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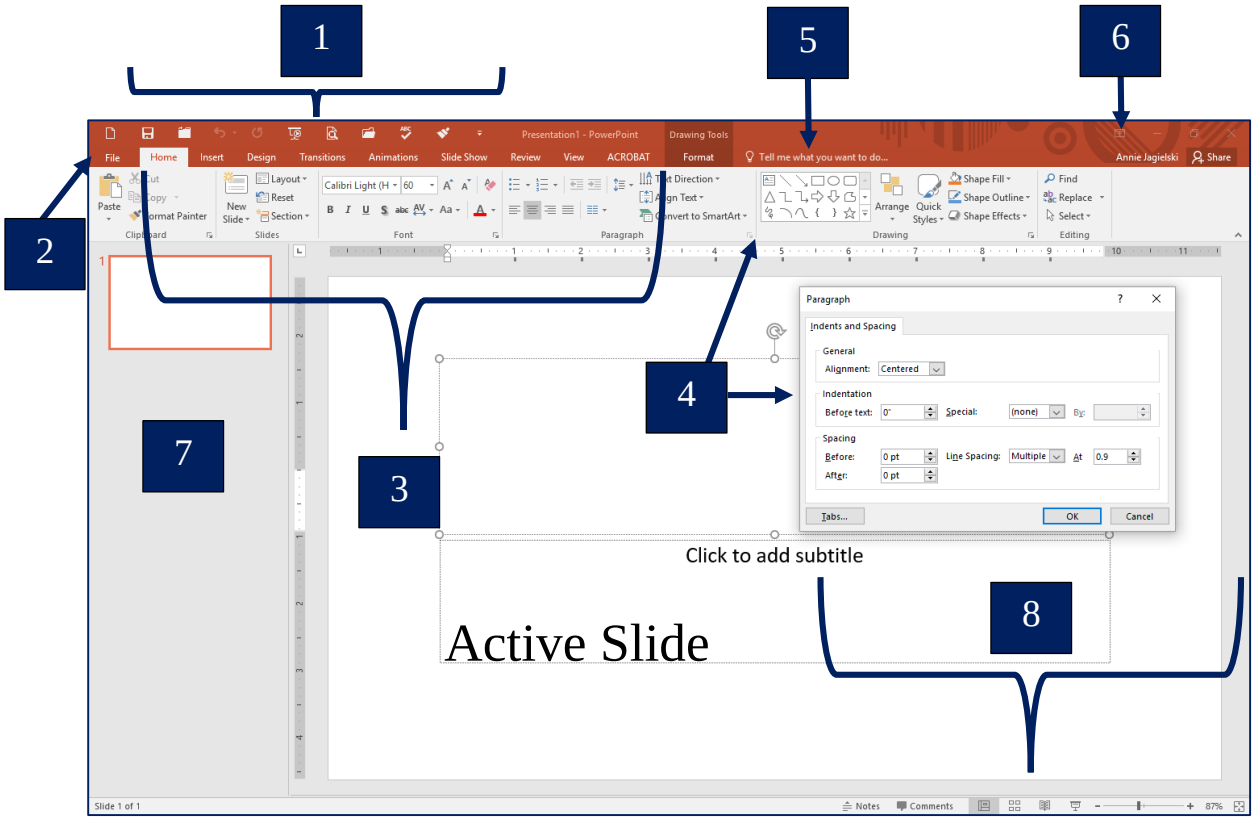
Objectives

By the end of class, you should be able to:

- Create a presentation.
- Insert slides into an existing presentation.
- Add and size images.
- Reorganize slides.
- Use the slide show feature.

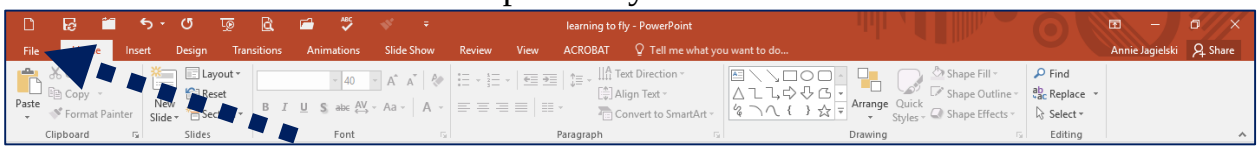
PowerPoint 2016 Screen Overview



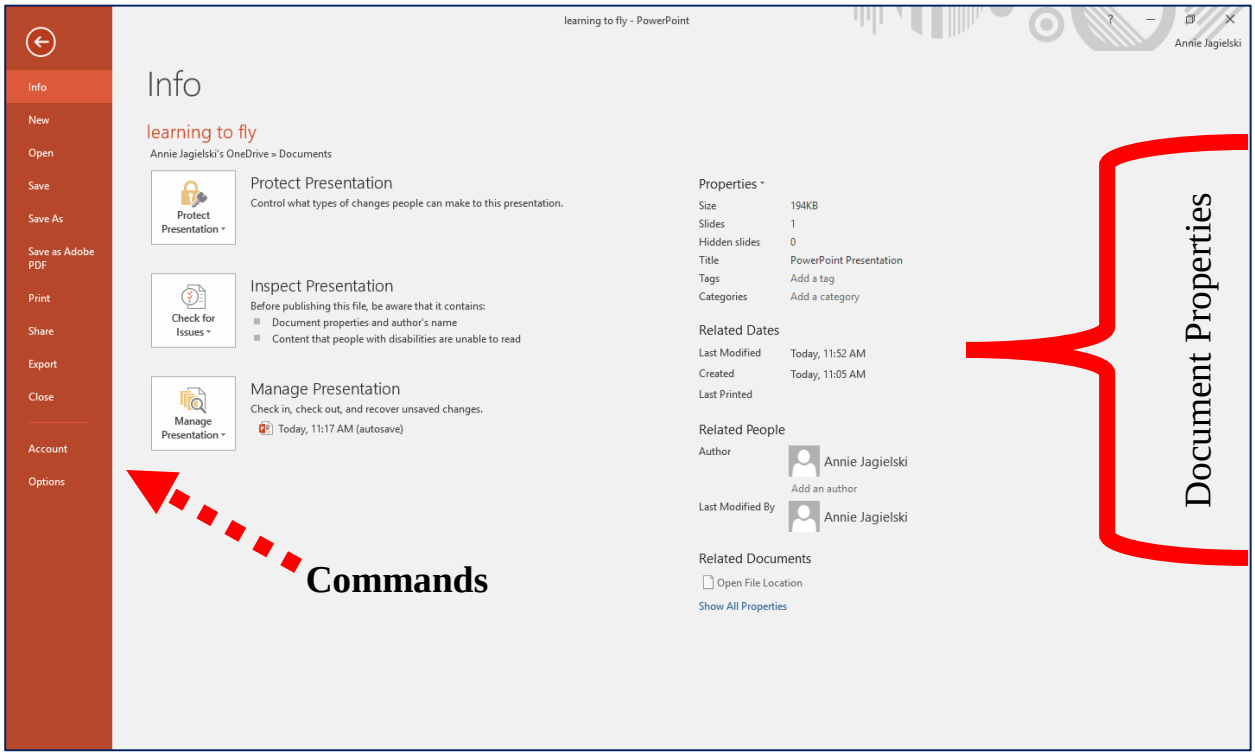
1	Quick Access Toolbar
2	File Tab
3	Fluid User Interface, aka the Ribbon
4	Dialog Launcher with sample Dialog screen
5	Tell me what you want to do . . .
6	Ribbon Display Options
7	Navigation Pane: The **Active** slide appear on the right. Click in the slide to make it active.
8	Bottom Bar: Notes, Comments, Normal View, Slide Sorter, Reading View, Slide Show, Zoom, and Fit Slide to Current Window

File Tab on the Ribbon

The Office Button has been replaced by the **File** tab.



