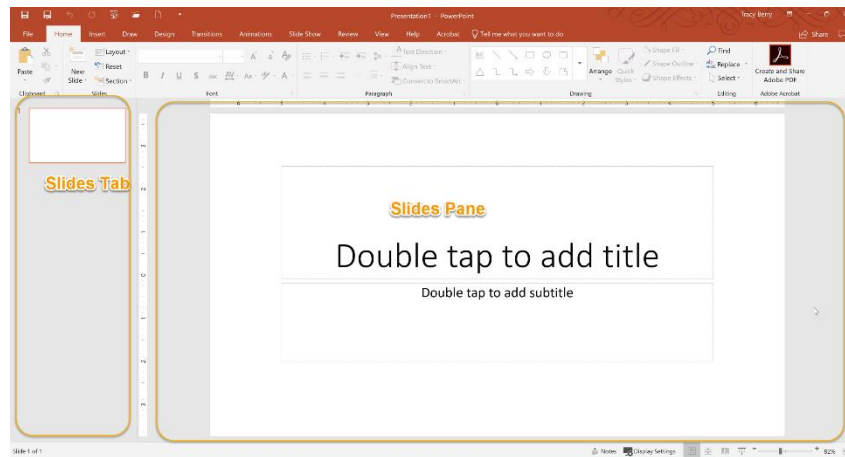
- **Slides** tab - A pane in the left pane with thumbnail previews of your slides. You can click and drag the thumbnails to rearrange slides.
- **Slide** pane - Displays the slide that is currently selected in the **Slides** tab.
- **Notes** pane - Displays speaker notes for the slide currently active in the **Slide** pane.

In PowerPoint 2010, the **Notes** pane will open by default in Normal view; however, in PowerPoint 2013, 2016, and 2019, you must enable it by clicking **Notes** in the Status bar.
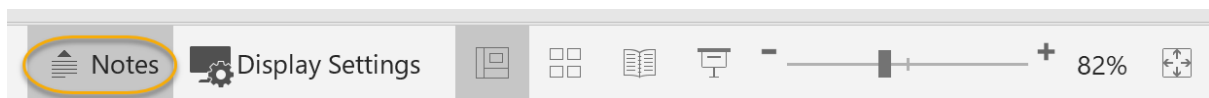
Creating a Presentation

When you open Microsoft PowerPoint, a presentation is automatically opened as well. The default presentation is named "Presentation1".

To start creating a presentation, simply click in a text box and begin typing your text. "Click to add title" in the screenshot denotes where you can click and start entering text.

Double tap to add title

Double tap to add subtitle
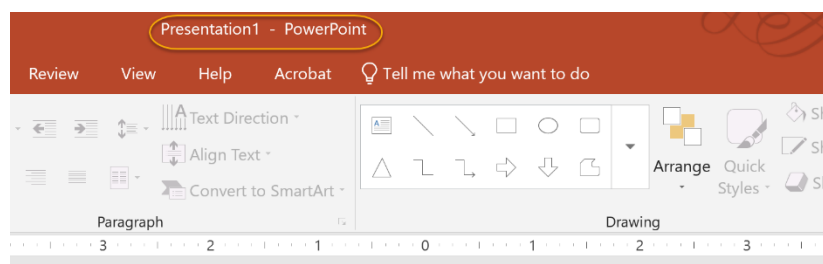
Saving a Document

The first time you save a Microsoft PowerPoint presentation, you need to give it a name and location. To do this:

1. Go to the **File** menu and select **Save As.**
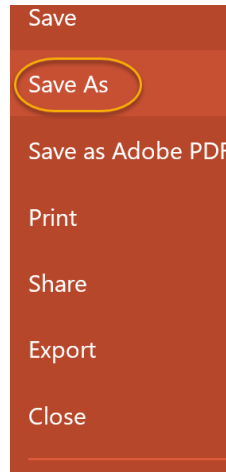
2. Now, select a location to save your document. (In PowerPoint 2010, this step does not apply.)

3. The **Save As** dialog box opens, in which you can see:

    a. The *document location* or where on your computer PowerPoint will save your presentation. You can choose a different location by navigating to the new location and selecting it.
    b. The *file name.* Note that this is highlighted because Microsoft PowerPoint expects you to provide your own name for the presentation. Simply begin typing to do so.
    c. The *file type.* Note that this defaults to "PowerPoint Presentation," which is the default file type for Microsoft PowerPoint 2013 presentations. When final, you can save your presentation as another type, such as a pdf, by selecting the file type from the **Save as type** drop-down list.

4. After you provide this information, click **Save** to save the presentation.

To maintain backward compatibility with previous versions of PowerPoint, select the **Maintain compatibility with previous versions of PowerPoint** check box. This will ensure that the 2016 document can be opened in earlier versions of PowerPoint.

Importing a File

You can import a file into PowerPoint, including text files. To import a text file:

1. From the **File** menu, select **Open**.
2. Select where the file is located and in the **Open** dialog box, select the file and click **Open**. Select the drop-down arrow, if necessary, to show all file formats.
3. The file is displayed in PowerPoint.

The Status Bar

The **Status Bar**, located at the bottom of the PowerPoint application window, shows basic information about your presentation and enables you to change your view settings. Specific items on the **Status Bar** include:

1. **Slide number**.
2. **Notes pane button**. Click to enable the Notes pane.
3. **Comments pane button**. Click to enable the Comments pane.
4. **View controls.** You can choose from a variety of views (**Normal, Slide Sorter, Reading,** and **Slide Show**).
5. **Zoom control.** You can zoom in or out to make the presentation bigger or smaller based on your personal viewing preference. Zooming can change the size of what you're viewing, not the print-out size.

Closing a Presentation

The two most common ways to close a Microsoft PowerPoint presentation are:

1. Click the white "X" in the upper-right corner.
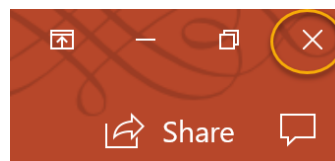
2. From the **File** menu, select **Close**.
3. When you close your presentation, you will be prompted to save if you have made any changes since the last time you saved.

SECTION 2: THE RIBBON

Tabs

Microsoft PowerPoint can be used to create many different types of presentations, including charts and diagrams, leaflets, invoices, and much more. It has hundreds of *commands* for working with different presentations. To make it easier for users to find the specific commands they are looking for, commands are organised onto eight main tabs:

1. **Home**. The **Home** tab includes commands for formatting presentations.
2. **Insert**. Use the **Insert** tab to insert tables, clip art, pictures, links, headers and footers, and more.
3. **Design**. Use the **Design** tab to change your page setup, slide orientation, fonts, background styles, and more.

4. **Transitions.** Use the **Transitions** tab to add transitions to a slide and to customise transition effects.
5. **Animations.** Use the **Animations** tab to add animation to text in a slide and to manage the animation order.
6. **Slide Show.** Use the **Slide Show** tab to finalise the slide show details, timings, and more.
7. **Review.** Use the **Review** tab to check spelling, to collaborate by adding comments, and to access editor tools.
8. **View.** Use the **View** tab to access the various presentation views, to show and hide the ruler and grid lines, and more.
9. **Help.** Use the **Help** tab to access resources to help resources and provided feedback to Microsoft on any issues or problems.

Note that the **File** tab is not a typical tab. The **File** tab takes you to the **Backstage view** where you manage, rather than make changes to, your document. The **Backstage view** is covered in the next section.

Tool Tabs

In addition to the main tabs, there are numerous *tool tabs* which include less commonly used commands.

1. Some of the most commonly used tool tabs are:

    1. **SmartArt**
    2. **Chart**
    3. **Drawing**
    4. **Picture**
    5. **Table**

2. **That they will appear when you select commands which have related tool tabs.** For example, when you insert a table, two table-specific tool tabs (**Design** and **Layout**) appear:
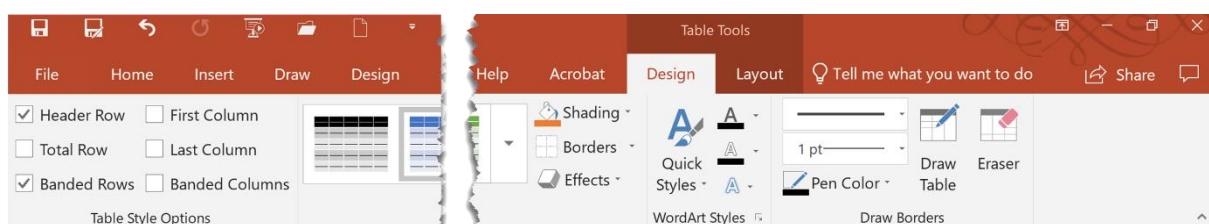

Groups

Functionally related commands in PowerPoint are organised in *groups* on each tab. The following table lists the groups found on each tab:

Tab	Group
Home	1. Clipboard 2. Slides 3. Font 4. Paragraph 5. Drawing

Tab	Group
	6. Editing 7. Add-ins
Insert	1. Slides 2. Tables 3. Images 4. Illustrations 5. Links 6. Comments 7. Text 8. Symbols 9. Media
Design	1. Themes 2. Variants 3. Customize
Transitions	1. Preview 2. Transition to This Slide 3. Timing
Animations	1. Preview 2. Animation 3. Advanced Animation 4. Timing
Slide Show	1. Start Slide Show 2. Set Up 3. Monitors
Review	1. Proofing 2. Accessibility 3. Insights 4. Language 5. Comments 6. Compare 7. Ink 8. OneNote
View	1. Presentation Views 2. Master Views 3. Show 4. Zoom 5. Colour/Grayscale 6. Window 7. Macros
Help	1. Help

In some groups, you will see a button in the lower right corner next to the group name. This is the dialog box launcher. Opening a group's dialogue box gives you access to additional commands associated with the group:
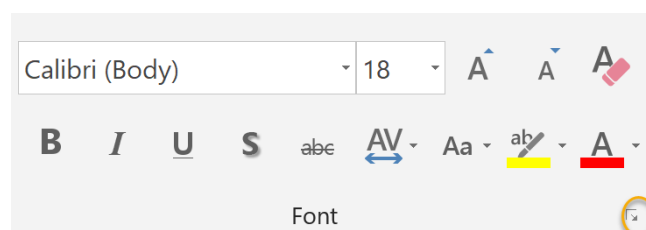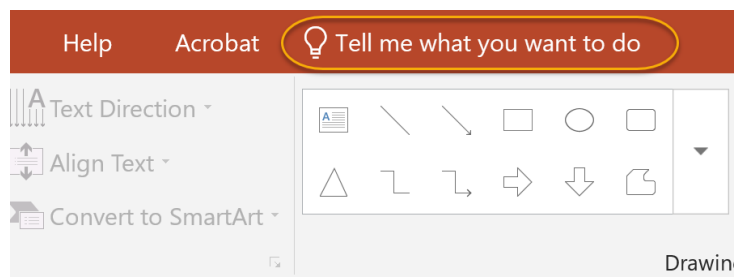
Commands

Commands are controls that enable you to accomplish specific tasks, such as bolding text, adding a list, inserting a picture, or adding slide numbers.
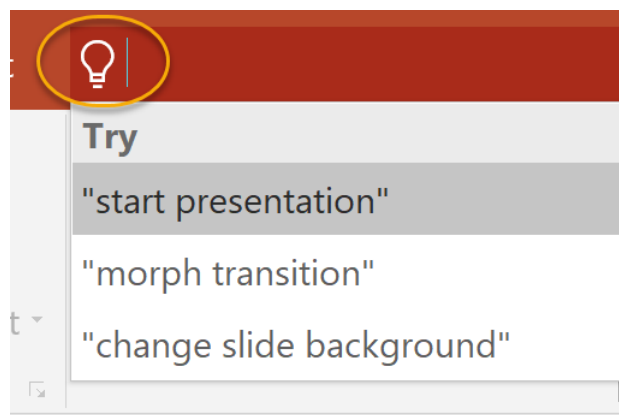
The Tell Me Tab

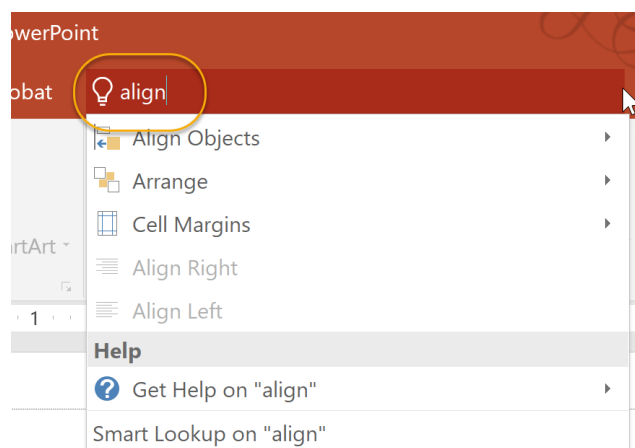The new **Tell Me** tab on the **Ribbon** is a shortcut to actions in PowerPoint 2016 and 2019.

1. Click the **Tell me what you want to do...** tab on the **Ribbon.**

2. A search field will activate with a menu of commonly searched terms below it.

3. Type "align" in the search field.
4. A list of align options will appear.

5. Click on **Align Objects** and then select **Align Centre**.

The Ribbon

The **Ribbon** is the display you see at the top of the Microsoft PowerPoint window. It is your primary interface with PowerPoint. It allows you to access most of the commands available to you in PowerPoint. The **Ribbon** is composed of three types of objects: *tabs, groups, and commands*.

SECTION 3 – THE QUICK ACCESS TOOLBAR

The Quick Access Toolbar is a small toolbar that includes commonly used commands and is always accessible. By default, the **Quick Access Toolbar** is located in the top left corner of Microsoft PowerPoint.

By default, the **Quick Access Toolbar** includes three commands:

1. **Save**. Click **Save** to save your document.
2. **Undo**. Click **Undo** to undo the last action performed.
3. Click the drop-down arrow to the right of **Undo** to undo multiple actions at the same time.
4. **Redo**. Click **Redo** to repeat the last action performed.
5. **Start from Beginning**. Click **Start from Beginning** to launch your presentation from the first slide in Slide Show view.

Adding Common Commands

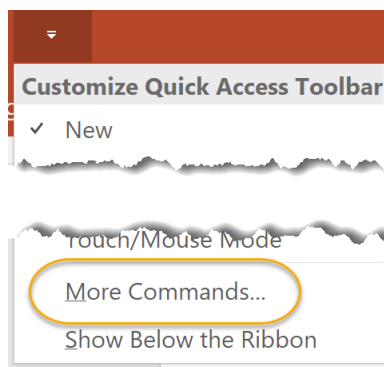To add commonly used commands to the **Quick Access Toolbar**:

1. Click the drop-down arrow on the far right of the **Quick Access Toolbar**.
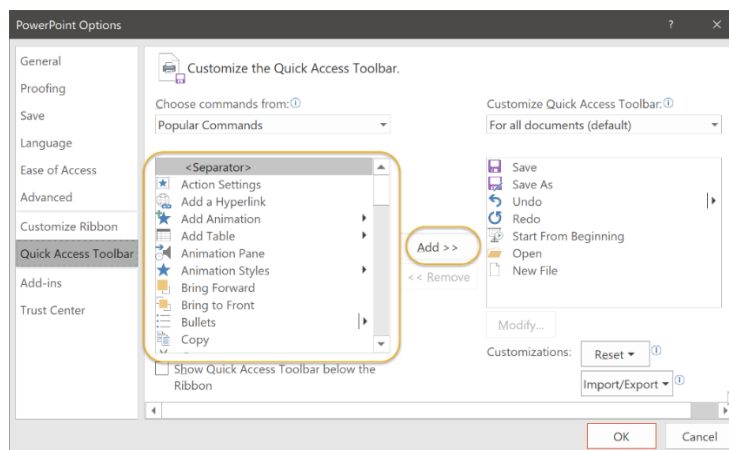2. Select a command from the list that appears:
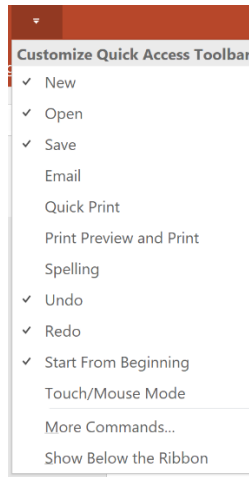
Adding More Commands with the Customise Dialogue Box

To add more commands to the **Quick Access Toolbar**:

1. Click the drop-down arrow on the far right of the **Quick Access Toolbar**.
2. From the drop-down list, select **More Commands...** (near the bottom of the list).

3. From the left-hand list box (circled below), select a command and click **Add > >**.

4. Click **OK** to make your changes.

## Adding Ribbon Commands or Groups

If you find yourself using the same commands or group of commands frequently, you can quickly add them to the **Quick Access Toolbar**:

1. Right-click the command or the group name.
2. Select **Add to Quick Access Toolbar**:

Placement

You can keep the **Quick Access Toolbar** in the top left corner of Microsoft PowerPoint or you can move it below the **Ribbon**. To move the **Quick Access Toolbar** below the **Ribbon**:

1. Click the drop-down arrow on the far right of the **Quick Access Toolbar**.
2. Select **Show Below the Ribbon**.
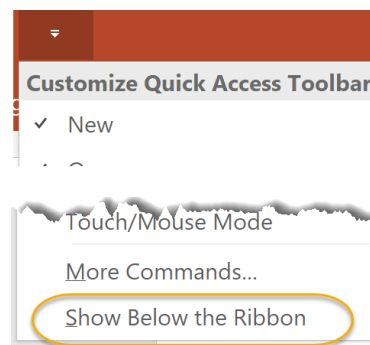
3. To move it back, click the drop-down arrow again and select **Show Above the Ribbon**.
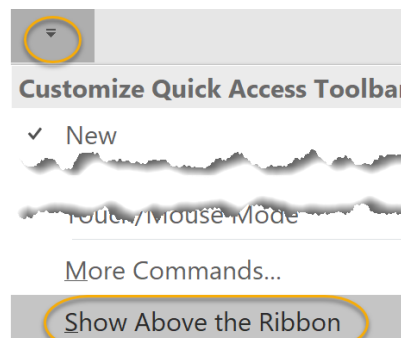
SECTION 4: THE BACKSTAGE VIEW

Introduction to the Backstage View

The **Ribbon**, covered in the second section, is where you find all the commands necessary to make changes to your presentation. Clicking the tabs in the **Ribbon** changes the set of commands available to you while you work in your presentation.