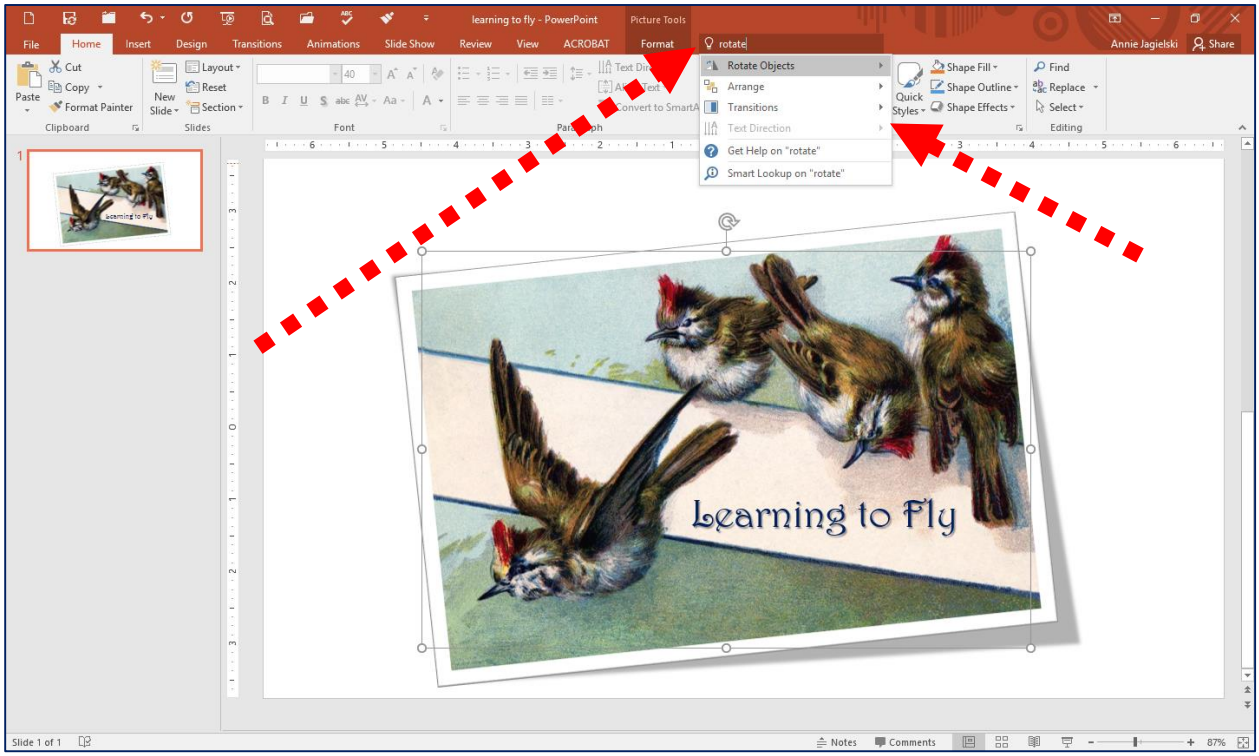
1. Click the **File** tab from the top left of the screen.



2. The screen above is called **Backstage View.** Here you'll find commonly used commands and be able to view document properties.

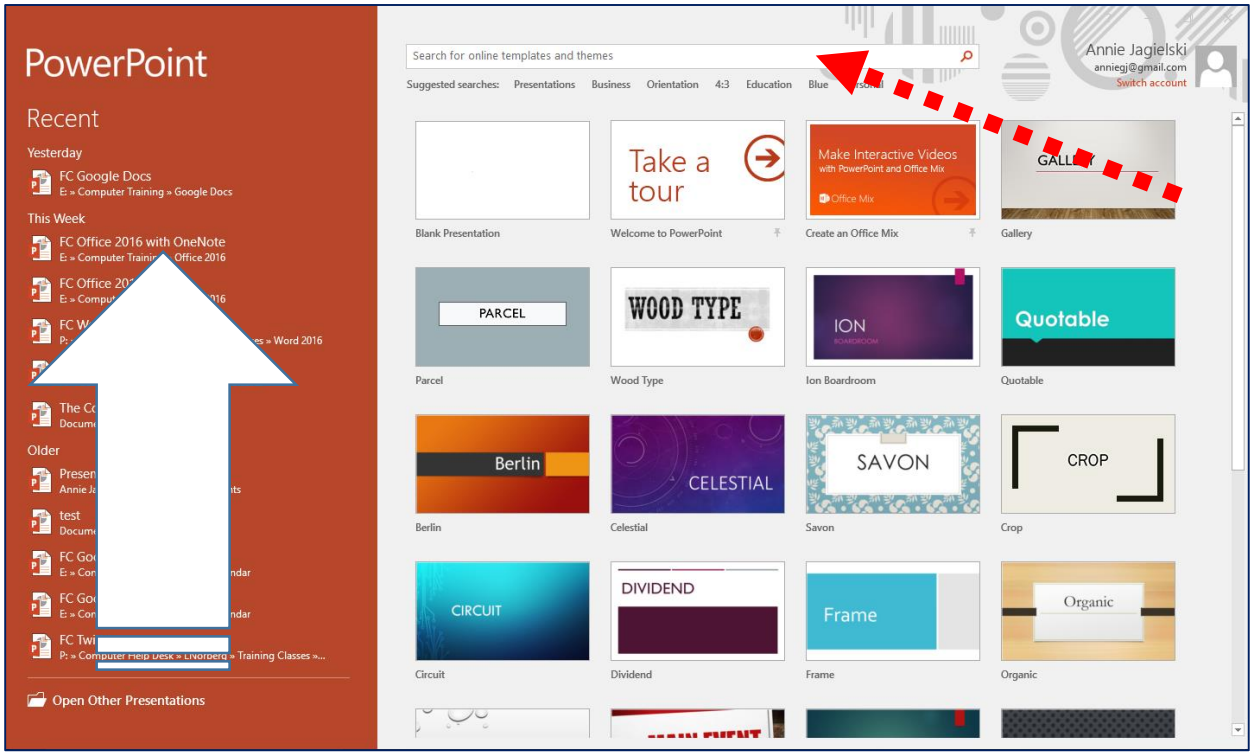
*Click to close **Backstage View** and return to the document.*

Use "Tell Me" for Interactive Help



1. Click an item you want help with, for example, an image.
2. Type in the **"Tell me what you want to do . . ."** search box a keyword, for example, rotate.
3. Click the drop down to see choices, for example Flip Horizontal.