After clicking the **File** tab, you can no longer see your presentation or the **Ribbon**. Instead, you see what Microsoft calls the **Backstage view**. This is where you:

1. Manage your current presentation and other presentations (save, open, close, print, set permissions, etc.).

2. See information about your current presentation (location, size, number of slides and hidden slides, author, etc.).
3. Manage your PowerPoint settings and options (display, AutoCorrect options, customize the **Ribbon**, etc.)


Only the features which are essential to working with Microsoft PowerPoint are covered in this section.
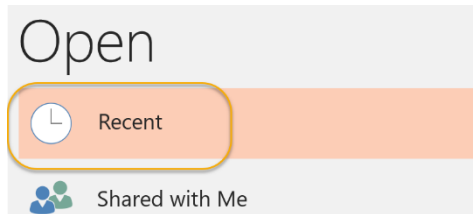
Opening a Presentation

There are two ways to open a Microsoft PowerPoint presentation from the **Backstage view**:
1. From the **File** menu, select **Open**.
2. Select the location of the file, and in the **Open** dialogue box, navigate to the file you want to open and double-click it or select it and click **Open**.
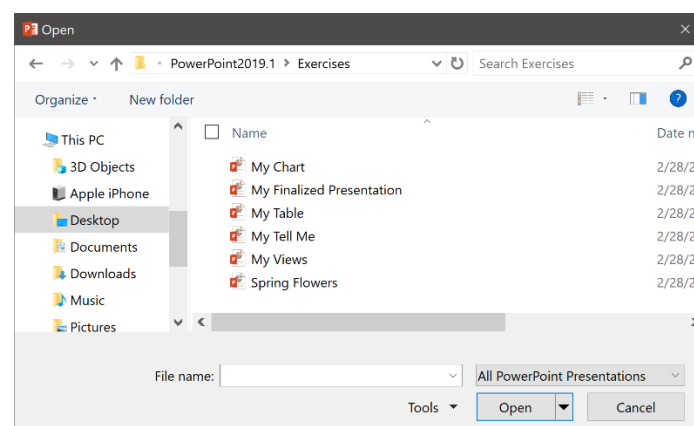
3. For files you have used recently, select **Open** from the **File** menu and then select **Recent**. Then, select the file.

New Presentations and Presentation Templates

When creating a new Microsoft PowerPoint presentation, you can choose between starting with a *blank* presentation or creating a presentation from an existing template.

Starting a Blank Presentation

To start a new blank presentation:

1. From the **File** menu, select **New**.
2. Click **Blank Presentation**.

## Creating a New Presentation from a Template

A template is a predesigned PowerPoint presentation that you can change to suit your needs. When you create a new presentation from a template, you are creating a copy of the original template.

To create a new presentation from a template:

1. From the **File** menu, select **New**.
2. Click one of the templates or search for a template in the **Search** text box.
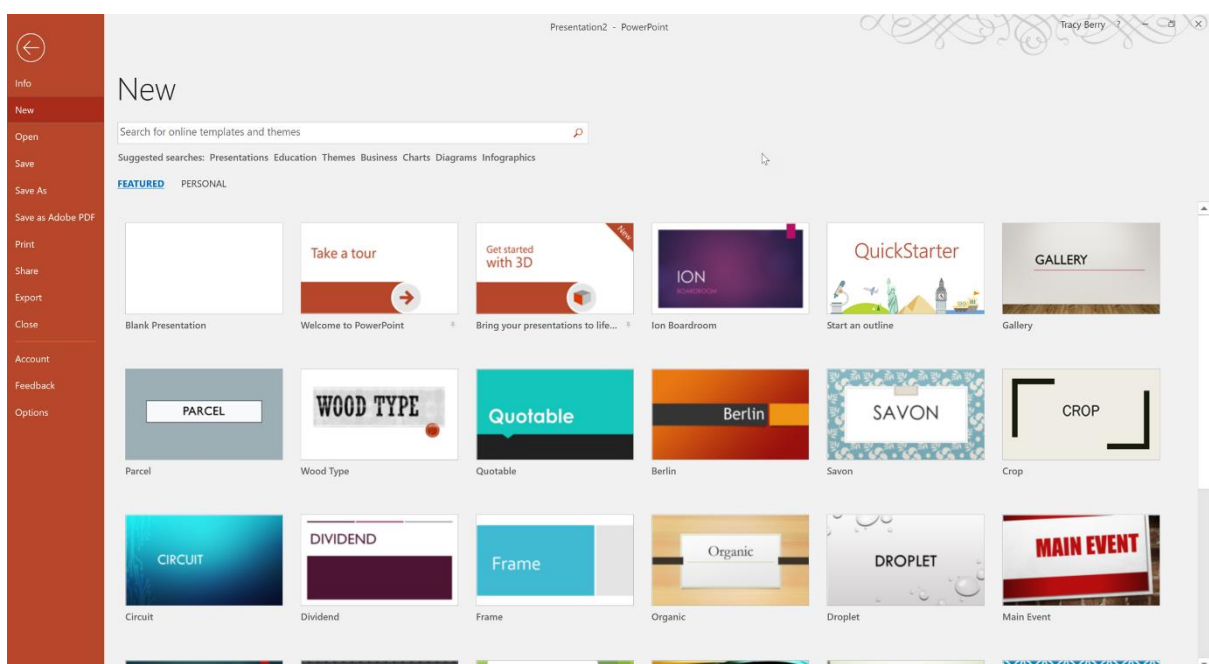
3. Click on a template to preview it.
4. Click **Create** to download and open the template (in Word 2010, click **Download**):
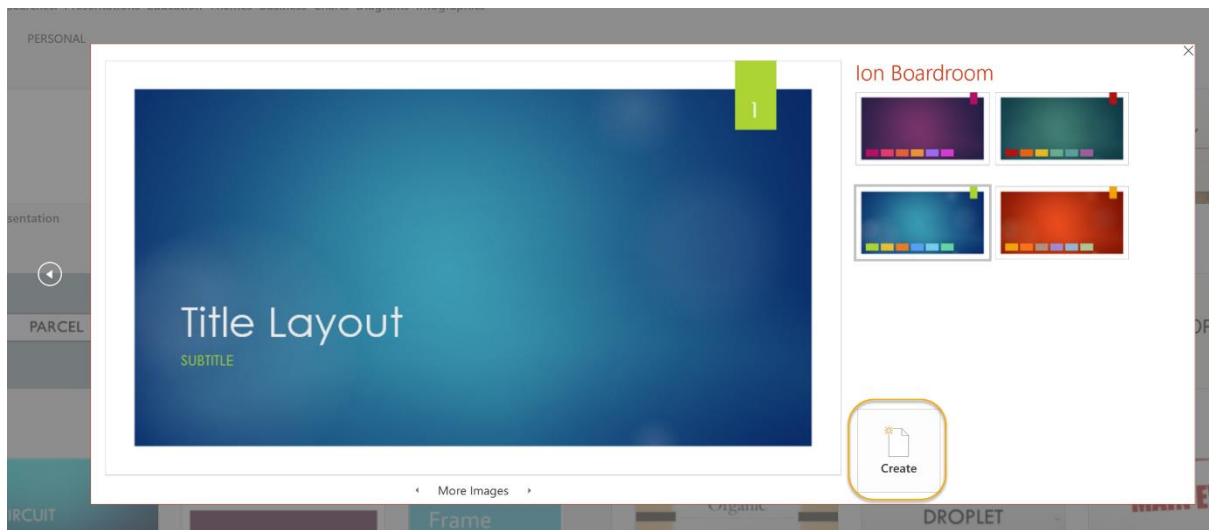
Presentation Properties

You can use Backstage view to modify your presentation's properties. To modify a presentation's properties:

1. Select the **File** menu tab.
2. In the **Info** section, the presentation properties are located on the right.
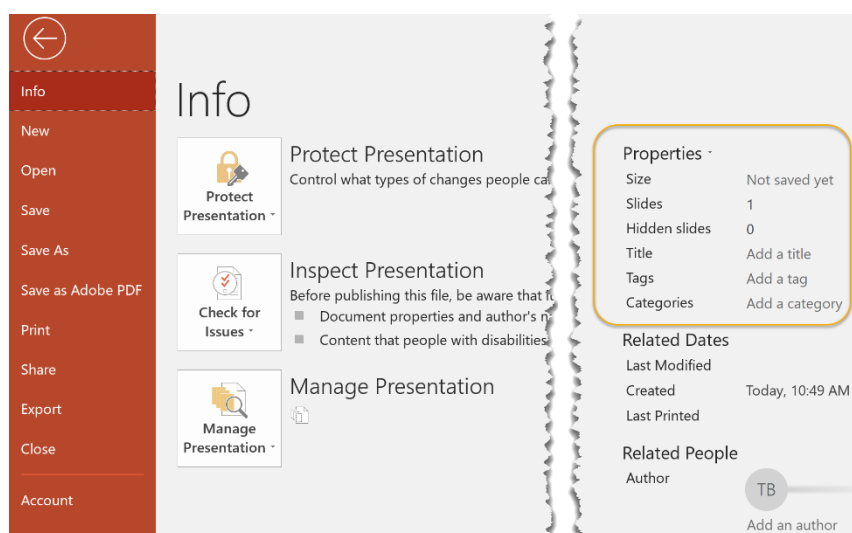

Adding Your Name to Microsoft PowerPoint

You can add your name and initials to Microsoft PowerPoint. When you do so, the information is used throughout your Microsoft Office products. PowerPoint uses this information for assigning comments and for pre-filling data used by some built-in templates.

To add your name and initials to Microsoft PowerPoint:

1. From the **File** menu, select **Options**. In Microsoft PowerPoint 2007, click the **Microsoft Office** button and select **PowerPoint Options**.
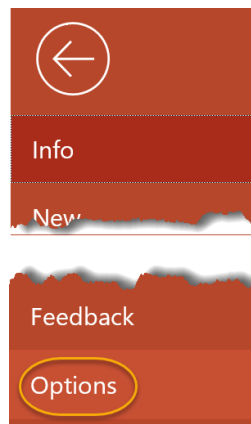
2. The options you can customise are grouped into categories that you can see in the left pane. The default category is **General**. Fill in your name and initials under **Personalise your copy of Microsoft Office**.
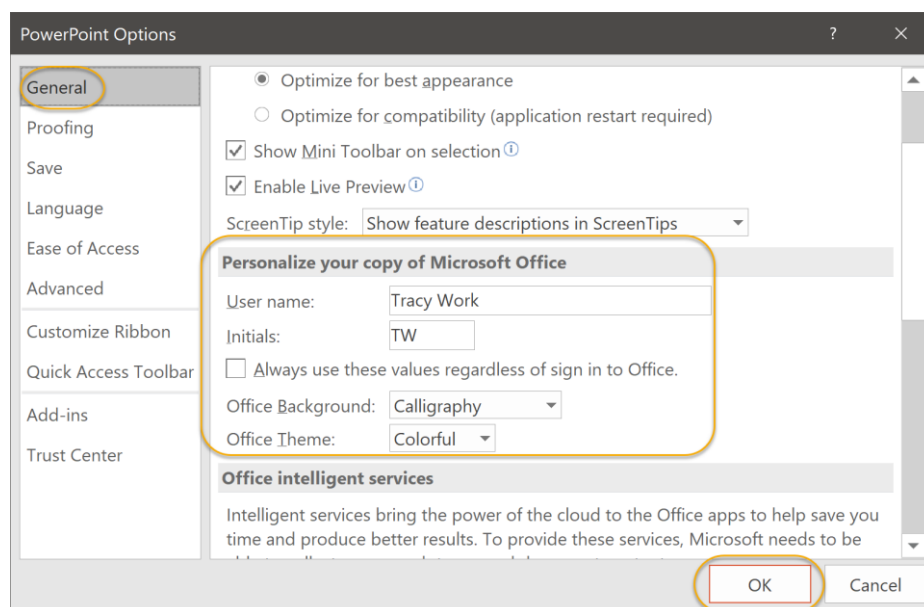

SECTION 5: FORMATTING POWERPOINT PRESENTATIONS

Selecting a Slide Layout

When you start a new presentation or add a new slide, Microsoft PowerPoint adds a slide with the default layout that seems to fit the context. If the layout of the current slide doesn't meet your needs, you can change to another of the nine built-in layouts.

To select a slide layout:

1. From the **Home** tab, in the **Slides** group, click **Layout**. A gallery opens showing the layouts that can be applied to your current slide.
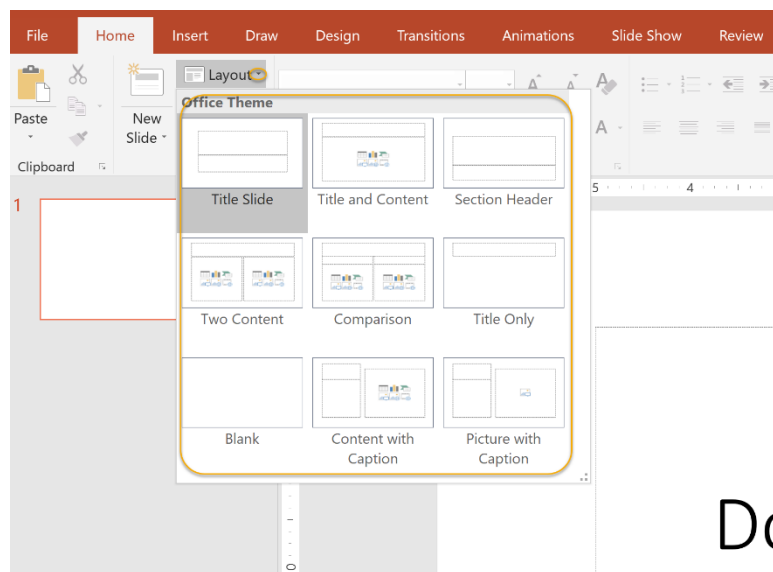
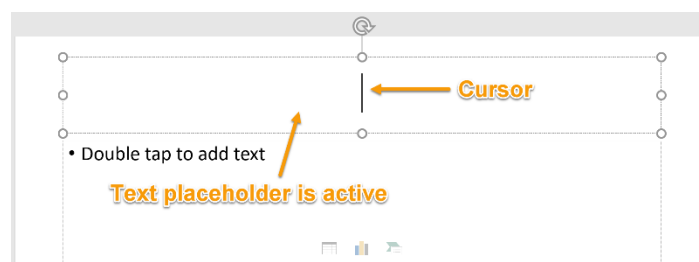2. Click on the desired layout to apply the format to the current slide.

Adding Text
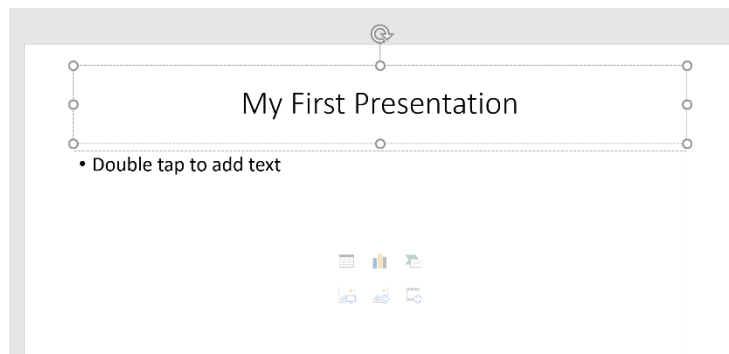
To add text to a slide:

1. Click in a designated text placeholder.
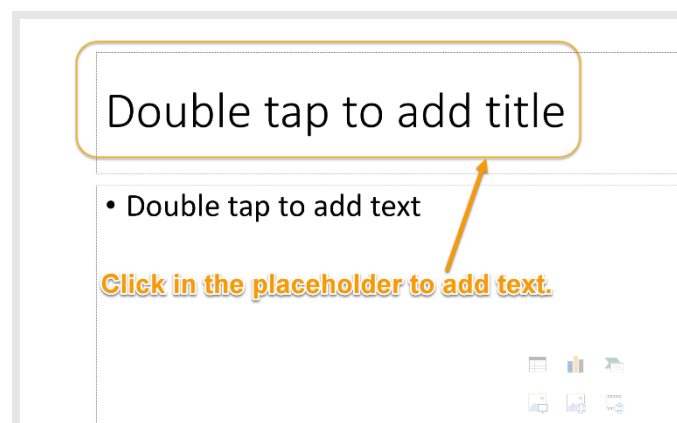
2. Once you click in the text placeholder, it becomes active and the cursor indicates where to enter your desired text.
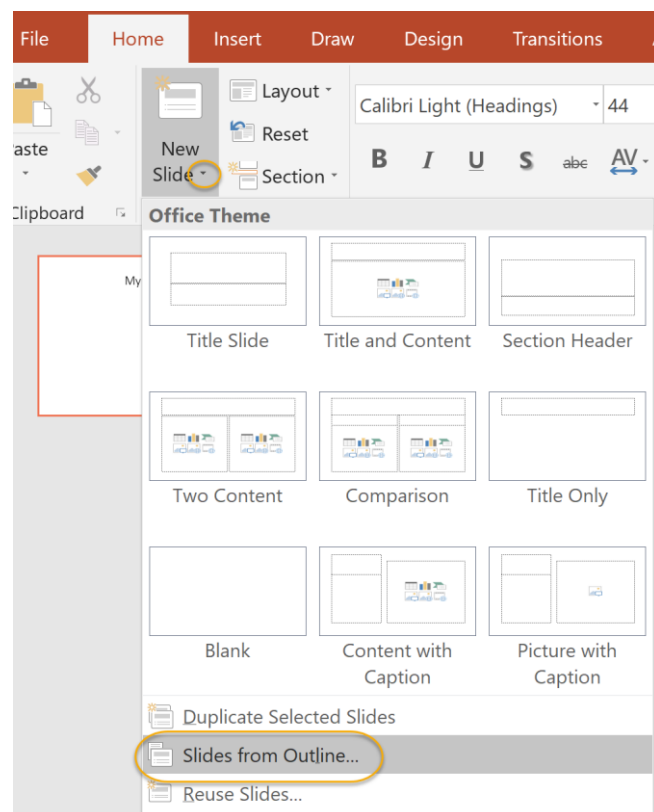
3. Ensure that your cursor is located inside the text placeholder and begin typing your text.

Adding Text from a Text File or Word Outline

You can use text files or Word documents for use in your PowerPoint presentation. To import a text file or Word document:

1. From the **Home** tab, in the **Slides** group, select **New Slide**.

2. From the drop-down list, select **Slides from Outline**.

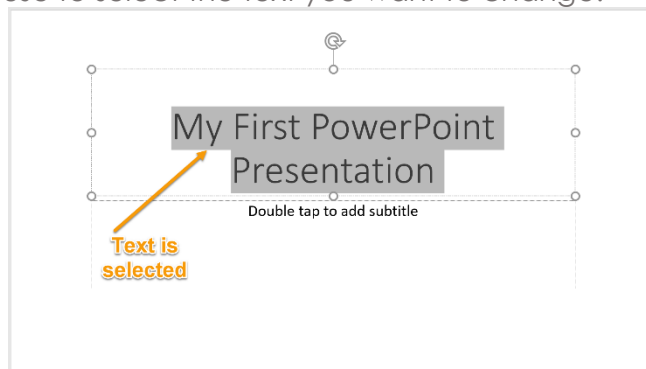3. In the **Insert Outline** dialogue box, select the text or Word document file and click **Insert**.
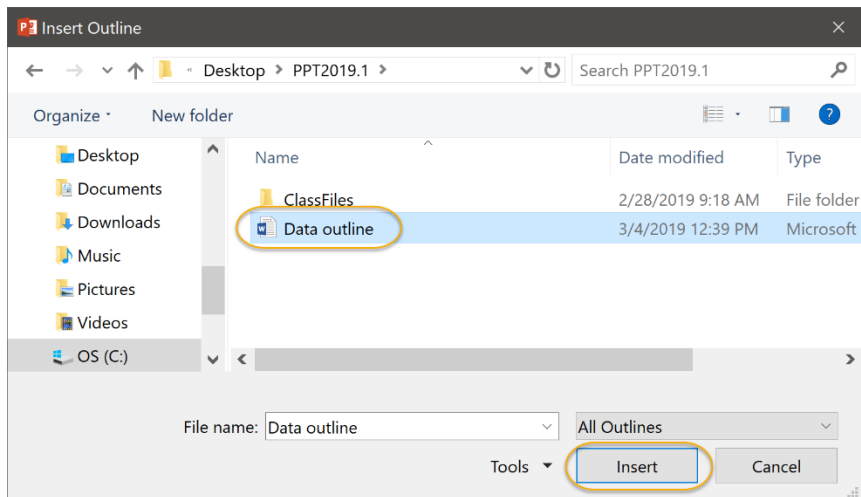
4. The text is inserted into the presentation.

Editing Text

To edit text on a slide:

1. Use your mouse to select the text you want to change.

2. Press **Delete**.
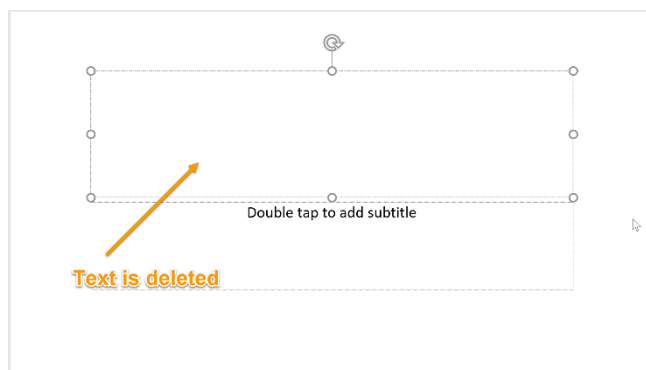

3. Type your new text.

Formatting Text

The commands commonly used to format text are included in the **Font** group on the **Home** tab:
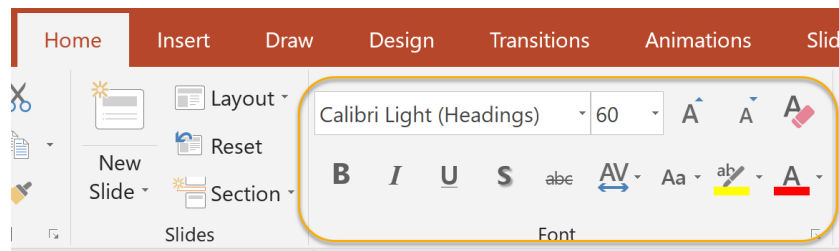
1. **Font** - Choose among a wide selection of fonts.
2. **Font Size** - Change the size of your text.
3. **Bold** - Bold your text.
4. **Italic** - Italicise your text.
5. **Underline** - Underline your text.
6. **Strikethrough** - Strike through your text.
7. **Font Colour** - Change the colour of your text.

New to PowerPoint 2019 is text highlighting, which is available in the **Font** group of the **Home** tab. It works the same way as the text highlighter in Word.
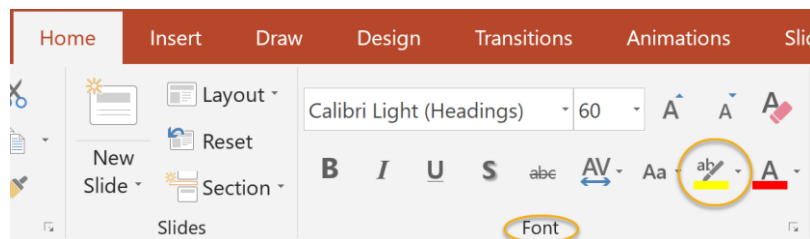
Formatting Text as WordArt

You can format text as WordArt in PowerPoint to add decorative effects to your text. To format text as WordArt:

1. Select the text.
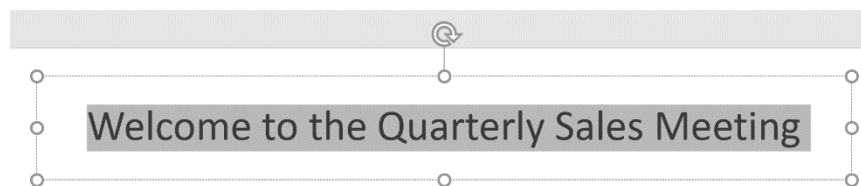
2. From the **Drawing Tools Format** tab, in the **WordArt Styles** group, select a WordArt style to apply.
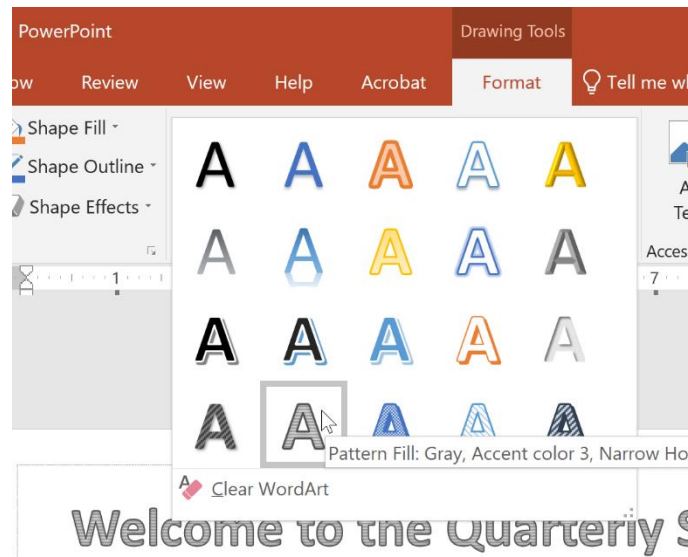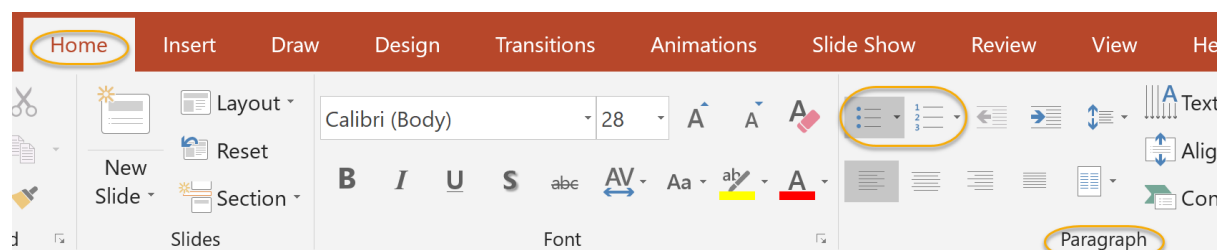
3. Your text now appears as WordArt.

Creating Bulleted and Numbered Lists

You can add lists to your presentation in the form of bulleted or numbered lists.
To add a list to your presentation:

1. Within a text placeholder, select the **Home** tab.
2. From the **Paragraph** group, select the **Bullets** or **Numbering** option.

3. After you select an option, enter your list items.

You can format text by:
• Using font options
• Adding lists
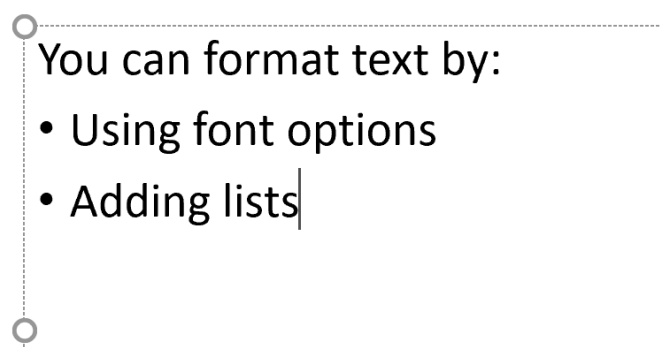
4. Press **Return** to add the next bullet or number in the list.

Formatting Text Placeholders

To format a text placeholder:

1. Select the text placeholder.

My First Presentation

2. Access the **Drawing Tools Format** tab in the **Ribbon**.
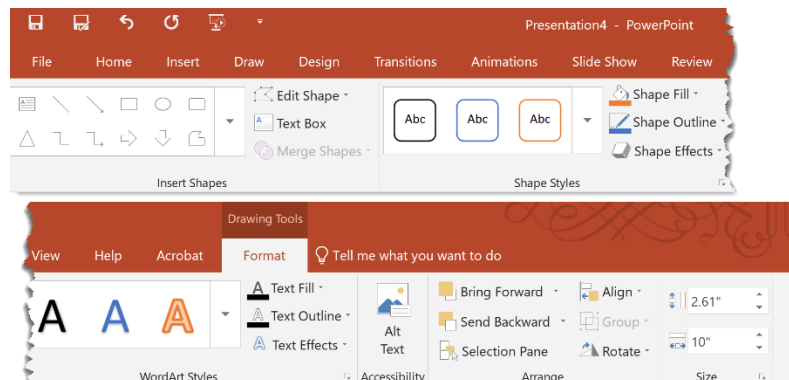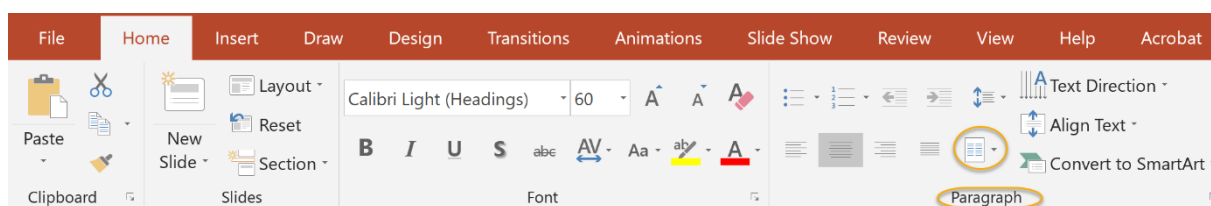

If you are familiar with formatting text boxes in Microsoft Word, you will find these tools similar to use.
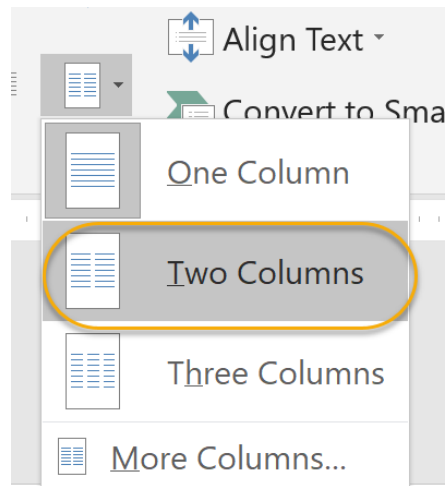
Formatting Text into Columns

You can take text that is in a text box and convert it into columns. To format text into columns:

1. Select the text box.
2. Select the **Home** tab and from the **Paragraph** group, select **Add or Remove Columns**.

3. From the drop-down list, select **One Column**, **Two Columns**, **Three Columns**, or **More Columns**.

Adding Slides to a Presentation

To add a slide to your presentation:

1. If you have multiple slides in your presentation, click on the thumbnail of the slide you want to insert the new slide after.
2. On the **Home** tab, in the **Slides** group, click **New Slide** to reveal a gallery of slide layouts.
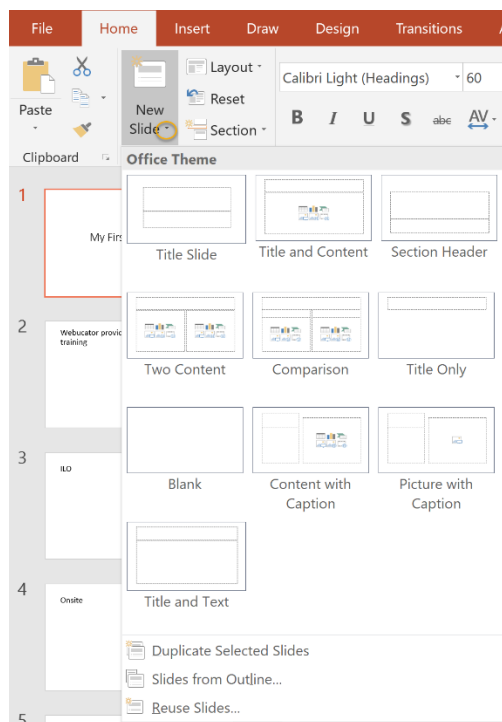

3. In the layout gallery, click the layout for the new slide. A blank slide of the specified layout is added to the presentation.
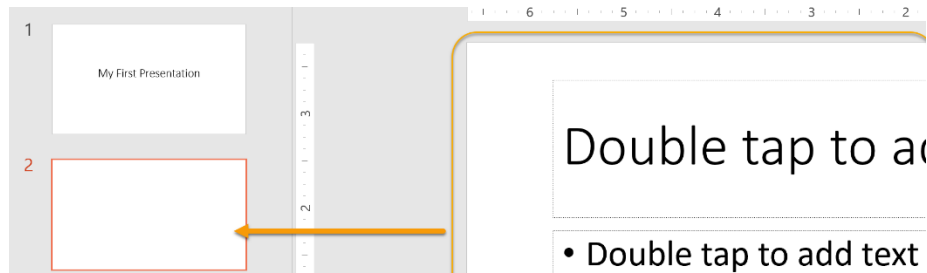
Using the Format Painter

You can use the Format Painter to quickly and easily copy formatting of text or graphics from one item to another. To use Format Painter:

1. Select the text or graphic that has the formatting you want to duplicate.
2. From the **Home** tab, in the **Clipboard** group, select **Format Painter**. Click it once to duplicate the formatting once or double-click it to keep it turned on until you click it again.
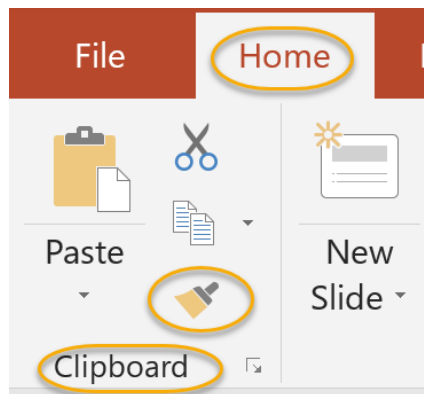

3. Click or highlight the item you want to apply the formatting to.

To duplicate an existing slide in a presentation, select the slide in the Slides pane, press **Ctrl+C** to copy it, put your cursor in the Slides pane where you want to insert the copy, and then press **Ctrl+V** to paste it.