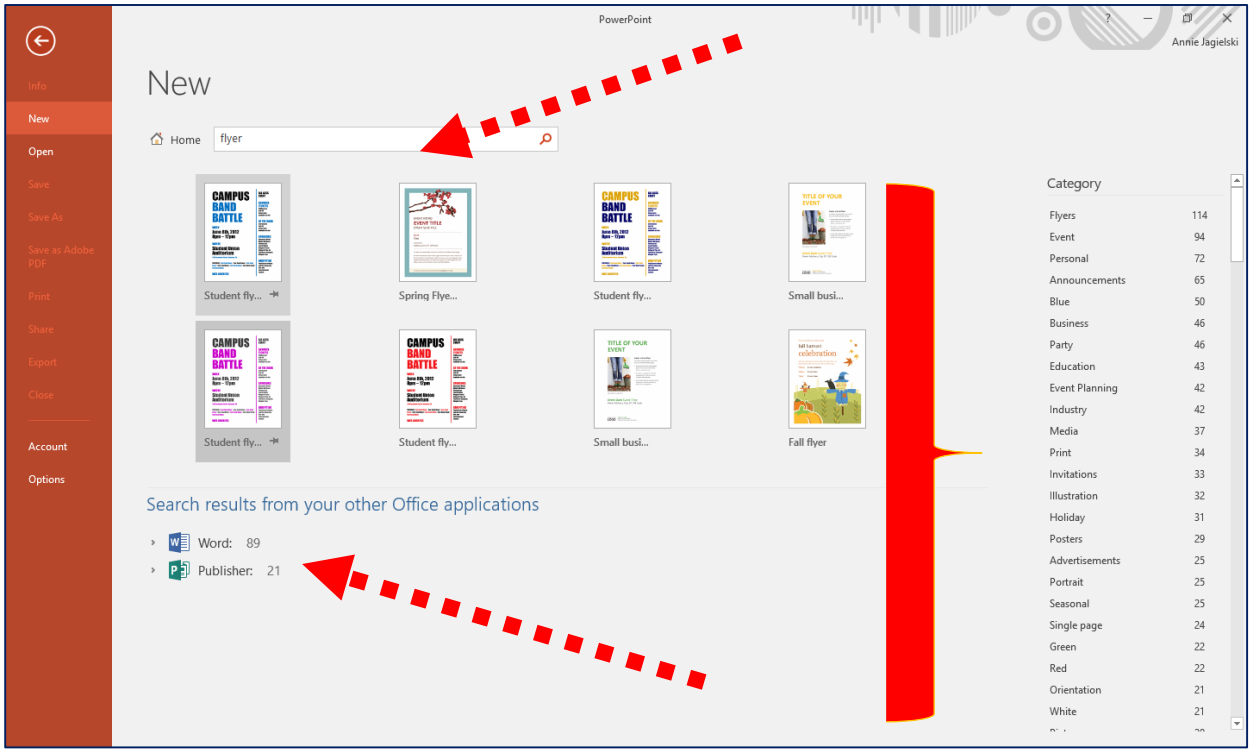
Accessing Documents and Templates



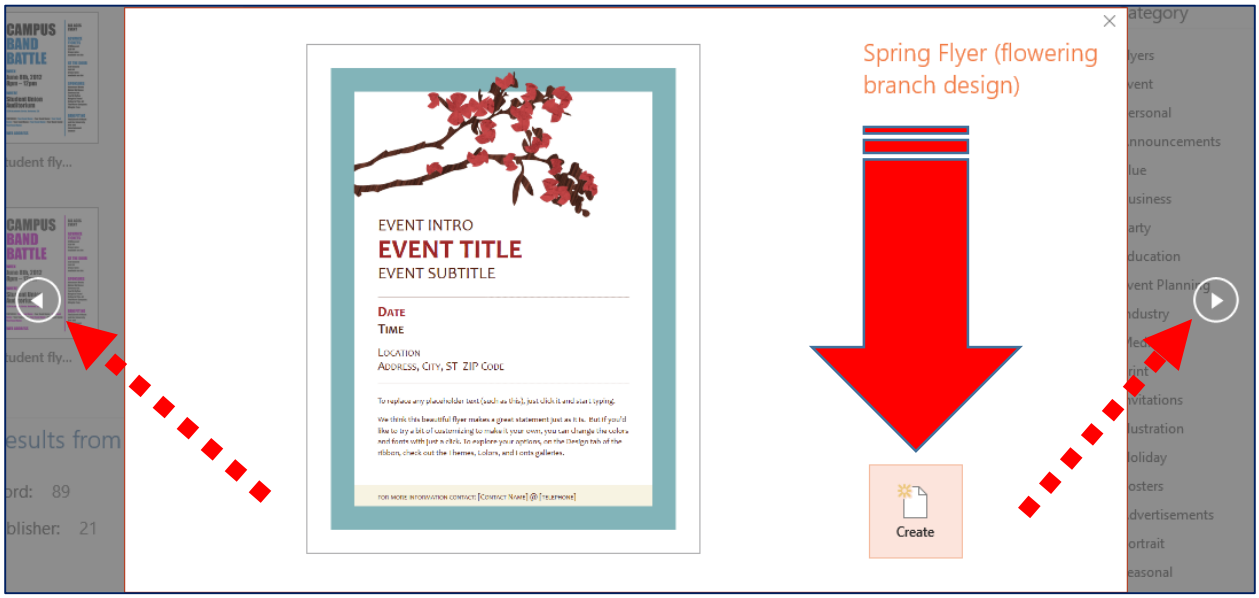
When accessing Office 2016 products, on the left side of the screen is a list of the recent documents. To open documents from your computer, a network, or the Internet, that is, cloud, click Open Other Presentations

Templates appear on the right side of the screen. To view more documents, type keywords in the search box, for example, flyer, to view additional templates.

Searching for Templates

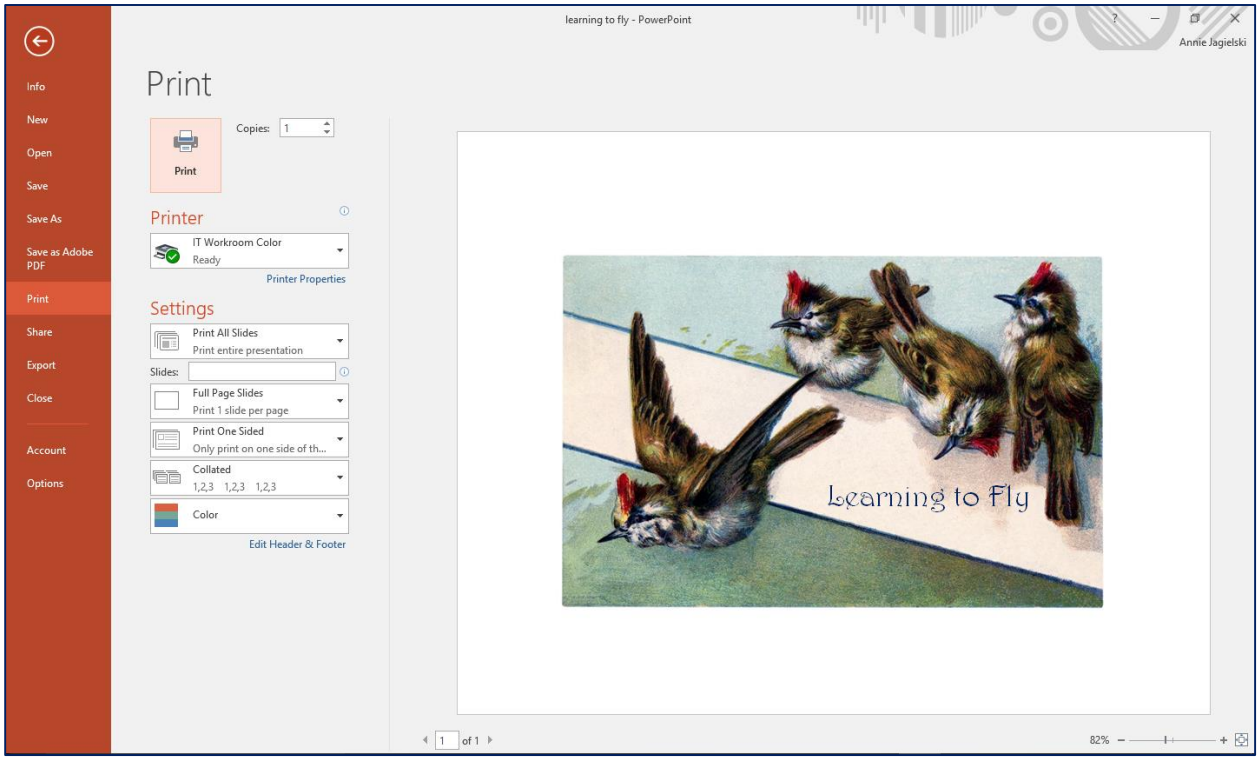


1. Type a keyword into the search box, for example, flyer.
2. Click a picture to create a document or click the categories at the right side to view additional templates.



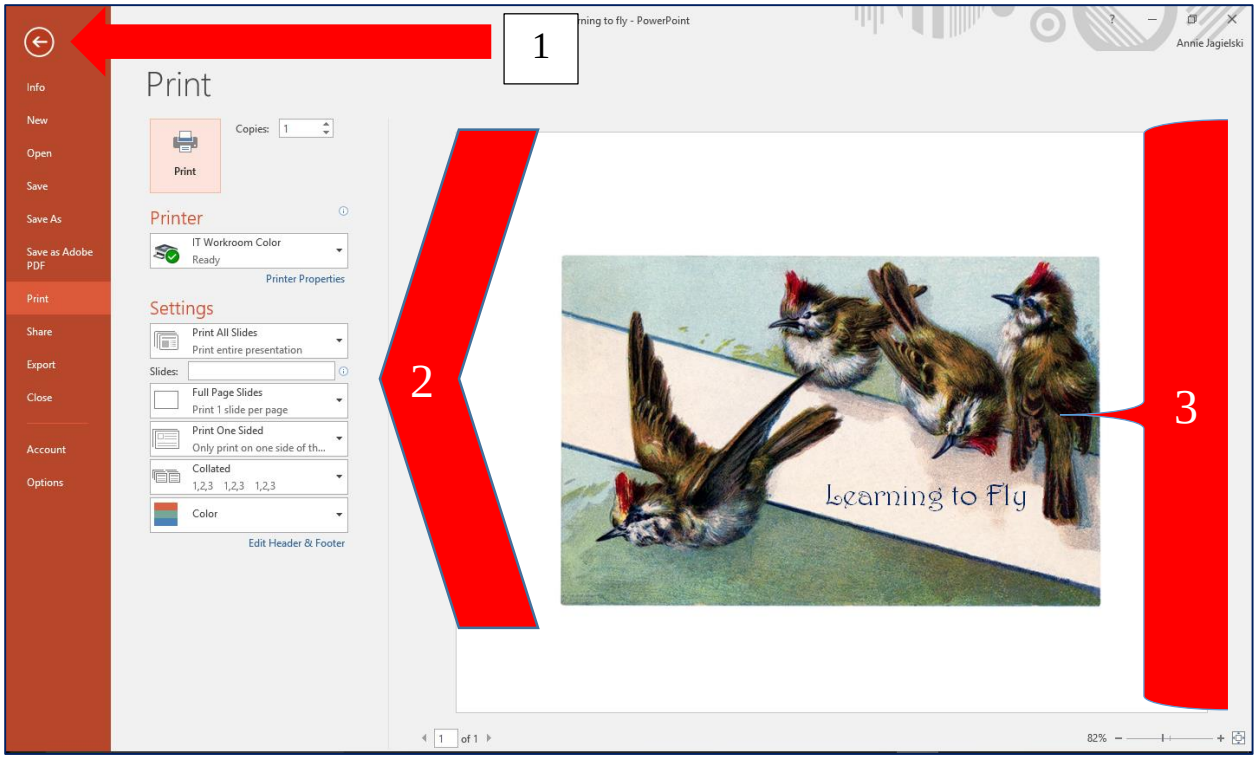
3. Once you've clicked a template, click left or left to scroll through available templates.
4. To start using a template, click