To delete a slide, select the slide in the Slides pane, right-click it, and select **Delete Slide**.
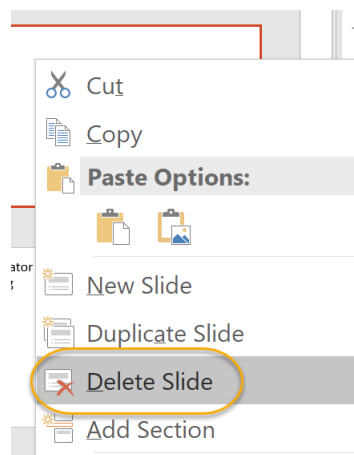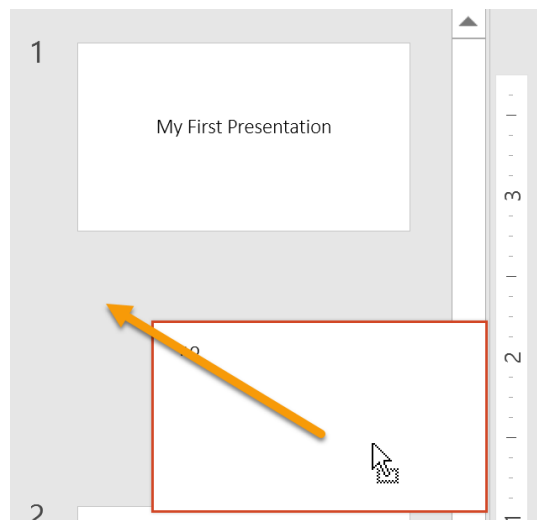
Hiding and Arranging Slides

To hide a slide in a presentation, which allows it to remain in the PowerPoint file but not be presented, right-click the slide and select **Hide Slide**.
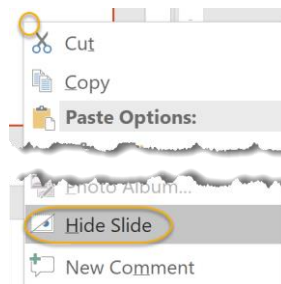
To change the order of slides in a presentation:

1. In the **Slides** tab, click and drag the thumbnail of a slide to its new position.
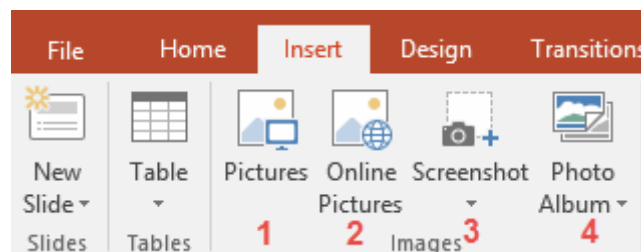

2. Continue moving slides until you achieve the desired order.

SECTION 6: WORKING WITH IMAGES

Adding Images to a Slide

Images can enhance the visual appeal and effectiveness of your presentations. They can be inserted using commands in the Images group of the Insert tab.

There are four sources for images that you can work with:

1. **Pictures** - Images stored on your local drive. (In PowerPoint 2010, this is called simply Picture.)
2. **Online Pictures** - Media files (images, videos, audio, and more) that Microsoft PowerPoint provides. Additional media files are available through Office.com's database.
3. **Screenshot** - A screen capture of any application that is not minimised to your task bar.
4. **Photo Album** - A collection of images from local files or disk.

Grouping and Ungrouping Images

Grouping images is only possible when there are multiple images on a slide. The purpose of grouping images is to treat multiple images (including shapes) as a single object.

To group images:

1. Press and hold the Ctrl key while selecting images with your mouse.
2. Right-click and select Group > Group from the context menu.

3. After images are grouped, they are treated as a single image. Notice that a single sizing box surrounds all images in the group.

To ungroup images:

1. Select the grouped object that you want to ungroup. One sizing box surrounds the grouped object/image.
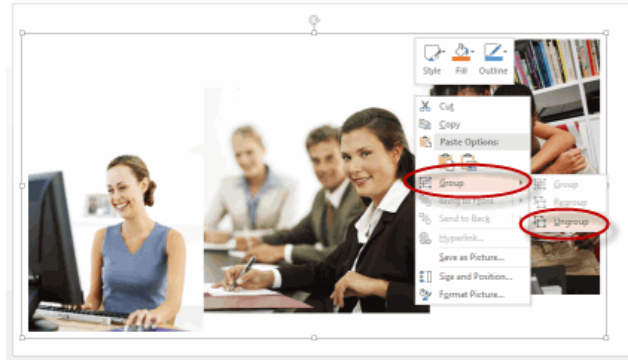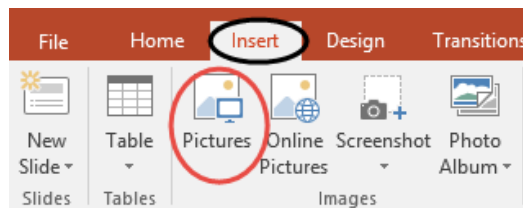
2. Right-click the grouped object and select Group > Ungroup. Sizing boxes now appear around each image.

Inserting a Picture

To insert a picture on a slide:

1. Click in the slide where you want to insert a picture.
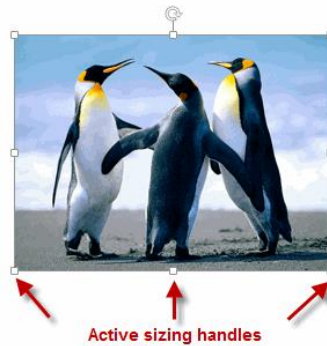2. On the Insert tab, in the Images group, click **Pictures**.

3. In the Insert Picture dialogue box, navigate to the folder that contains the picture, select it, and click **Open**.
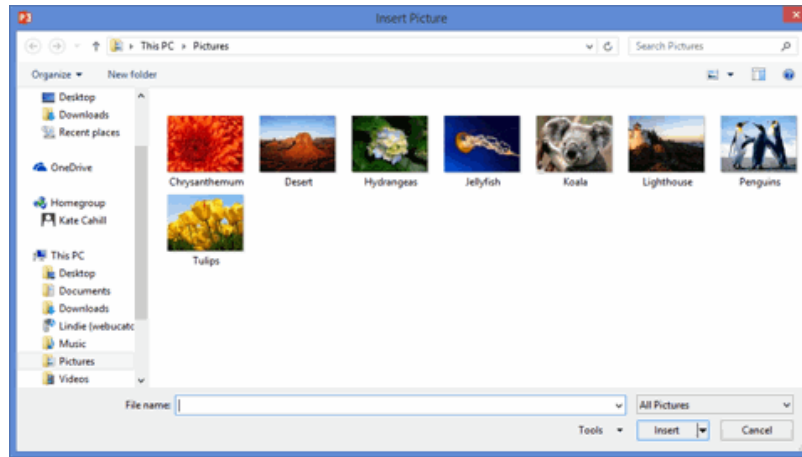
To remove a picture from a slide:

1. Select the image on the slide.
2. Ensure that the sizing handles are active.

Active sizing handles

3. Press **Delete**.

In PowerPoint 2019, the software automatically detects the image's background, making it easy to remove. To remove the background image of a picture:

1. Select the image.
2. From the Picture Tools Format tab, from the Adjust group, click **Remove Background.**
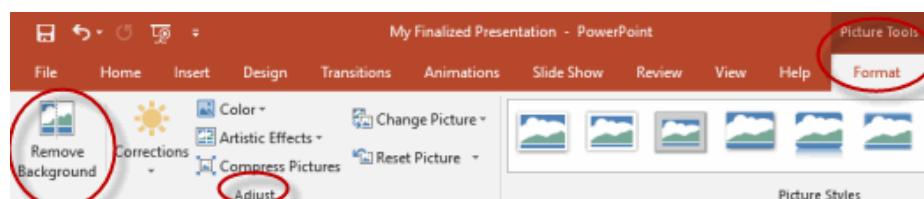
3. PowerPoint shows how a preview of how background will be removed.

4. Select Keep Changes to keep the changes or Discard All Changes to reject the change. You can also adjust the removal by selecting an option in the Refine group.
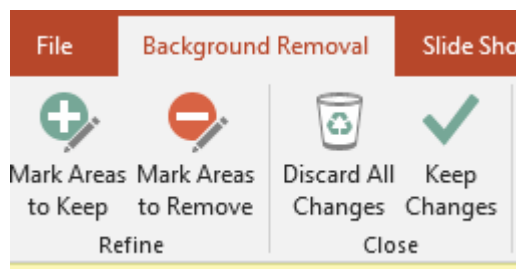
Arranging Images

If images on a slide overlap, you can control which image is visible in the overlapping regions. To bring an image forward so that it appears to be on top of another image:

1. Select the image to bring forward. Handles around the object confirm that it is selected.

2. Right-click and then select Bring to Front > Bring Forward.
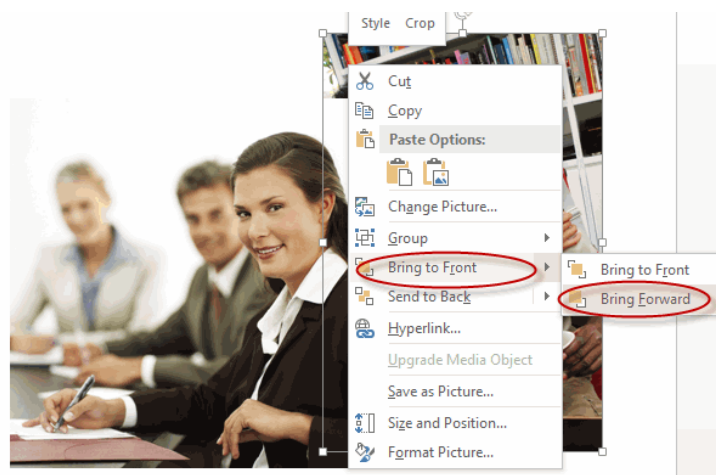
To send an image backward so that it appears to be behind another image:

1. Select the image to send backward.
2. Right-click and then click Send to Back > Send Backward.

Note: There are additional sub-commands of Bring to Front and Send to Back that let you move an image to the very front or very back when working with multiple images on a slide. These commands are available on the Picture Tools Format tab in the Arrange group.

- Bring to Front > Bring Forward - Moves an object one level at a time to the foreground.
- Bring to Front > Bring to Front - Moves an object in front of all other objects.
- Send to Back > Send Backward - Moves an object one level at a time to the background.
- Send to Back > Send to Back - Moves an object behind all other objects.

These actions can be repeated more than once depending on how many images and levels you need to arrange.

Adding Shapes

Shapes, such as lines, rectangles, block arrows, flowchart objects, and callouts, can enhance your presentations in a variety of ways.

To add shapes to a slide:

1. On the Insert tab, in the Illustrations group, click **Shapes** to open the shapes gallery.
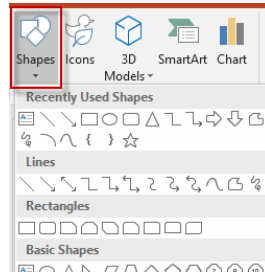
2. From the gallery, select the type of shape to add to your slide. Your cursor changes to a + sign.
3. Click and drag to define the region on your slide where you want to insert the shape.
4. Release the mouse button to add the shape to the slide. Notice the additional yellow handles on and/or near the sizing box. These allow you to further modify the shape.
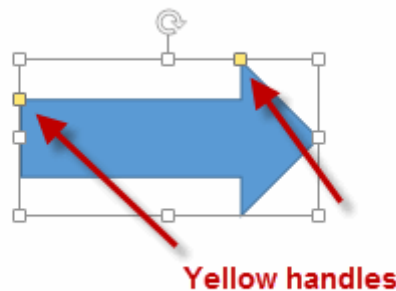
Shapes in the gallery are categorised by:

- Recently Used Shapes
- Lines
- Rectangles
- Basic Shapes
- Block Arrows
- Equation Shapes
- Flowchart
- Stars and Banners
- Callouts
- Action Buttons

Apply Borders to a Shape

To add borders to a shape, after it is inserted, select it and then from the Drawing Tools Format tab, in the Shape Styles group, select **Shape Outline** and use these options to add and format a border.
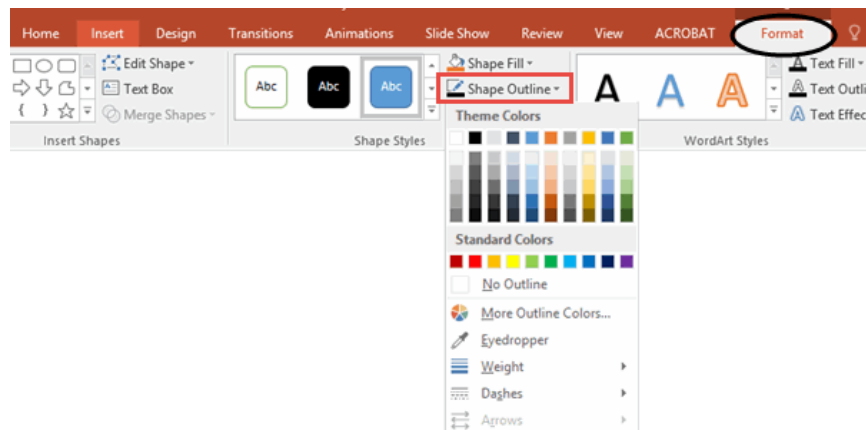
Modify Shape Backgrounds

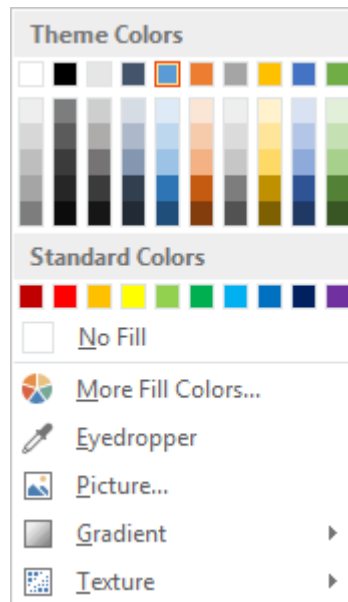You can change the background of a shape. To modify a shape's background:

1. Select the shape.
2. Select the Drawing Tools Format tab.
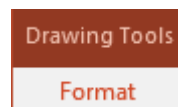
3. In the Shape Styles group, select **Shape Fill**.
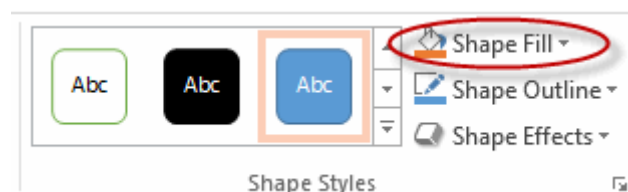
4. Select a colour from the drop-down list, or another option, such as adding a picture or texture.

Aligning and Grouping Shapes

When adding multiple shapes, you may want to align them and/or group them.

To align shapes:

1. Select the shapes you want to align.
2. From the Drawing Tools Format tab, from the Arrange group, select **Align**.
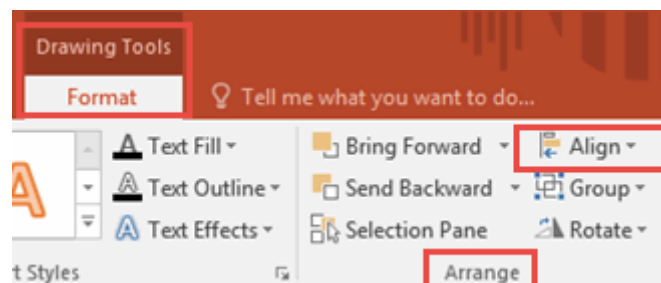
3. Select an alignment option from the drop-down list.
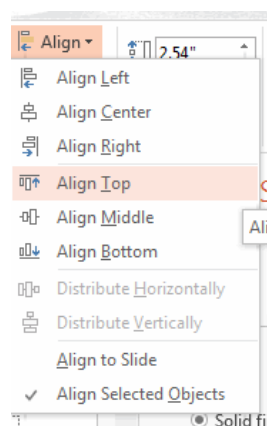
To group shapes:

1. Select the shapes you want to group.

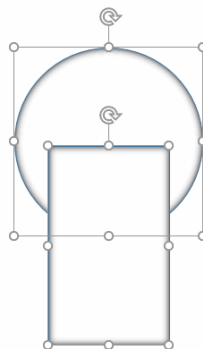2. From the Drawing Tools Format tab, from the Arrange group, select Group.
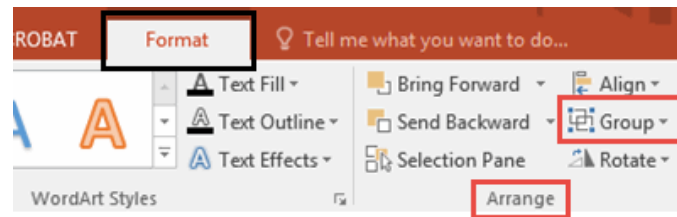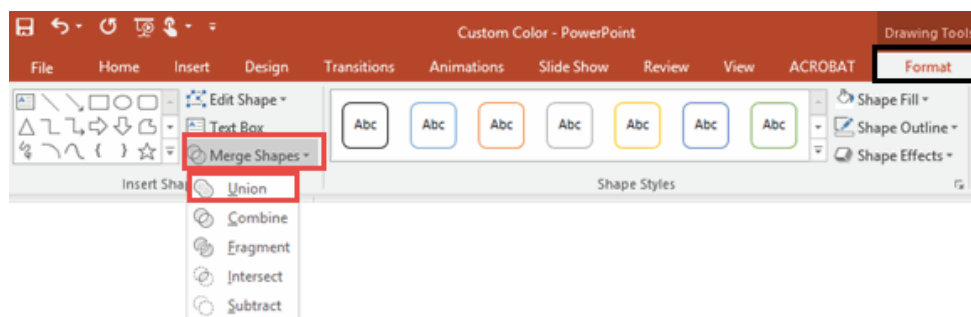

3. Select Group from the drop-down list.
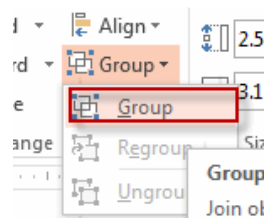
Merging Shapes

PowerPoint 2016 and 2019 allow you to create custom shapes by merging them.

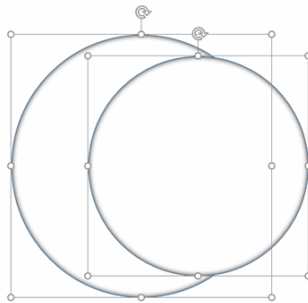1. To unite shapes, select the shapes you wish to join.

2. Select the Drawing Tools Format tab, and in the Insert Shapes group, click on Merge Shapes and choose **Union**.
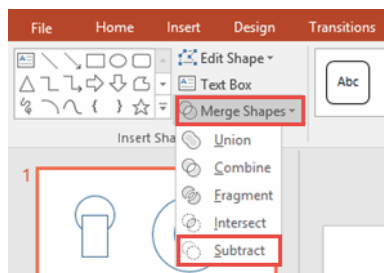

3. The shapes have now been combined as one shape.
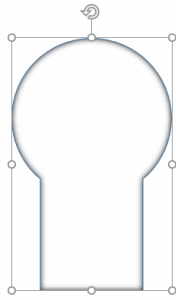
4. To subtract one shape from another, select the shape

5. Select the Drawing Tools Format tab, and in the Insert Shapes group, click on Merge Shapes and choose **Subtract**.

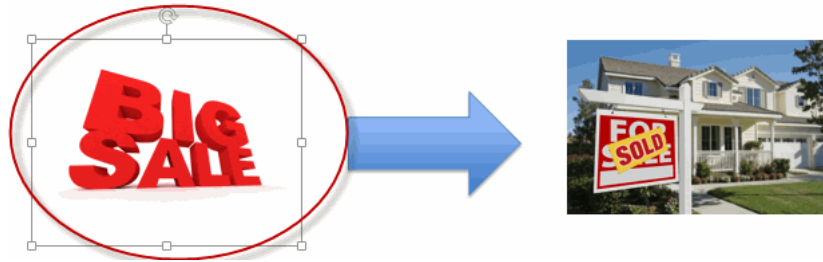6. One shape has now been subtracted from the other.
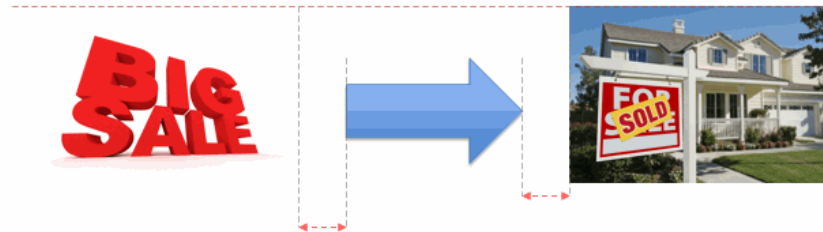

Object Smart Guides

Smart Guides make it easier to line up items in your slideshows.

To use Smart Guides when working with multiple pictures, shapes, charts, and so on:

1. Select the item you want to align.

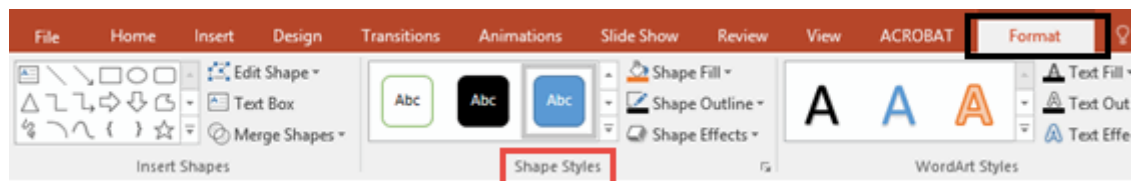2. Notice the dashed lines that are displayed, showing alignment.

3. The lines will change as you move the object to show various alignment options.

Apply Styles to a Shape

To add styles to a shape, after it is inserted, select it and then from the Drawing Tools Format tab, in the Shape Styles group, use the options to add styles to your shape.

Create a Custom Shape

Certain shape options in PowerPoint allow you to customise the shape you insert. for example, the curved connector, curve, and elbow arrow connector.
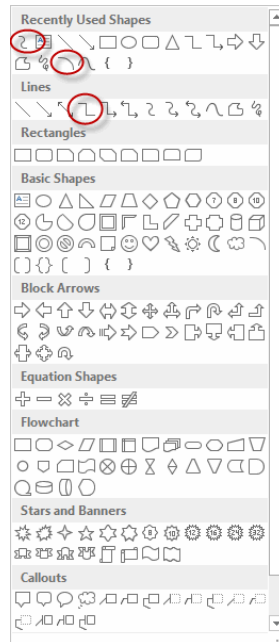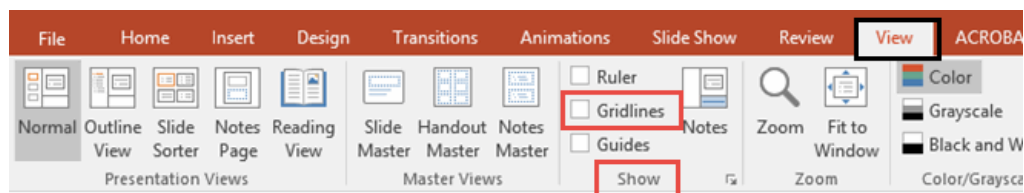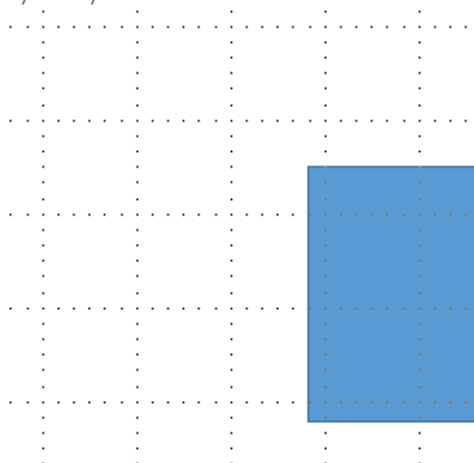
Displaying Gridlines for Shapes

When working with shapes, it may be useful to view gridlines while working in PowerPoint, in order to align your shapes.

To display gridlines in PowerPoint:

1. Select the View tab of the Ribbon.
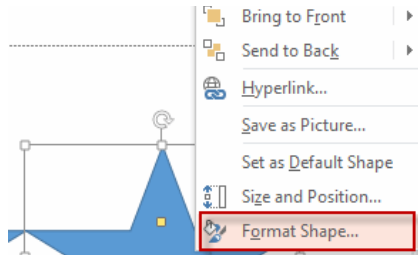2. From the Show group, select **Gridlines**.

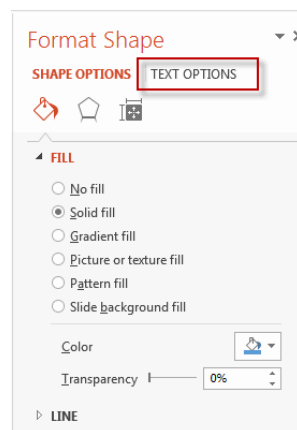3. Gridlines now display on your slides.

Adding Text to Shapes in Columns

Once you have inserted a shape, you can add text to it and format it into columns.
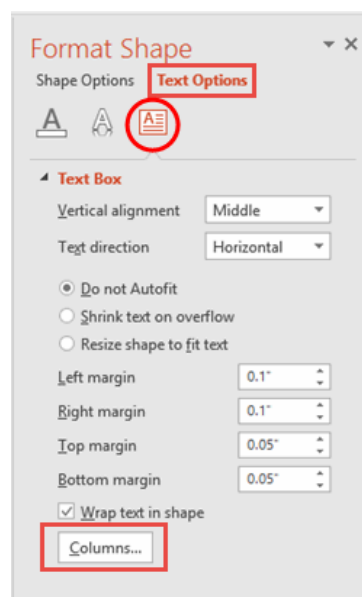
1. Select the shape and type the text, and then right-click it and select **Format Shape**.
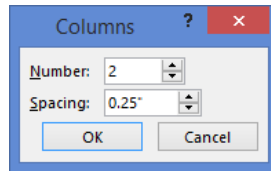

2. In the Format Shape pane on the right, select **Text Options**.

3. Select Textbox and then select **Columns**.

4. In the Columns dialogue box, set a number of columns and click OK.

Using Digital Ink

New to PowerPoint 2019 is the ability to use digital ink. This will most often be used on a touchscreen device. If you have a touchscreen device, the Draw tab of the Ribbon will appear. If not, you can add it:
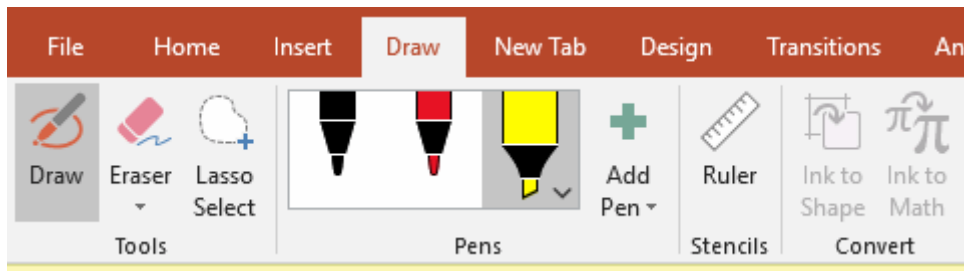
1. From the File menu tab, click Options.
2. On the left, click Customise Ribbon.

3. From the Main Tabs list, select the Draw check box.
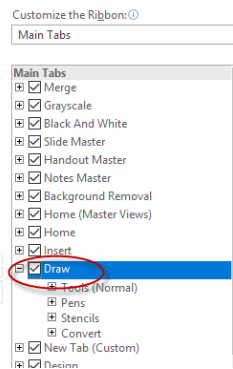
4. Click New Tab, and then click OK.
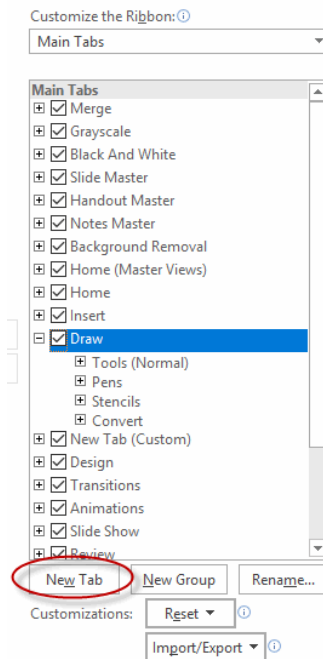
You can use the options available on this tab to create ink effects, erase them, and so on.

Inserting Clip Art

Clip Art is a collection of media files (images, videos, audio, and animation files) that Microsoft includes with the PowerPoint application. If your computer has an Internet connection, then you can also search for images.

Clip Art is searchable and your search results can be filtered by one or more of the following media types:

- Illustrations
- Photographs
- Videos
- Audio

By default, all media file types are included in the search.

To insert clip art:

1. Click in the slide where you want to insert a clip art file.
2. On the Insert tab, in the Images group, click **Online Pictures**. (In PowerPoint 2010, this option is called Clip Art.)
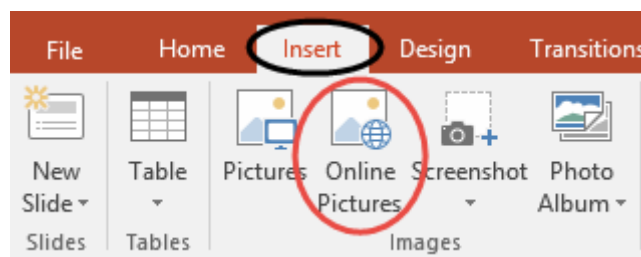
3. In the Online Pictures dialogue box (Clip Art task pane in PowerPoint 2010), enter your search terms and press **Enter**.
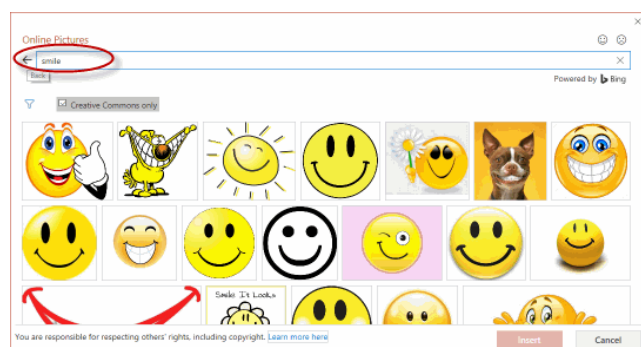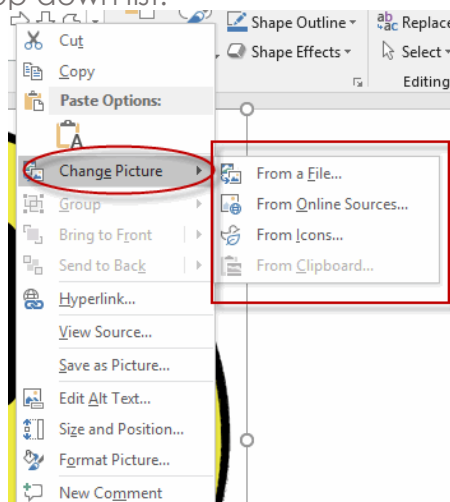
4. Your search results load in the task pane.
5. Locate the clip art you want to insert in your slide and double-click on it or click the item and select Insert.
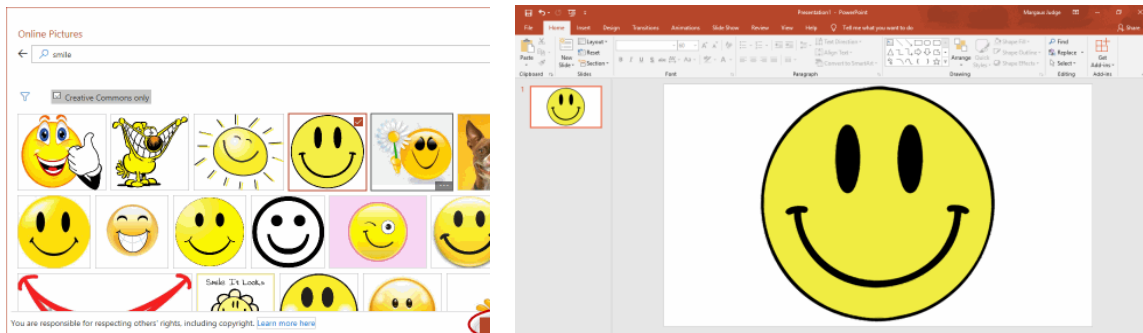
Editing an Image

To replace an image with a different image:

1. Select the image.
2. Right-click and select **Change Picture**... from the context menu and select an option from the drop-down list.

3. In the Insert Pictures dialogue box, navigate to the folder that contains the picture, select it, and click **Open**.

To remove an image and replace it with clip art:

1. Select the image on your slide.
2. Press **Delete**. The image is removed from the slide.
3. Follow the instructions in the "Inserting Clip Art" section above.

Creating Custom Colour with the Eyedropper

The **Eyedropper** tool allows you to capture custom colour from inserted pictures, such as logos. Previously, you would need to get the colour settings from an image editing programme.

To use the Eyedropper:

1. Select the text you wish to apply colour to.
2. Select the Home tab, and in the Font group, click Font Colour button and choose the Eyedropper.
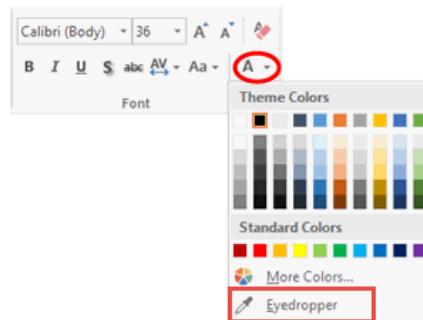

3. Go to the picture on the slide you wish to sample colour from, hover over the desired colour, then click when you see the colour preview appear.
4. The sampled colour is now applied to the text.

Applying a Style and Cropping an Image

To apply a style or crop an image:

1. Right-click on the image to access the mini-toolbar. (In PowerPoint 2010, the options in the mini-toolbar are different.)
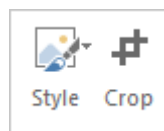
2. Select an option to apply a style or crop the image.

Formatting Images

Microsoft PowerPoint provides several tools for enhancing and formatting your images. These tools are located in the Picture Tools Format tab. This tab is only available when an image on your slide is selected.
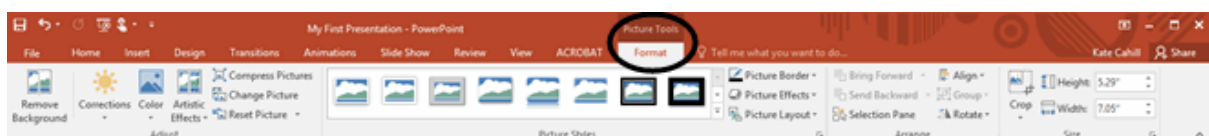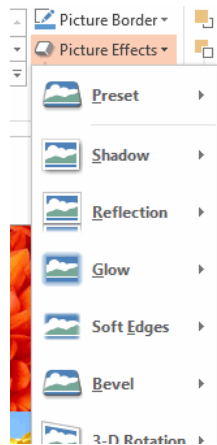

You can add effects to enhance a PowerPoint image.