Print Preview Is the Default Print Screen



Printing

1. Click the print icon or hold down the **Ctrl** key on the keyboard and click the **P** key on the keyboard.



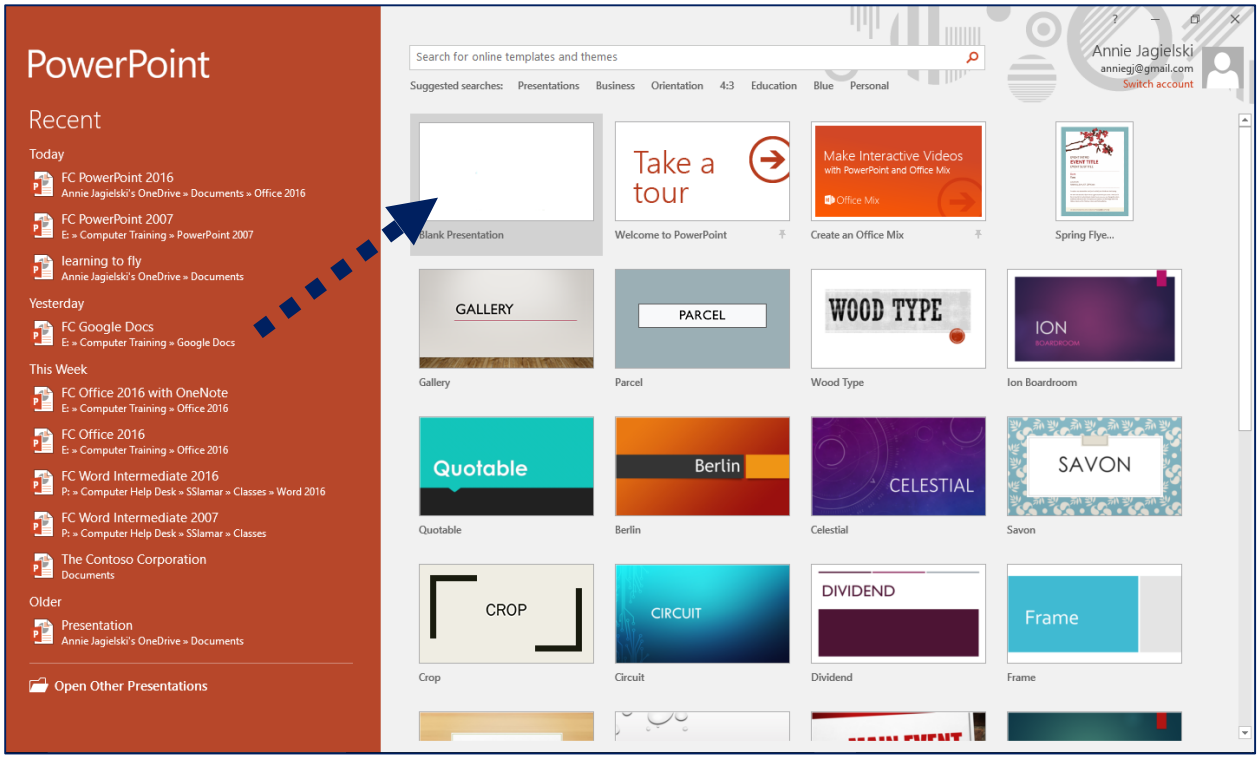
1 Click to return to close the print preview and return to the document.

2 Set printing preferences.

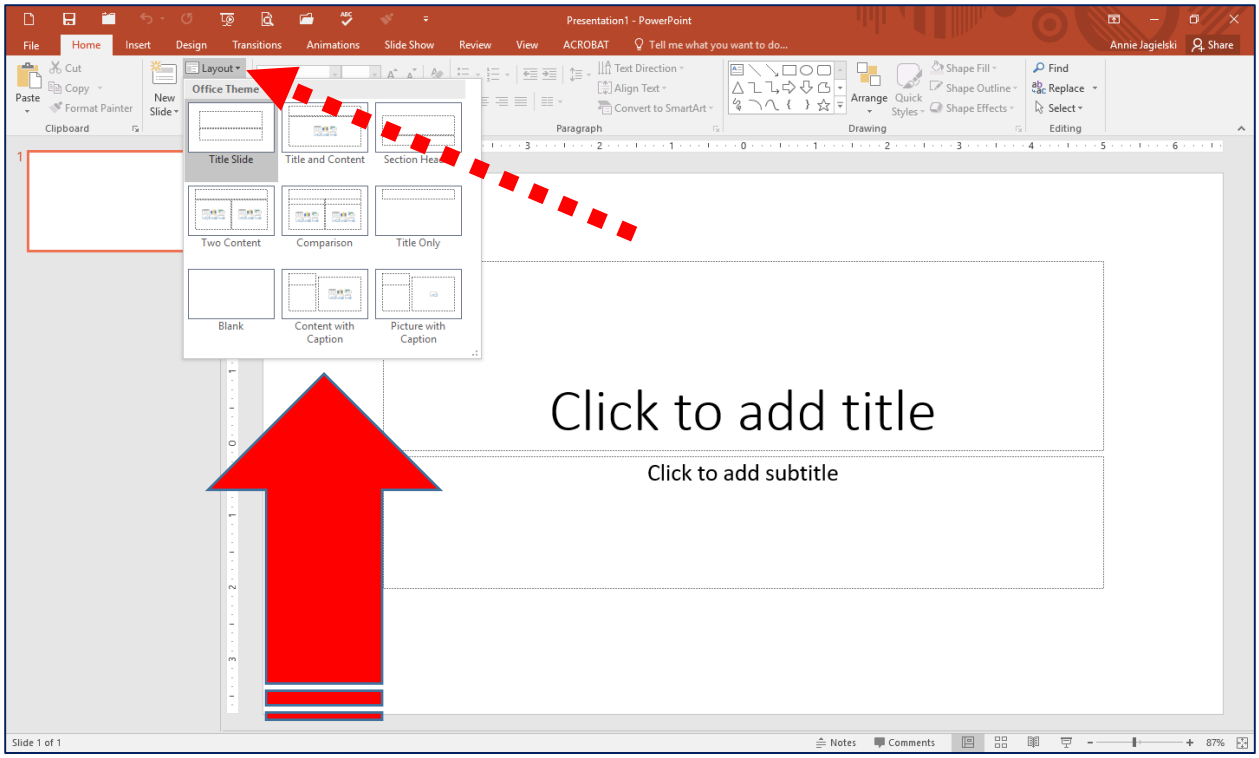
3 Document preview.

Print Click to print the document.

Creating a New Presentation

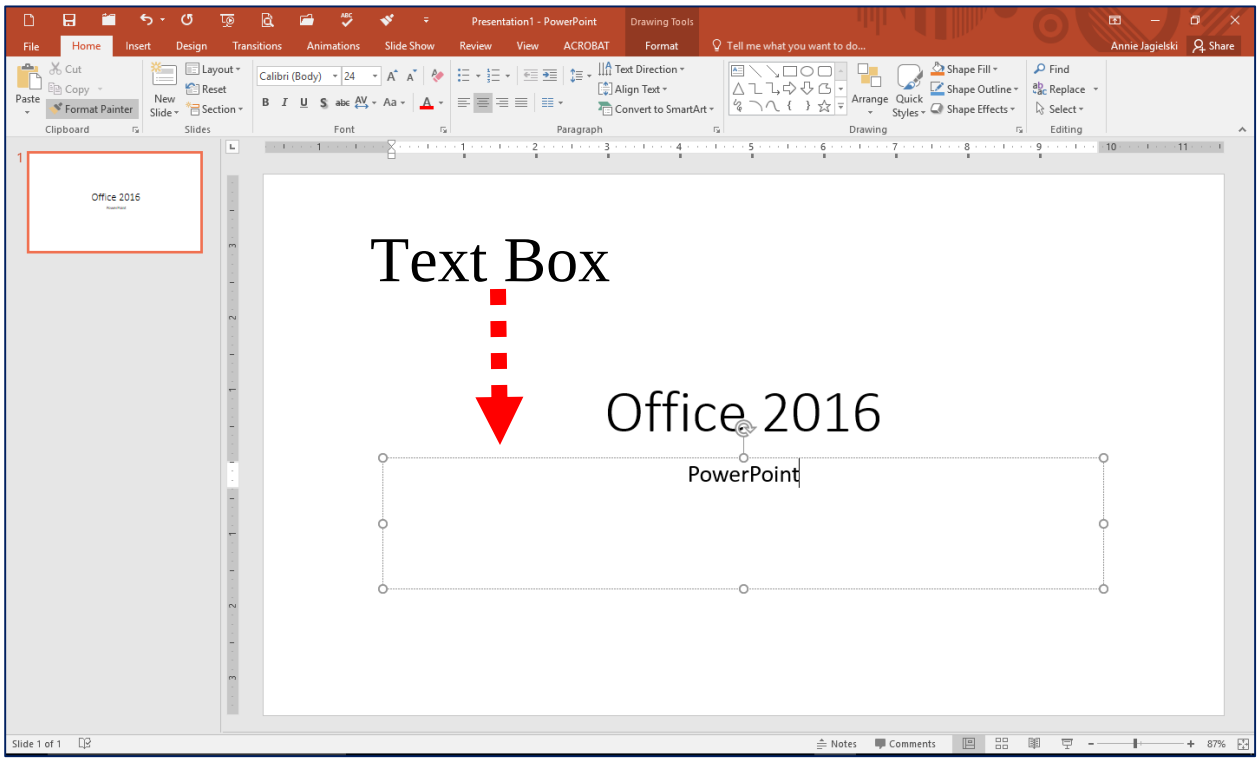


1. Click a template or click **Blank Presentation.**



2. **Title Slide** is the default layout. To change the layout, click the **Home** tab/**Slides** group/**Layout.**

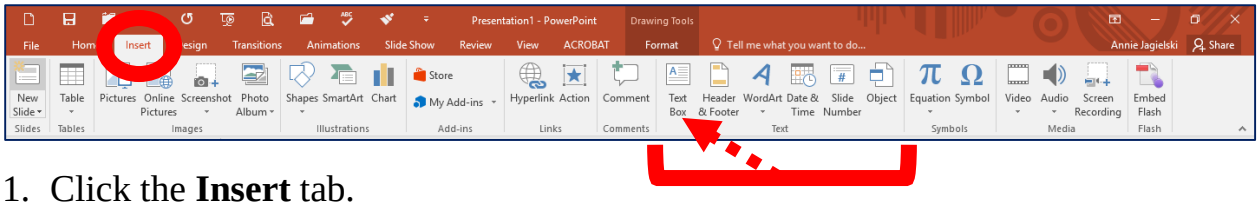
3. Click a layout from the drop-down menu or use the default **Title Slide.**



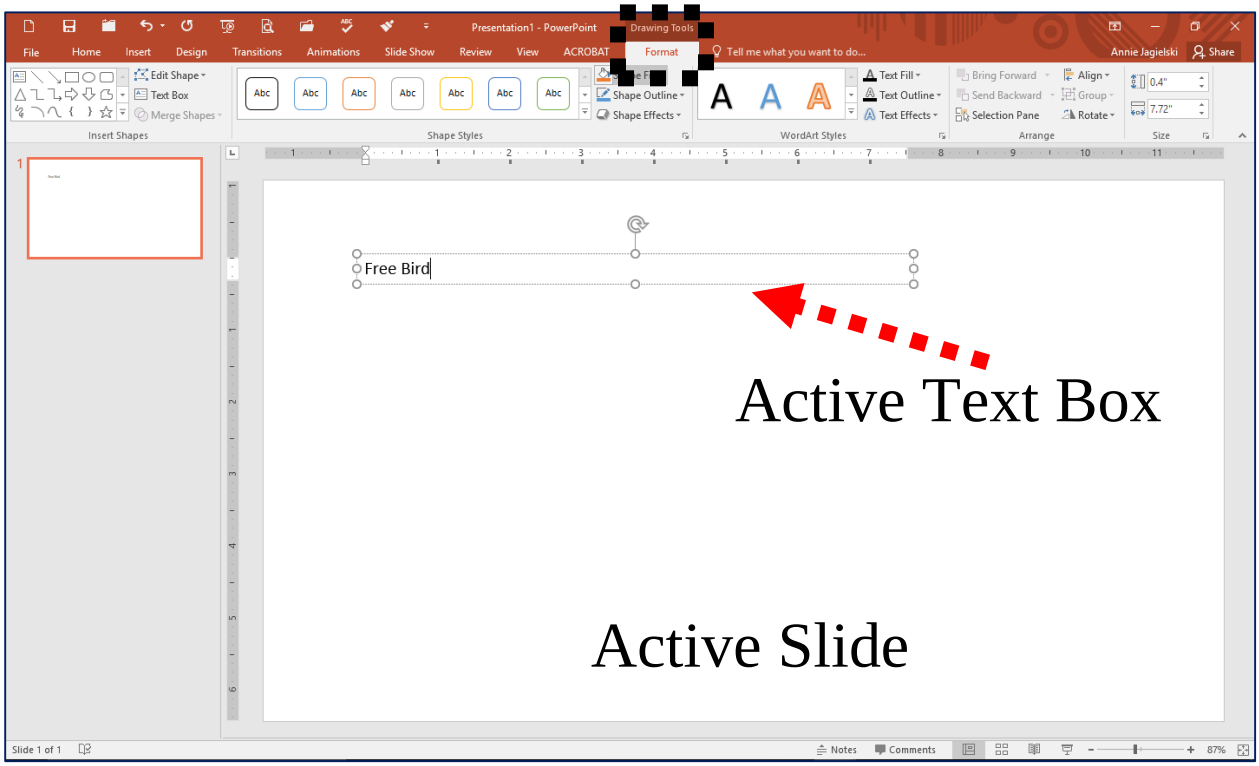
4. Click in the text boxes to type. Unlike Word, you have to create a text box in order to type.

Making a Text Box

In order to type in PowerPoint, you must have a text box. If you use a layout text boxes already appear; however, sometimes you'll want to add a text box or start from a blank layout.



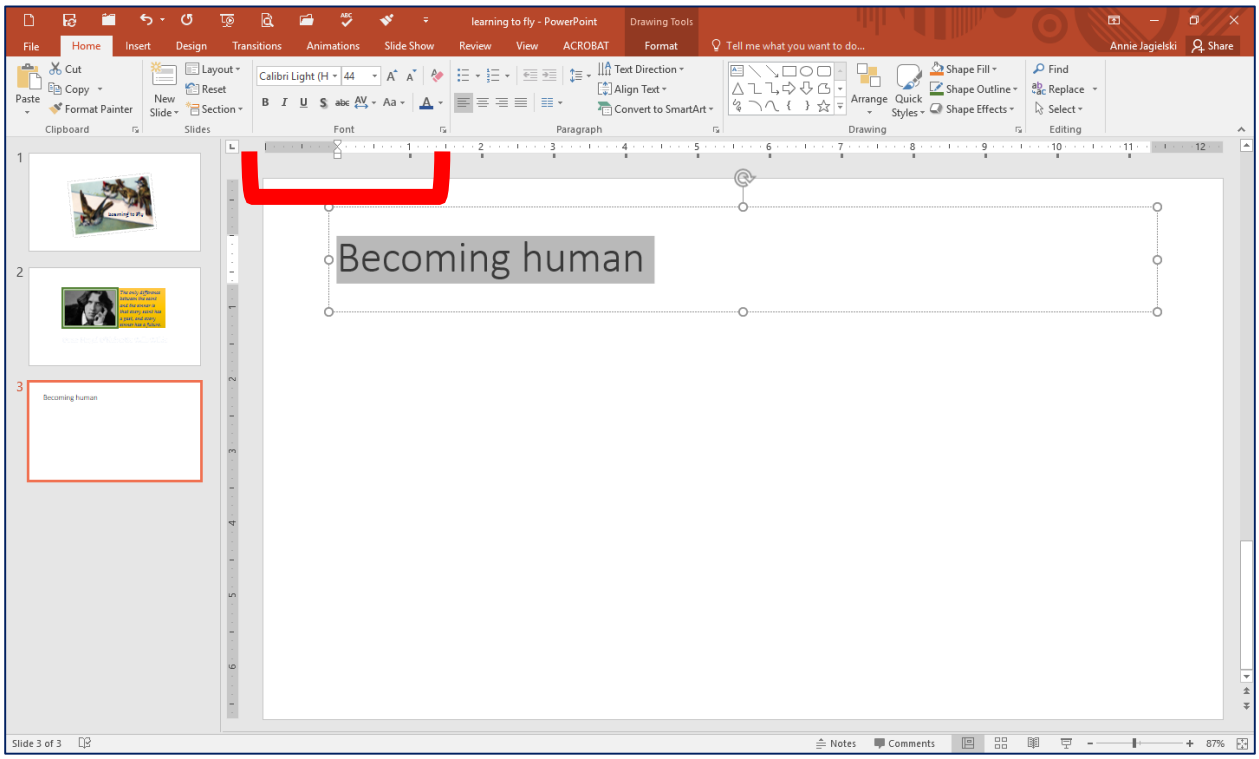
1. Click the **Insert** tab.
2. Click **Text Box** from the **Text** group.
3. Move the cursor down to the active slide. The cursor looks like a dagger



4. Hold down the left mouse button and drag the cursor to create a text box.
5. A flashing cursor appears in the active text box. Type a word.