1. With the image selected, from the Picture Tools Format tab, in the Picture Styles group, select **Picture Effects**.
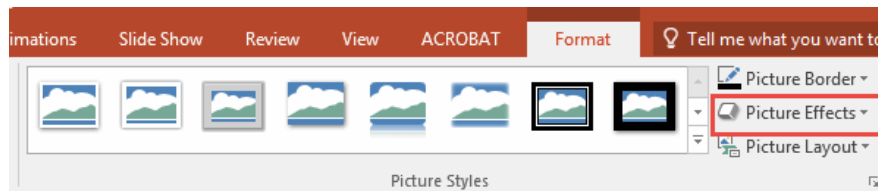
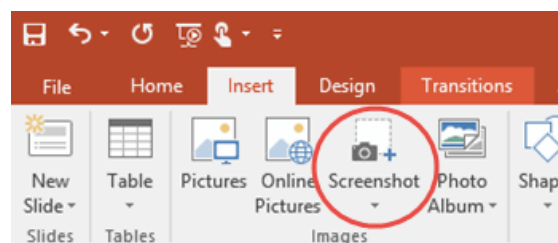2. Select options from the drop-down list.

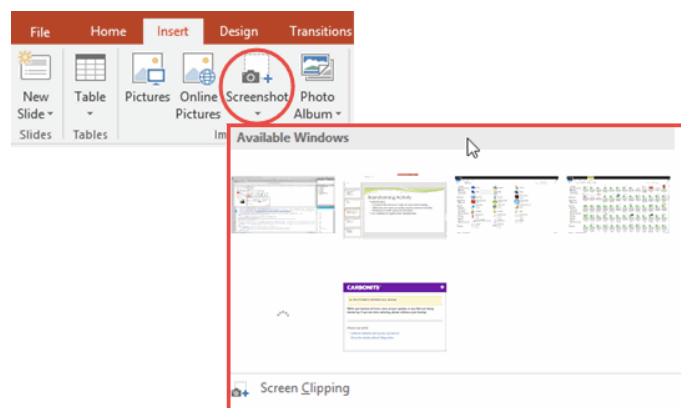## Capturing and Inserting a Screenshot

You can capture a screenshot of any application window that is not minimised to your task bar and insert it in a slide.
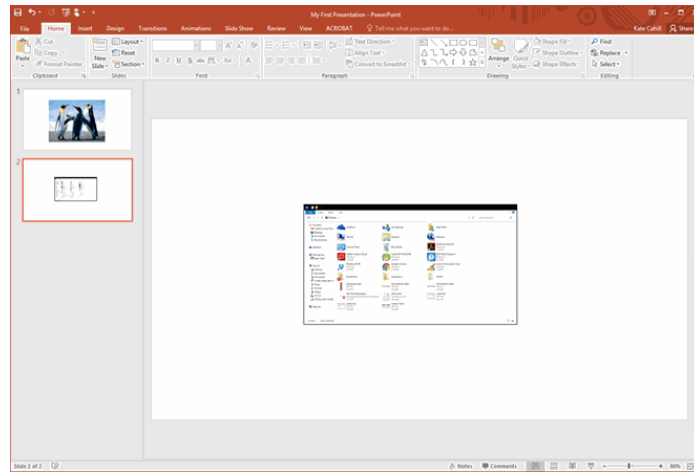
To capture and insert a screenshot:

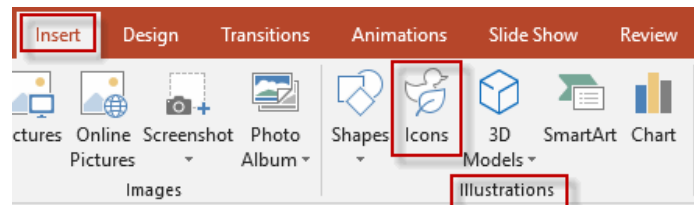1. On the Insert tab, in the Images group, click **Screenshot**.

2. From the Available Windows gallery, select the screenshot to insert in your slide.

Inserting Icons

New in PowerPoint 2019 is the ability to insert Scalable Vector Graphics (SVGs), or icons. To do so, from the Insert tab in the Illustrations group, select **Icons**.

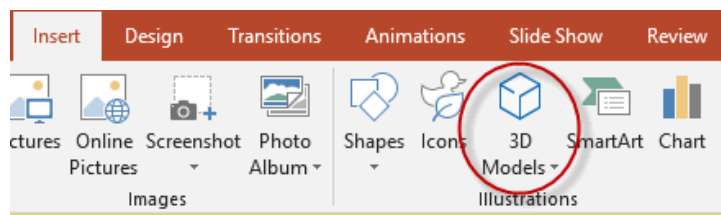The **Insert Icon** dialogue box opens. To insert an icon, click it and then click Insert.

The icon is now inserted into your presentation. You can click and drag to move it or rotate it.

3D Models

Yet another new feature of PowerPoint 2019 are 3D models. You can use these to rotate and view all their angles. This option is available in the Illustrations group.
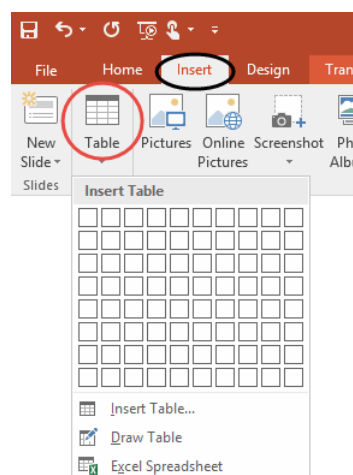

You can add animations to 3D models. After the image is inserted, select the Animations tab and from the Animation group, select an animation style.

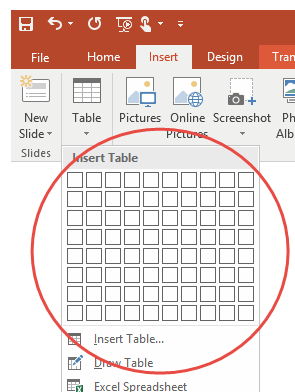
SECTION 7: WORKING WITH TABLES AND CHARTS
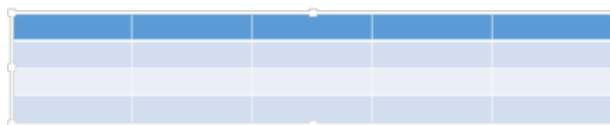
Inserting a Table

To insert a table in a slide:

1. On the **Insert** tab, in the **Tables** group, click **Table**.

2. Move your mouse pointer over the rows and columns squares until the number of rows and columns you need are highlighted, then click.

Formatting Tables

After you insert a table into a slide, you may want to modify its appearance. PowerPoint offers many options for formatting tables. The tools you will need can be found on the **Table Tools Design** tab and the **Table Tools Layout** tab.

The tools available on the **Table Tools Design** tab affect the visual aesthetics of the table.
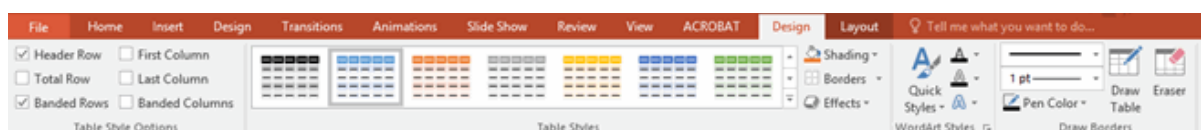

Table design tools are categorized in the following groups:

- **Table Style Options** - These settings determine if special formatting is applied to specific regions of a table. See **Table Styles**.
- **Table Styles** - Built-in table styles that can be used as is or as an initial style that you can modify using tools such as **Border**, **Shading**, and **Effects**.
- **WordArt Styles** - A variety of effects that you can apply to the text in your presentation.
- **Draw Borders** - Tools for formatting the borders of your table.

The options in the **Table Tools Layout** tab affect the structure of the table.
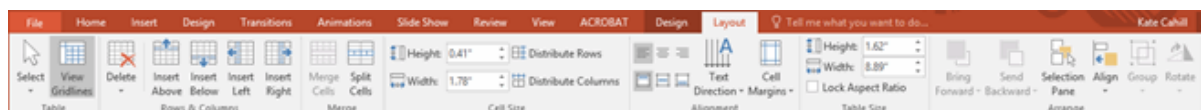

Table layout tools are categorised in the following groups:

- **Table** - These tools help you work with the table structure. You can select specific areas of the table and turn gridlines on and off.
- **Rows & Columns** - Delete and insert rows and columns.
- **Merge** - Merge and split table cells.
- **Cell Size** - Manage the height and width of table cells.
- **Alignment** - Position text within table cells, change the text direction, and set cell margins.
- **Table Size** - Manage the height and width of tables.
- **Arrange** - Manage the position and orientation of objects on a slide.

Using the tools on the **Table Tools Design** and **Table Tools Layout** tabs, you can produce tables that suit your presentation needs functionally and aesthetically.

Importing Tables from External Sources

To copy a table from another Microsoft Office application into PowerPoint:

1. Open the file you want to copy a table from in its native application (e.g. Microsoft Word or Microsoft Excel).
   Highlight the data to copy and press **Ctrl+C.**
3. In your PowerPoint presentation, select the slide to copy the data into and press **Ctrl+V.**

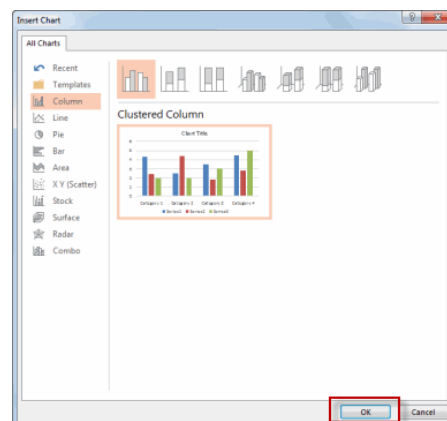4. Format the table according to your needs using the **Table Tools** options.

Inserting a Chart

To insert a chart in a slide:

1. On the **Insert** tab, in the **Illustrations** group, click **Chart**.
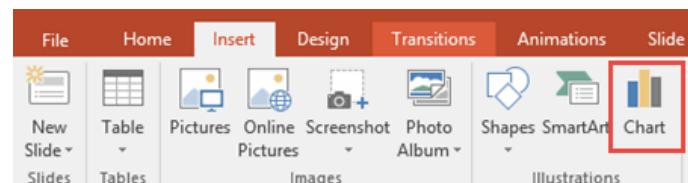
2. In the **Insert Chart** dialogue box, select the type of chart to insert from the chart gallery. (You can click a category in the left pane to quickly move to that part of the gallery.)

3. Click **OK.**

After you insert a chart, a Microsoft Excel file opens with categories and series which correspond to the chart that is in your slide. These values can be edited according to your needs. Once you finish adding and editing the values for the chart, you can close the Excel file.
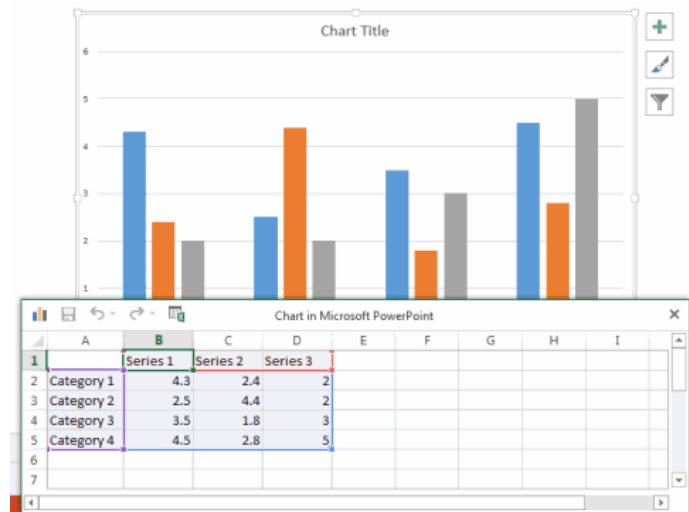
Formatting a Chart

After you insert a chart into your slide, you may want to alter its appearance.

When a chart is selected in your slide, numerous tools become available. These tools can be found on the **Chart Tools Design** and **Chart Tools Format** tabs.

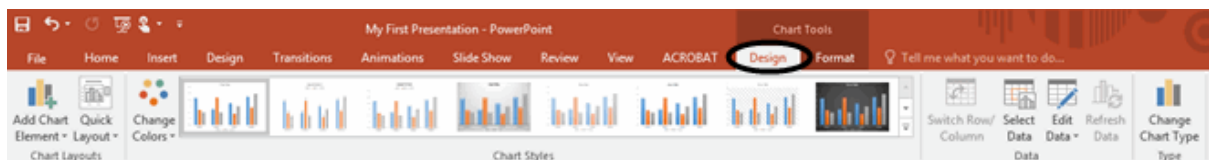The tools available on the **Chart Tools Design** tab affect the way chart data is presented.

Chart design tools are categorized in the following groups (these are in a different order in PowerPoint 2010):

- **Chart Layouts** - Provides a gallery of chart layouts which can be applied to your chart.
- **Chart Styles** - Provides a gallery of chart styles which can be applied to your chart.
- **Data** - Work with the data a chart is based on.
- **Type** - Change to a different chart style or save a chart as a template.

The tools available on the **Chart Tools Format** tab affect the visual aesthetics of the chart.
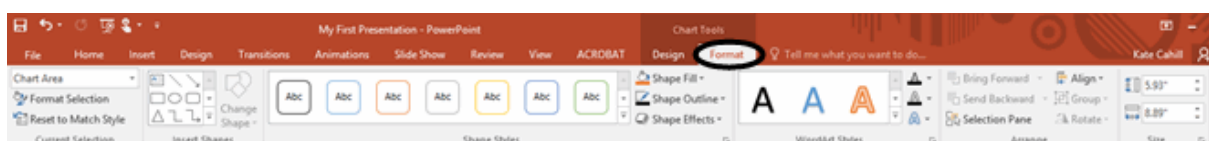
Chart formatting tools are categorized in the following groups:

- **Current Selection** - Select specific areas of the chart for formatting.
- **Insert Shapes** - Add shapes to your chart.
- **Shape Styles** - Depending on the chart component currently selected, provides a gallery of shape styles which can be applied to the component. Other tools in the group allow you to format individual properties of the chart.
- **WordArt Styles** - Provides a gallery of text formats which can be applied to selected text on your chart or to all text in a particular component.
- **Arrange** - Manage the position and orientation of objects in a chart.
- **Size** - Manage the height and width of the chart.

In PowerPoint 2010, there is a third **CHART TOOLS** tab that appears: the **CHART TOOLS LAYOUT** tab.

Use these options to modify chart elements, styles, and filters.

Using the commands and tools from the **Chart Tools Design** and **Chart Tools Format** tabs, as well as the pop-up chart options, you can produce a chart that suits your presentation needs functionally and aesthetically.
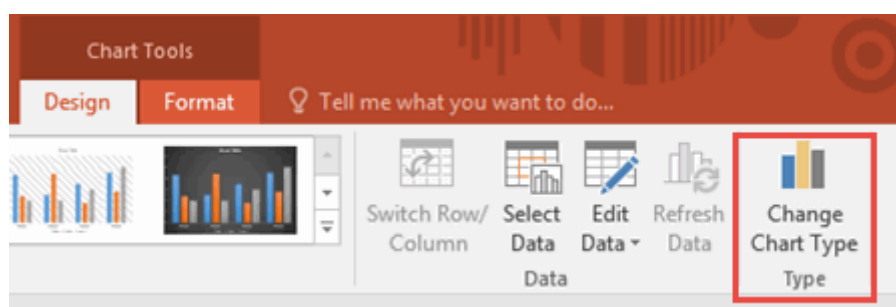

Modifying Chart Type

Once inserted, you can easily change the type of your chart.
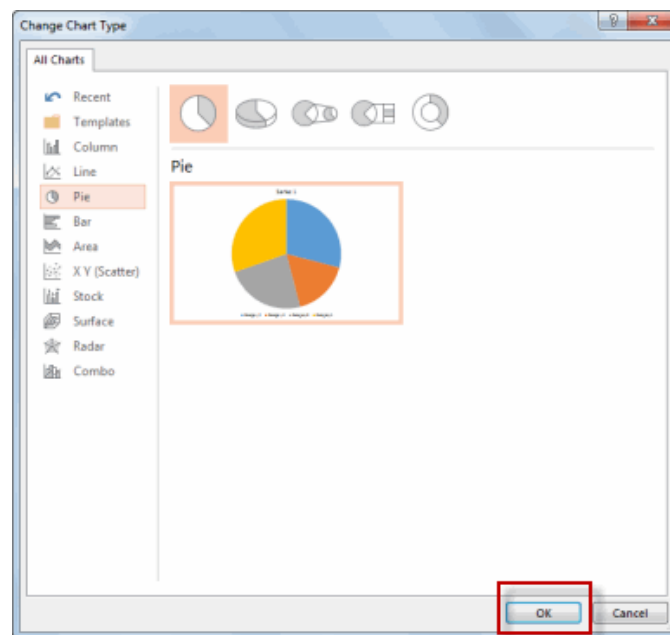
1. With the chart selected, select the **Chart Tools Design** tab.