Drawing Tools appear at the top of the screen. Use these tools to make your text boxes pop.

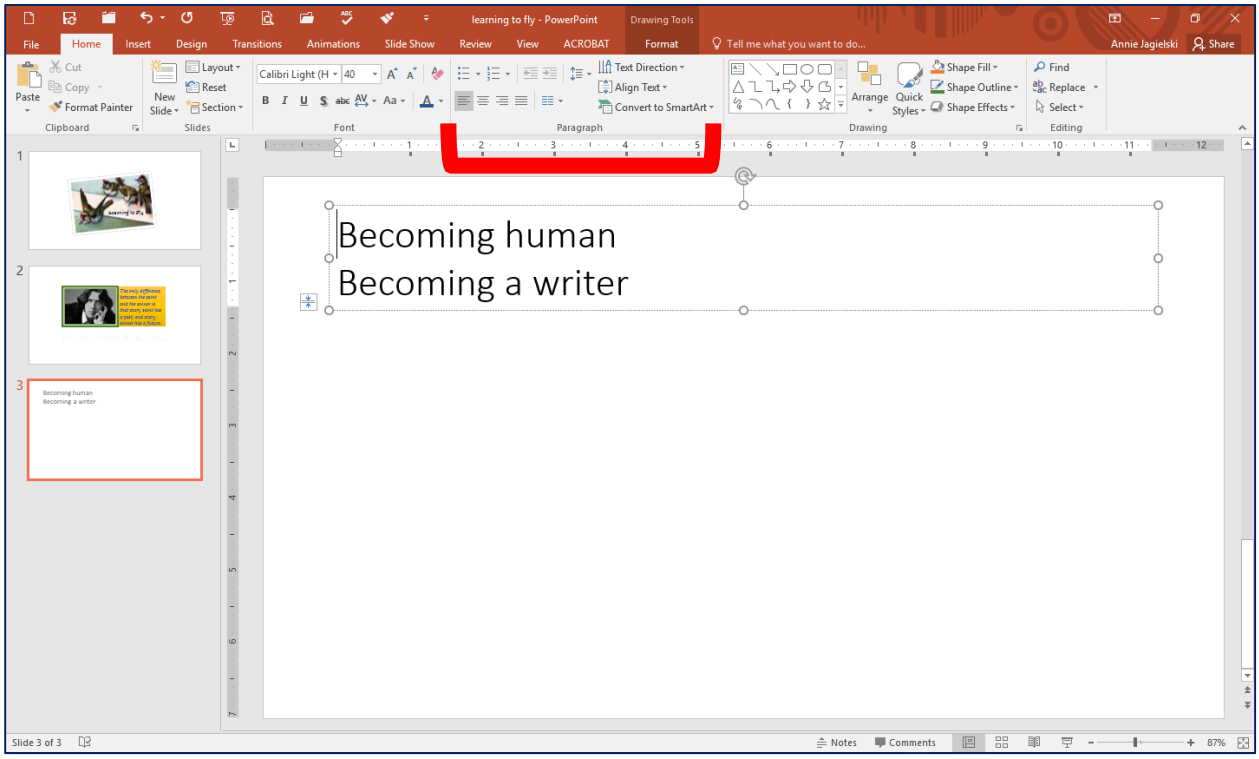
Changing the Font, the Font Size and the Font Color



1. Click a text box. There will be handles around it.
2. Highlight the text you'd like to format.
3. Click the font tools under the **Home** tab, **Font** group.

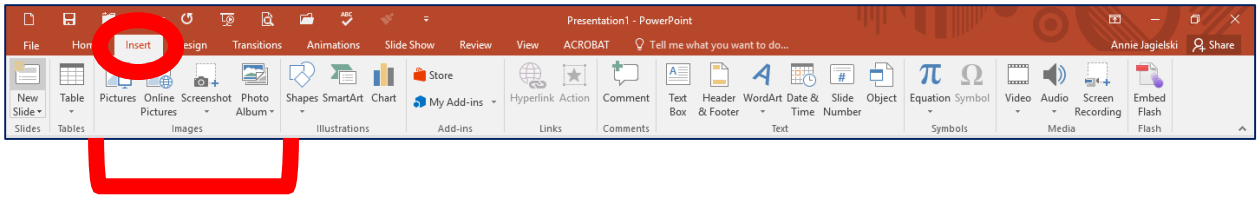
Use A *to make the font bigger and* A *to make the font smaller.*

Aligning Text



1. Click a text box.
2. Click the paragraph tools which include adding bullets and numbers, adding space between lines, center text, making columns, changing text direction, etc.

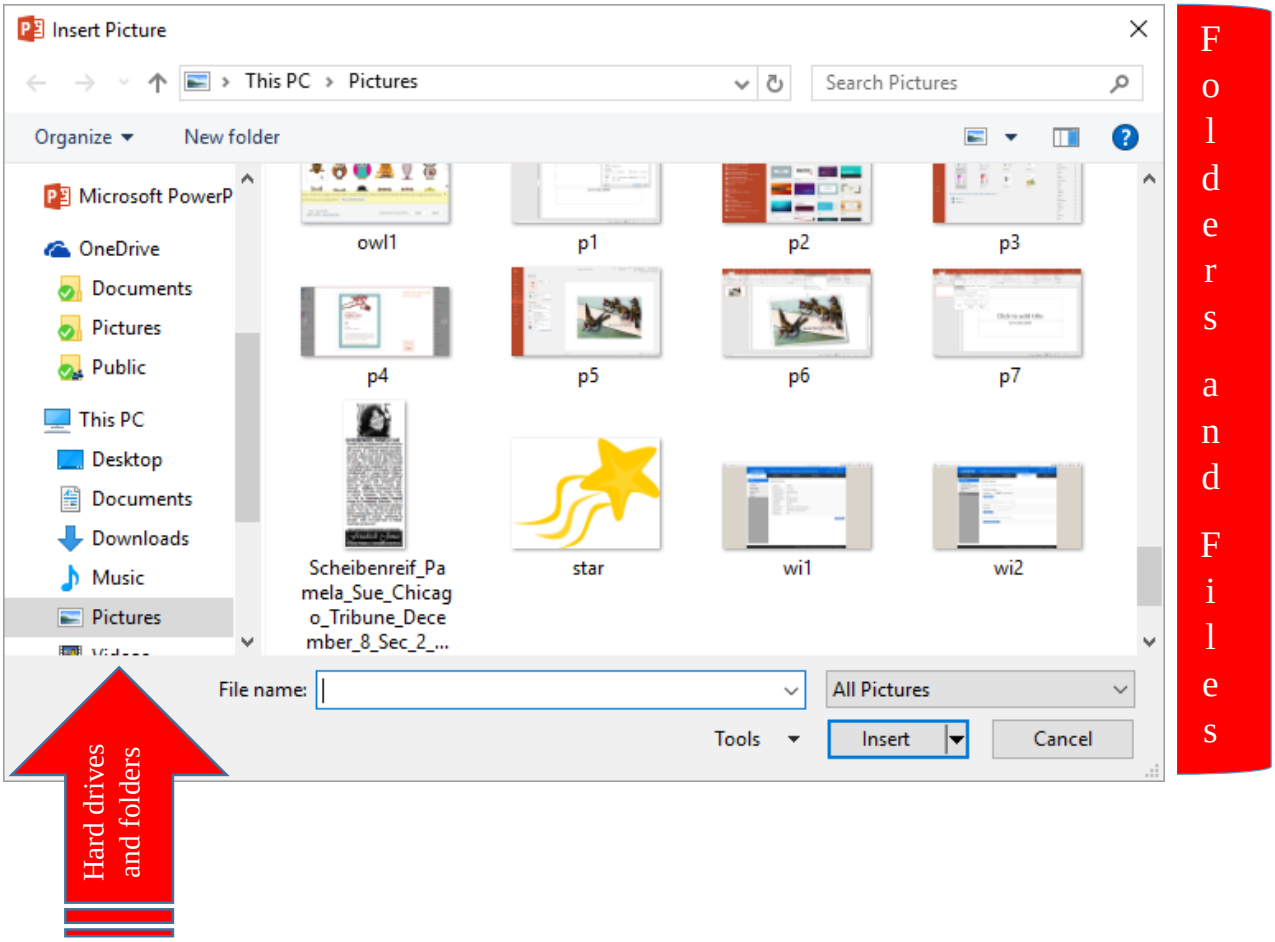
Adding Images



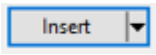
1. Click **Insert** tab.
2. Click Pictures to access images on your computer or Online Pictures to access images from the Internet. ***Note:*** There is no clip art in Office 2016.

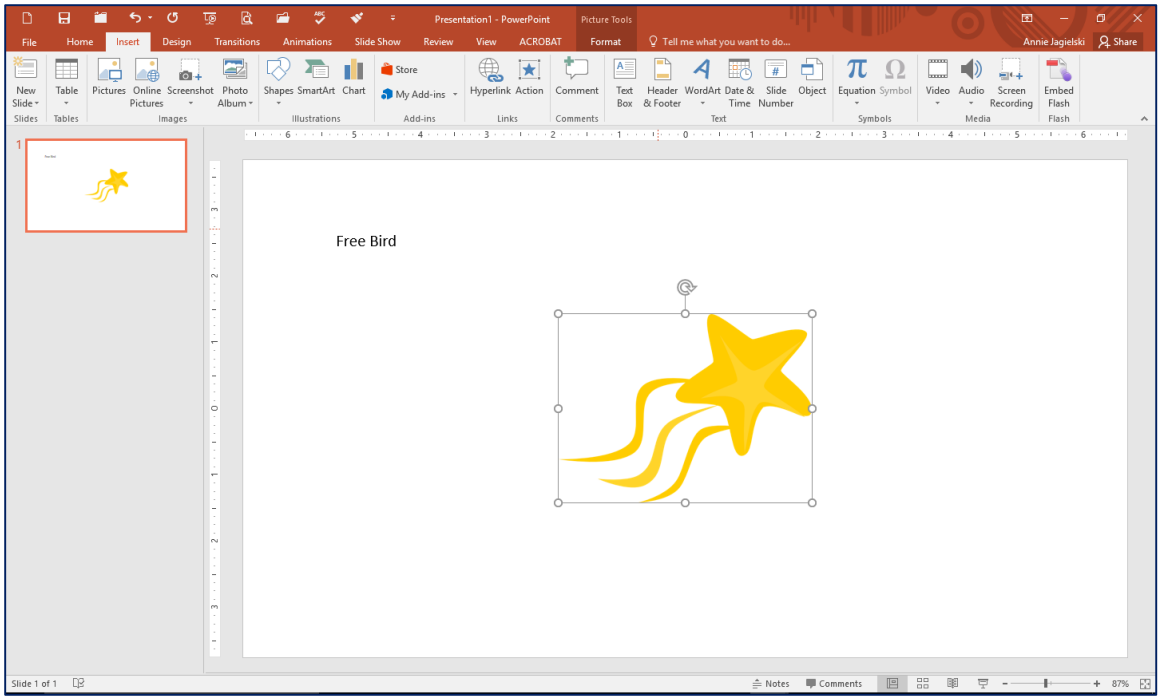
Pictures

1. Click



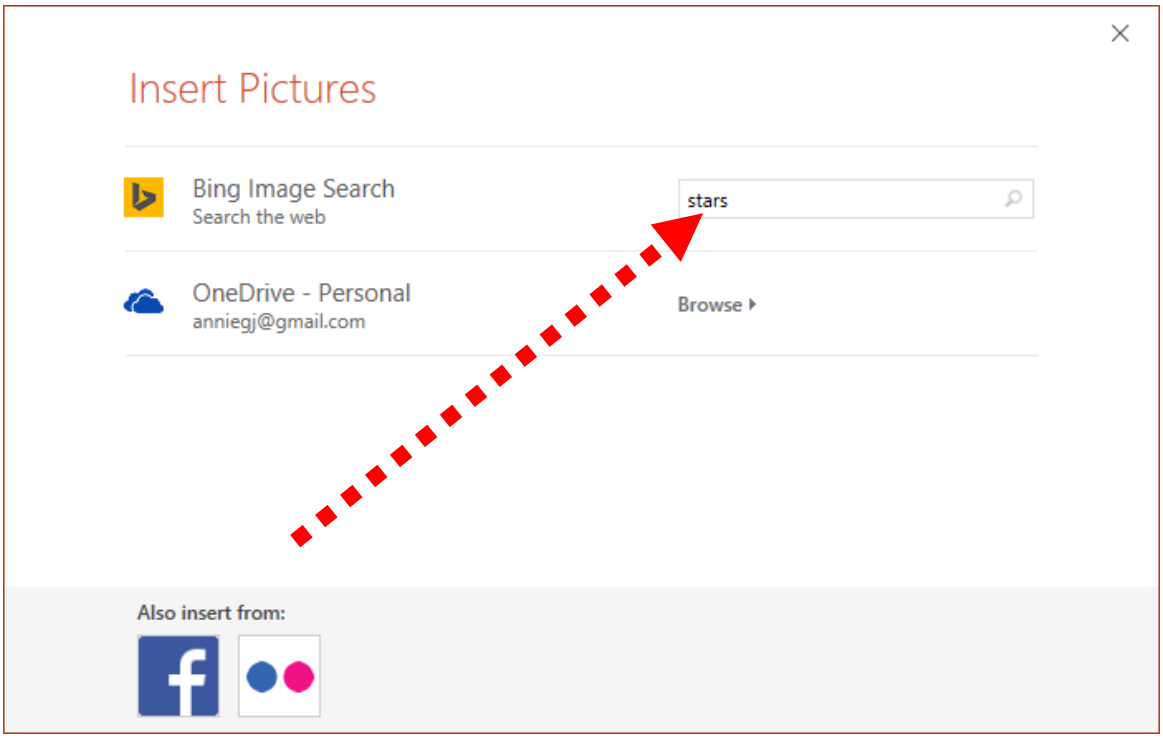
2. Click the picture you want to insert in the PowerPoint file. The default folder should be Pictures which is located on your hard drive.