2. From the **Type** group, select **Change Chart Type**.

3. In the **Change Chart Type** dialogue box, select an option under **All Charts**, and then further customise the chart with the options on top.
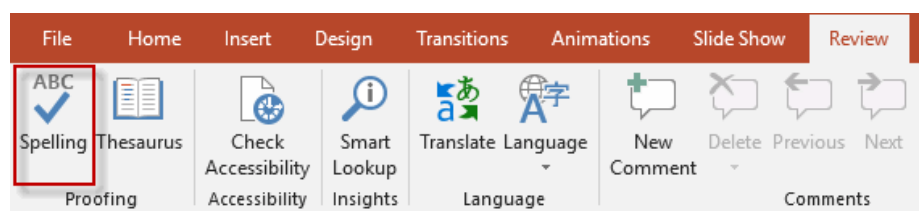
SECTION 8: FINALISING YOUR PRESENTATION

Checking Spelling

As in other Microsoft Office applications, PowerPoint includes a spelling checker. To check spelling in your presentation:

1. On the **Review** tab, in the **Proofing** group, click **Spelling.**

2. If you have spelling or grammatical errors, you are prompted to correct them. Follow the prompts to make corrections.
3. PowerPoint notifies you when all spelling and grammar issues are addressed.
4. Click **OK** to close the message box.

The spell check tool in PowerPoint functions the same as the tool in Microsoft Word.

Accessing Different Views of a Presentation

PowerPoint provides four views for working with presentations. You can change between these views using the commands on the **View** tab in the **Presentation Views** group:
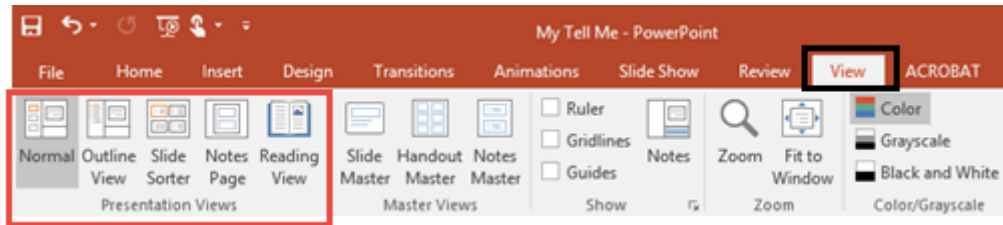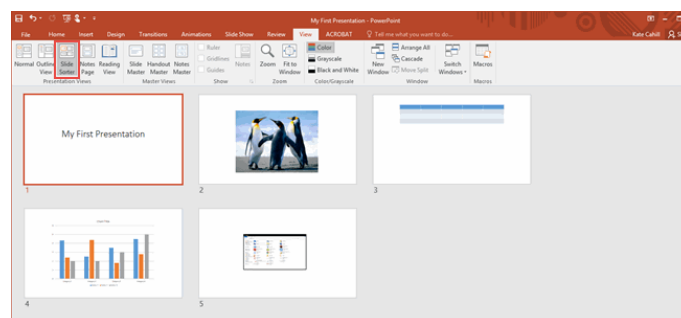
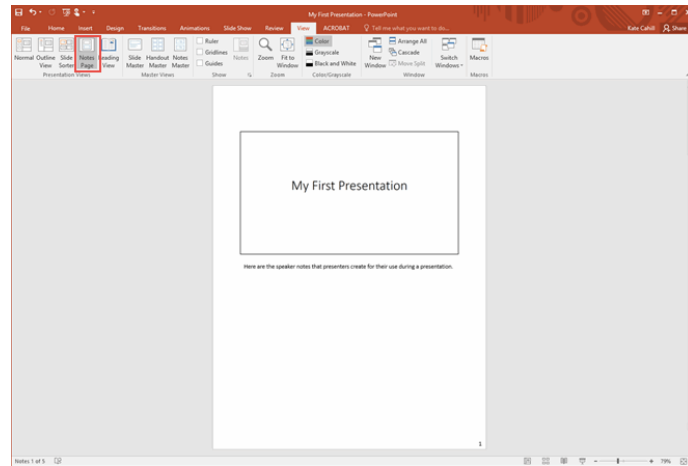1. **Normal** - The default view when working with a slide.
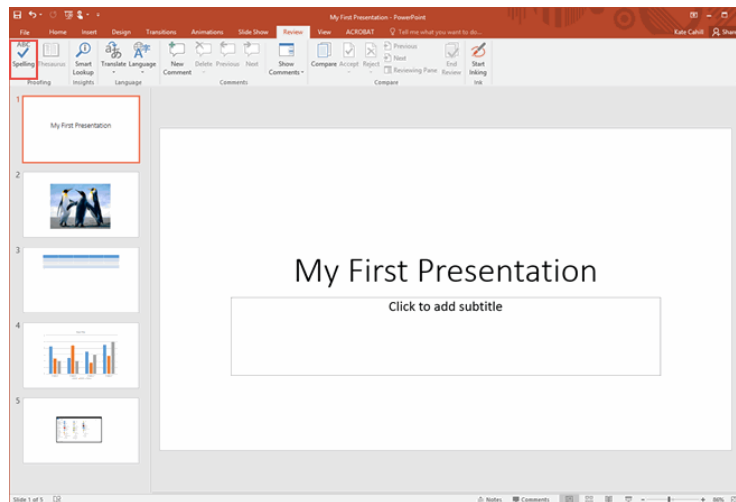
2. **Outline View** - Displays only the text of your slides; use it to create an outline of your presentation (not an option in this group in PowerPoint 2010).
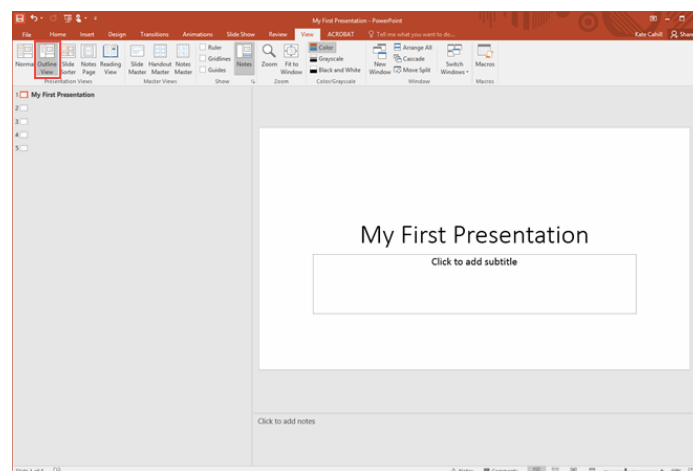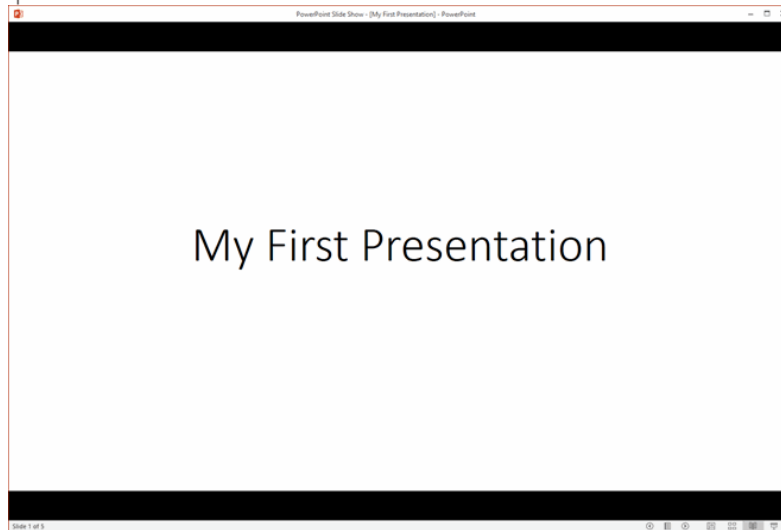

3. **Slide Sorter** - A view of all slides in the presentation.

4. **Notes Page** - A view of the selected slide and its associated speaker notes.

5. **Reading View** - A full-screen preview of your presentation contained within the main application window.

Presenter View

In past iterations of PowerPoint, **Presenter View** was often difficult to work with. Beginning with PowerPoint 2013, Microsoft made **Presenter View** easier to use to present your slideshows.

When you launch **Presenter View** with multiple monitors set up, it automatically displays your notes on one monitor while your audience sees only your slides. You can also configure **Presenter View** for use on a single monitor.
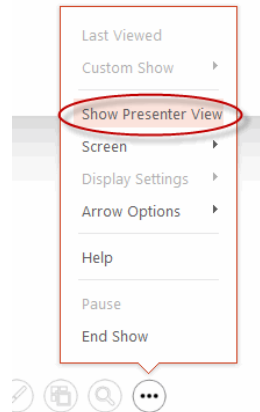
To use **Presenter View**:

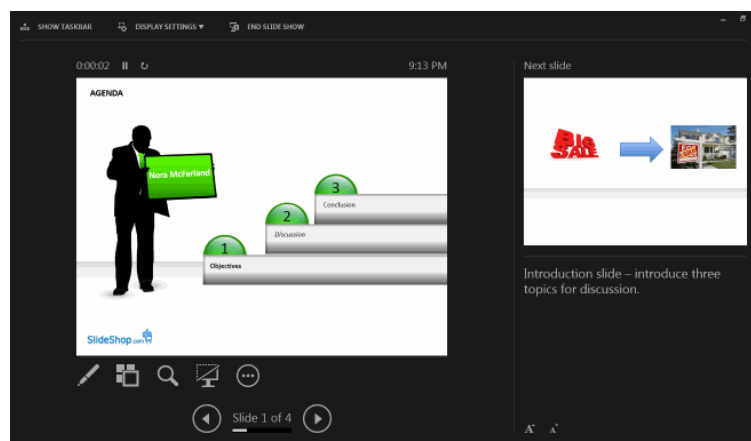1. Click the **Slide Show** button in the status bar.

2. Scroll to the lower-left area of the presentation and select the icon of three dots in a circle.
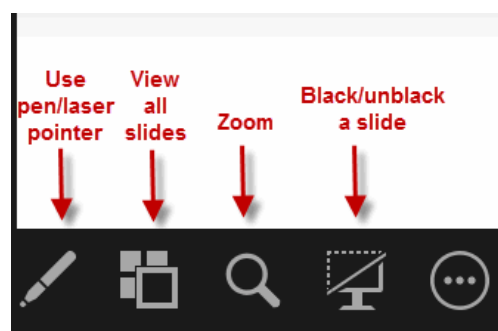

3. From the menu that appears, select **Show Presenter View**.

4. Your presentation is now displayed in **Presenter View**.

5. Use the controls to use a laser pointer or pen, view all slides at once, zoom in to a slide and hide/unhide the current slide in the presentation.

6. The next slide and notes for the current slide appear on the right.

7. To change which view will face the audience, click **Display Settings** in the upper left, and then select **Swap Presenter View and Slide Show**.
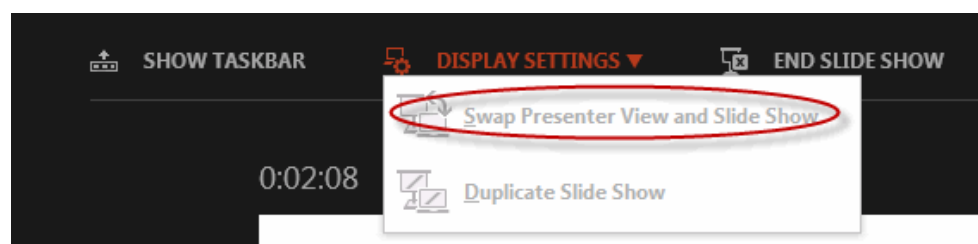

8. To exit Presenter View, press **ESC.**

New to PowerPoint 2019 is the ability to advance slides in a slideshow Surface pen or any pen with Bluetooth enabled.


Changing the View to Grayscale

You may want to change your presentation view from colour to grayscale. It is useful to view your presentation in grayscale if you are going to print black and white printouts or if your audience might do so.

To view your presentation in grayscale:

1. Select the **View** tab of the Ribbon.
2. In the **Colour/Grayscale** group, select **Grayscale**, or select **Black and White** to view your presentation in black and white.
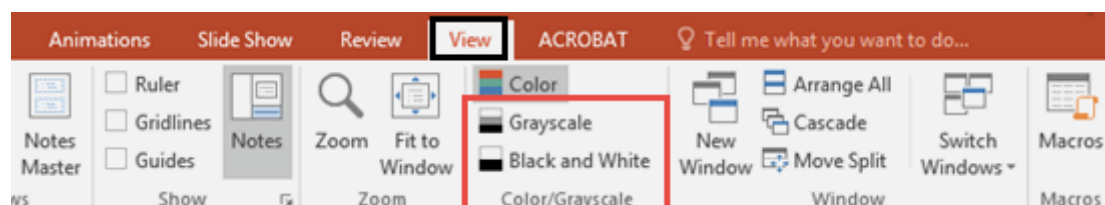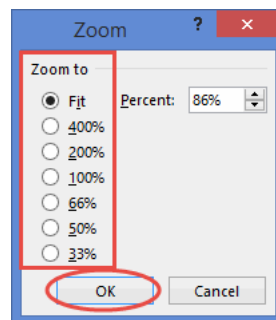

3. To change the view back to Colour, select Back To Colour View from the **Grayscale** or **Black and White** tab.
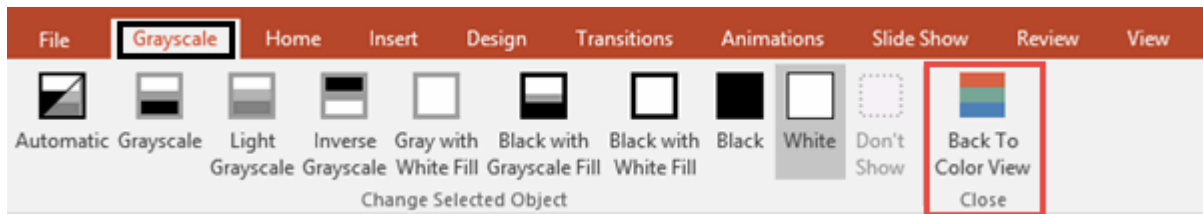
Changing Page Setup Options

On the **View** tab, you can set page setup options for your presentation. From the **Zoom** group, select Zoom and then in the **Zoom** dialogue box, select a **Zoom to** option and click **OK**.


Organising a Presentation in Sections

Organising a presentation in sections helps you keep track of distinct parts of the presentation and different speakers. Rather than use several separate presentations, consider dividing a long presentation into multiple defined segments.

Adding sections to a presentation:

1. Ensure that the presentation is in **Normal** view.
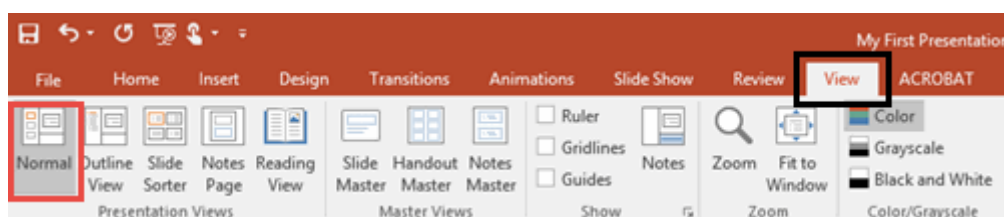
2. In the **Slides** tab, right-click on the first slide you want in the section and select **Add Section** from the context menu.
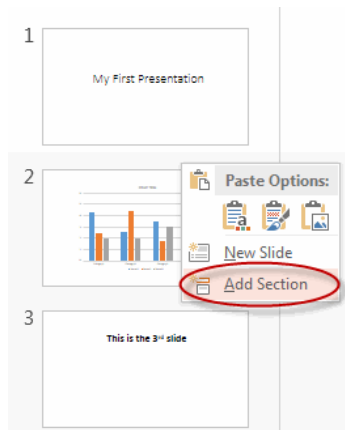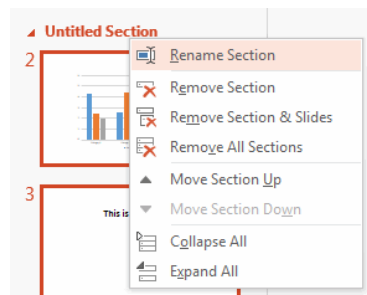
3. By default, Microsoft PowerPoint names the section "Untitled Section". Rename the section using the instructions which follow.
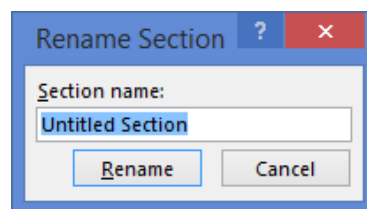
Inserting Section Headers

To rename a section:

1. Right-click on the section name and select **Rename Section** from the context menu.
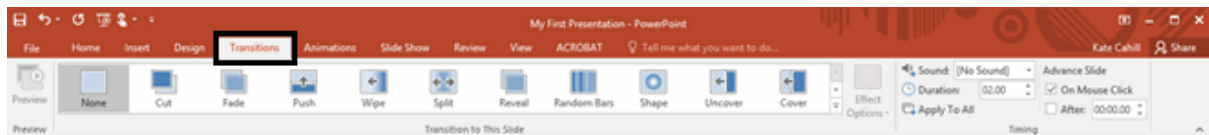

2. Enter a new name in the **Section name** field.
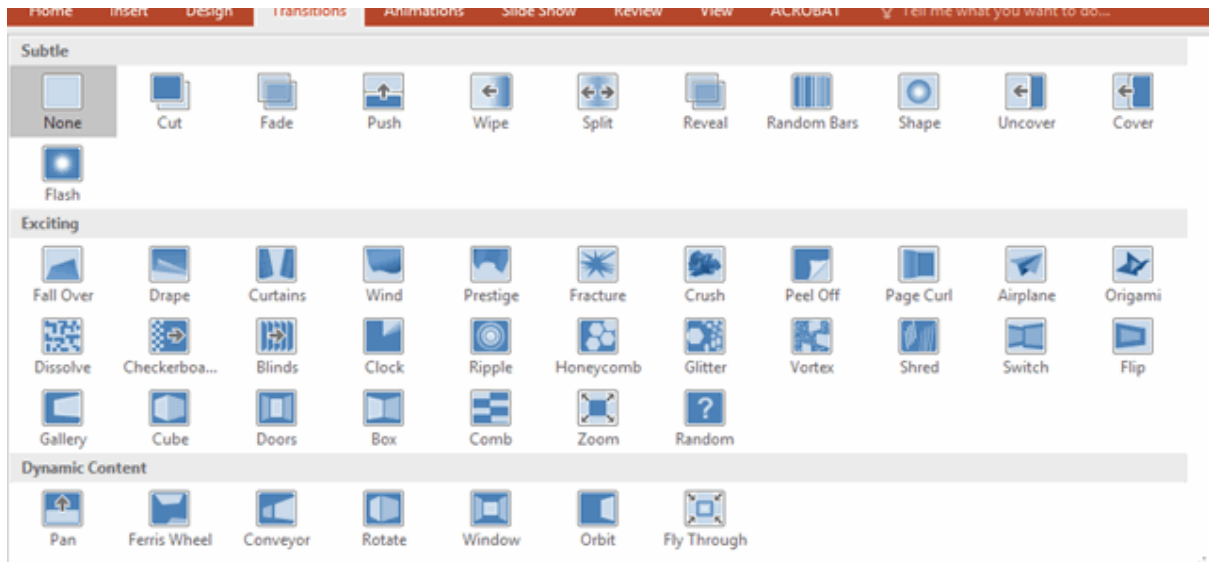

3. Click **Rename**.

Adding Transitions to Slides

Adding transitions to slides can provide additional visual interest and variation in your presentation. To add transitions to a slide:

1. On the **Transitions** tab, in the **Transition to This Slide** group, click the down arrow to reveal the transitions gallery.
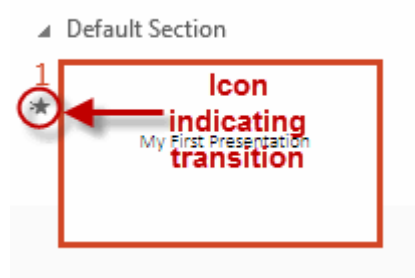
There are three categories of transitions:

- o **Subtle**
- o **Exciting**
- o **Dynamic Content**

2. Select the transition to add to your slide. The transition is applied to the slide that is highlighted in the **Slides** tab.

3. After you apply a transition to a slide, an icon below the slide number indicates the presence of the transition.

4. On the **Transitions** tab, click **Preview** to preview the transition.
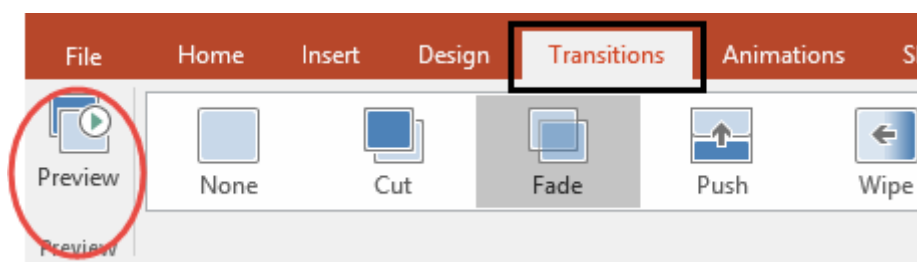
To set the timing for transitions added to your presentation, from the **Transitions** tab, from the **Timing** group, set the transition's duration using the **Duration** box.
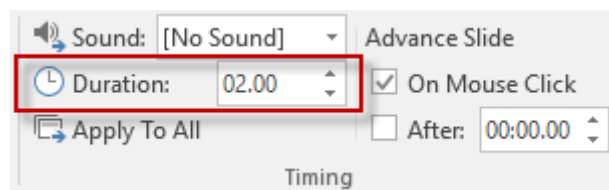

You can add different transitions to your slides. Select each slide and add a transition to each one.

You can also change the options for the transitions that you add to slides.

1. With the slide containing the transition selected, select the **Transitions** slide.
2. In the **Transition to This Slide** group, select **Effect Options**.

3. This drop-down contains different effects pertaining to the selected transition. Select an option to modify the transition.
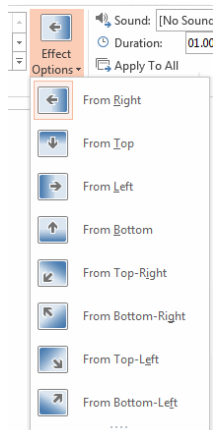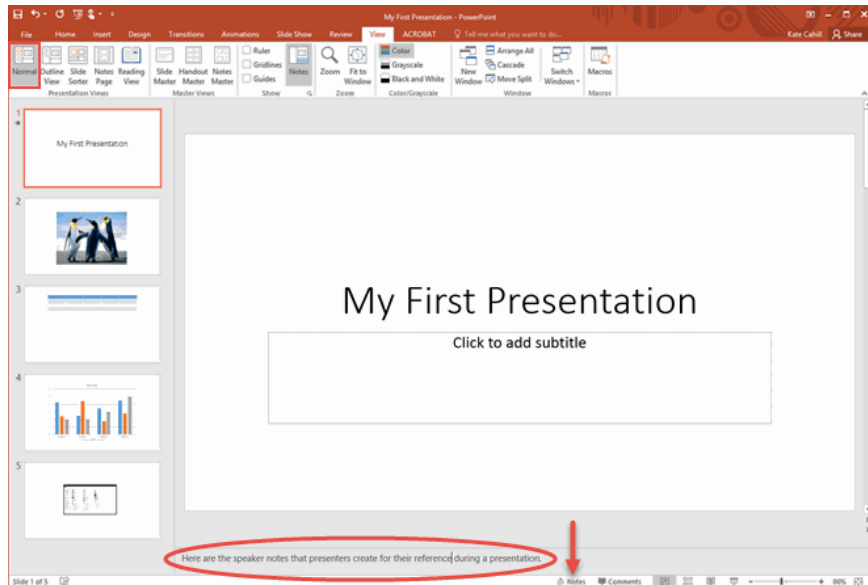

Adding Speaker Notes

Adding speaker notes to a presentation helps with organization and provides a tie between speaker information and specific slides.

To add speaker notes:

1. Ensure that the presentation is in **Normal** view. In PowerPoint 2013, if necessary, click **COMMENTS** in the status bar at the bottom to bring up the **Notes** pane.
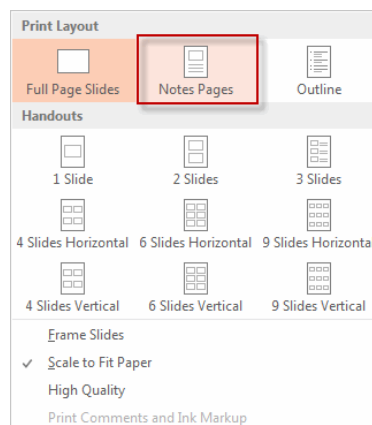
2. Enter text in the **Notes** pane.

After creating your speaker notes, you can print them. To print speaker notes:

1. From the **File** menu tab, select **Print**.
2. Under **Settings**, select the second drop-down arrow.
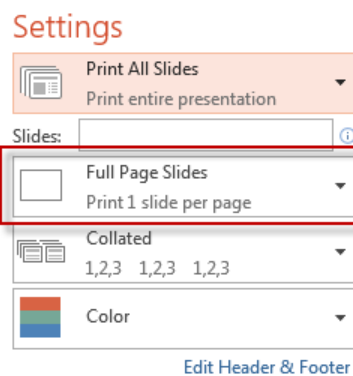
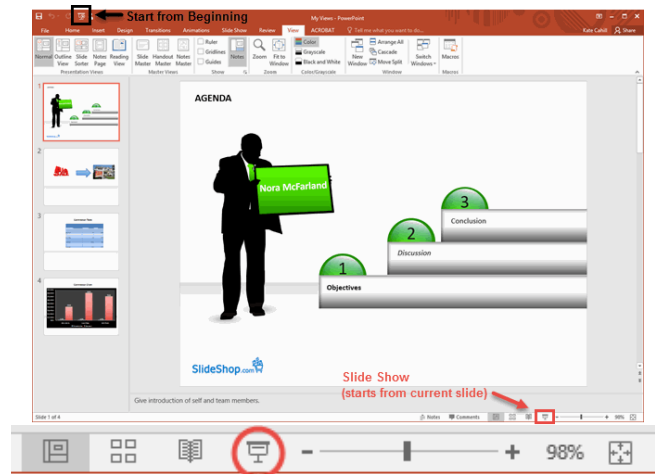3. Under **Print Layout**, select **Notes Pages**.

4. Click **Print**.

Running a Slide Show

After you build and polish your presentation, you'll want to practice it and, finally, present it. To run a slide show:

1. Click the **Slide Show** icon located at the bottom right side of the PowerPoint window.


2. Once the slide show starts, you can press the space bar to advance through the slides.
3. To exit the slide show presentation, press **Esc**.

Tip: Your slide show will start with the slide that is currently selected in the **Slides** tab. To start from the beginning of your presentation, go to the first slide, or click the **Start from Beginning** button at the top.
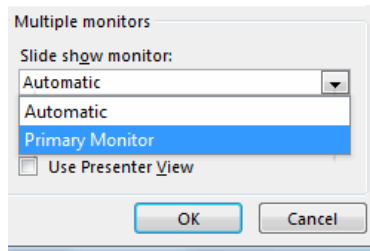

Configuring Slideshow Resolution

You can set the resolution of your presentation to optimally display when presenting. To configure slideshow resolution:
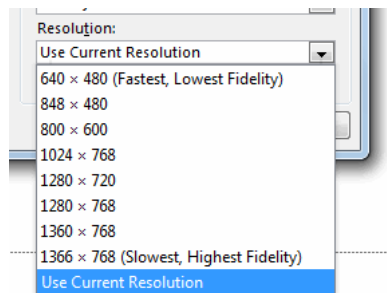
1. Select the **Slide Show** tab, and from the **Set Up** group, select **Set Up Slide Show**.
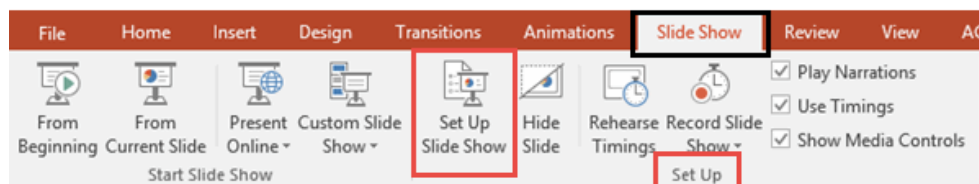
2. Under **Multiple monitors**, select **Primary Monitor** from the **Slide show monitor** drop-down list.
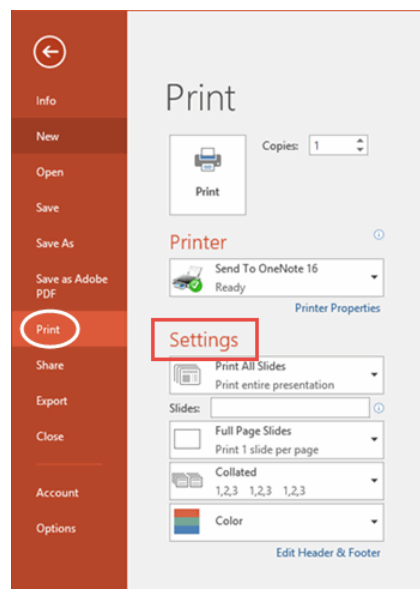
3. From the **Resolution** drop-down list, select a resolution or select **Use Current Resolution**, and then click **OK**.
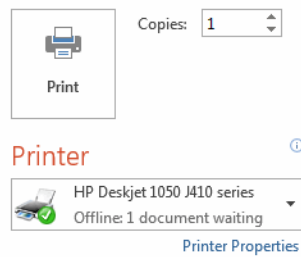

Printing a Presentation

Microsoft PowerPoint provides many options for printing your presentation and slides. To access the print functions:
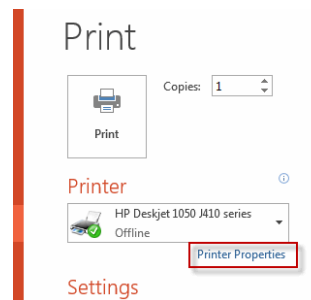
1. On the **File** tab, click **Print**.

2. In the **Print** pane, select a printer and specify what to print and how to print it. The right pane shows a preview of your print job.
3. Select the number of **Copies** to print.

4. To change page setup options, under **Print**, click **Printer Properties** and modify the options in the dialogue box.
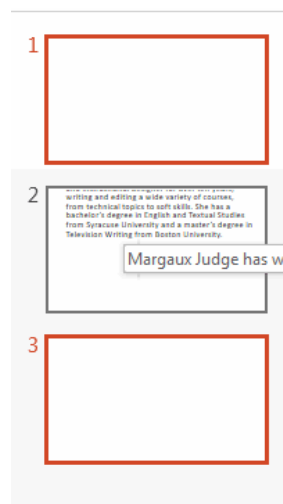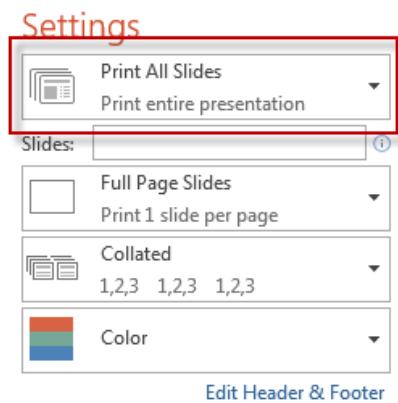

5. Click **Print**.

Note: You can access more print options by clicking the **Printer Properties** link.

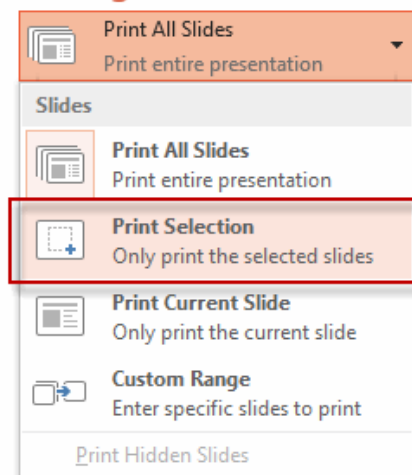You can print only certain slides in your presentation. To print a selection:

1. First, on the Slides tab, select those slides you want to print. Press and hold **Ctrl** to select multiple slides.
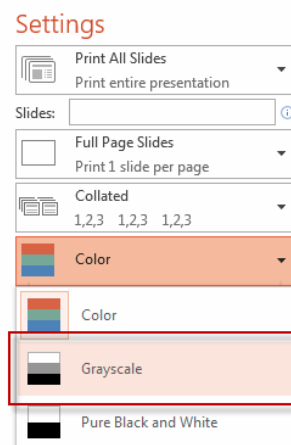

2. From the **File** menu tab, select **Print**.
3. Select the first drop-down under **Settings**.

4. From the options, select **Print Selection**.

To print your presentation in grayscale. in the **Print** section, under Settings, select the **Colour** drop-down and select **Grayscale**.
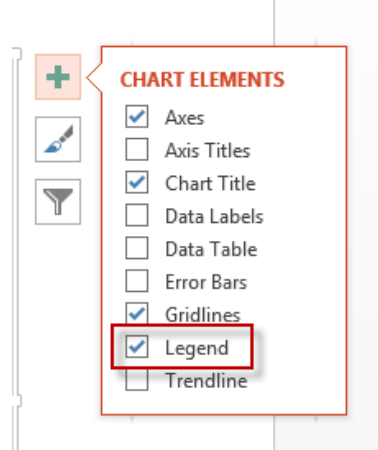

Adding Legends to Charts

You can add a legend to a PowerPoint chart.

1. With the chart selected, click the plus sign (+) icon, the **Chart Elements** option, to the right of the chart.

2. Check the **Legend** check box to display the chart's legend.

## Modifying Number of Rows and Columns

You can add rows or columns to a PowerPoint chart:

1. Go to **Chart Tools > Design > Edit Data > Edit Data**. This will open Excel.
2. Right-click in the table within Excel and click **Insert**. You will then have the option to insert a row or column.
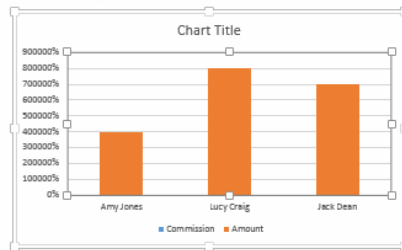
Importing Charts from External Sources

To copy a chart from Microsoft Word or Microsoft Excel:

1. Open the Word or Excel file that contains the chart you want to copy.
2. Highlight the chart and press Ctrl + C to copy it.In your PowerPoint presentation, select the slide to copy the chart into and press Ctrl + V
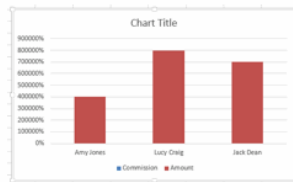
3. Format the chart according to your needs using the **Chart Tools** options.