3. Click 

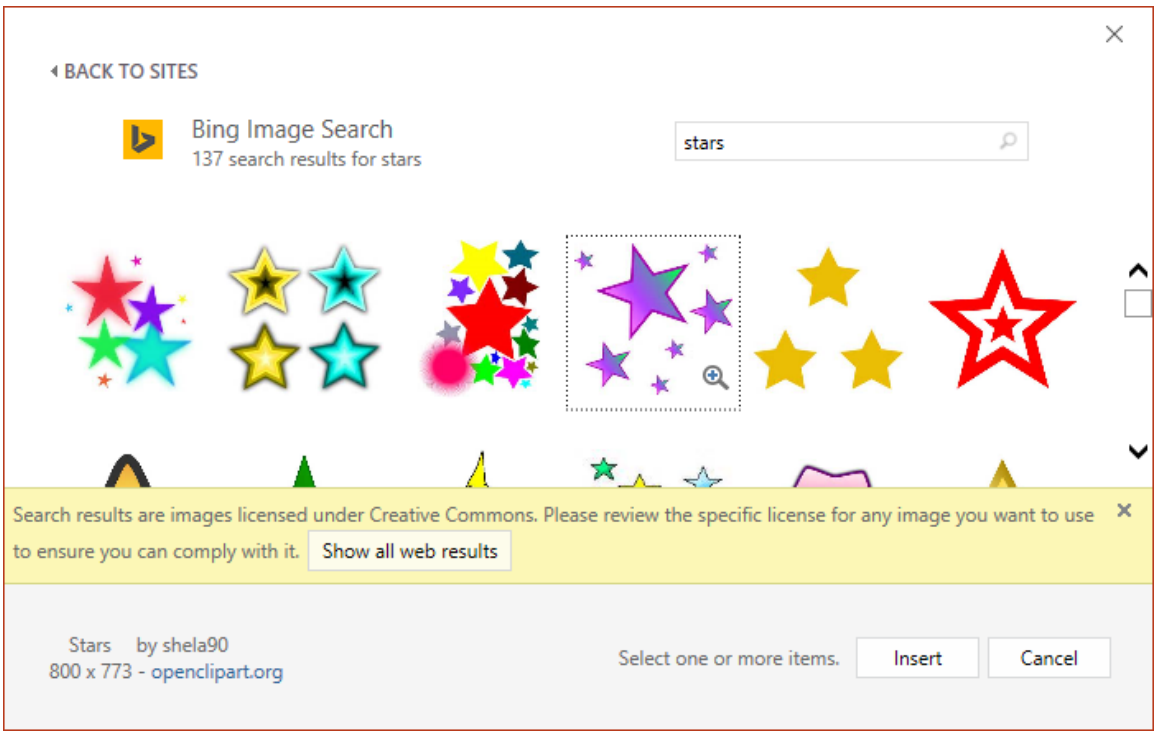


Clipart

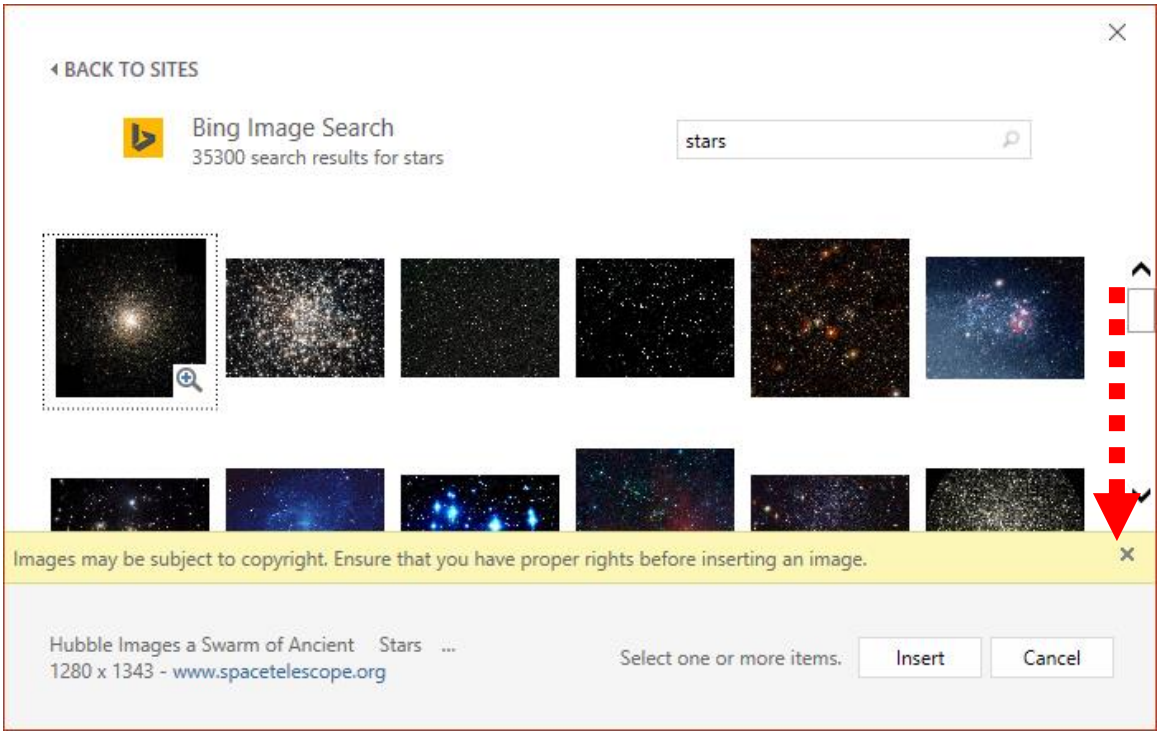
1. Click



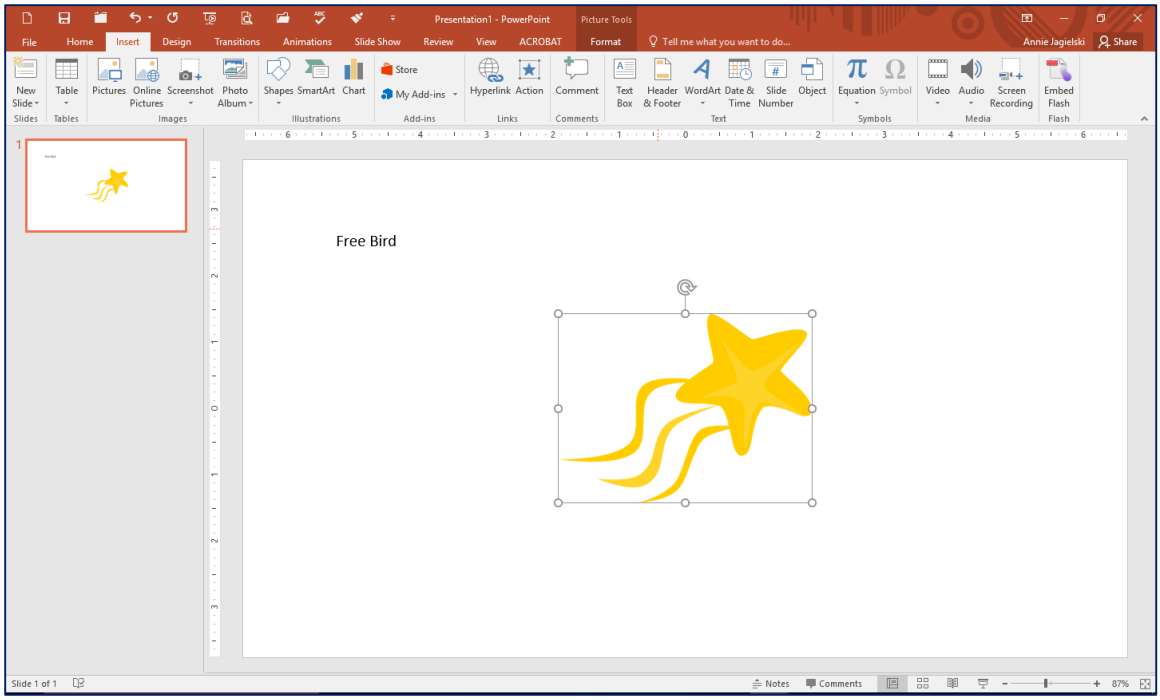
2. Type a keyword in the Bing Image Search box.
3. Press the Enter key on the keyboard.



4. Click Show all web results

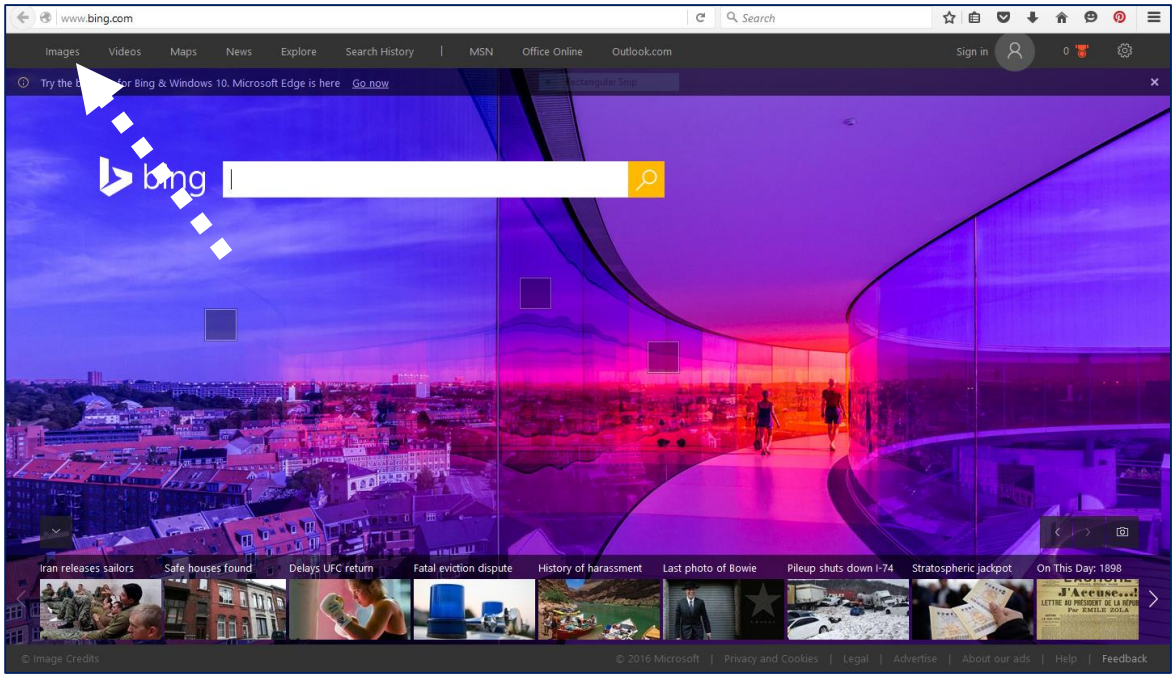


5. Scroll down the page to see all clip art that fits your keyword.
6. Click an image.
7. Click Insert



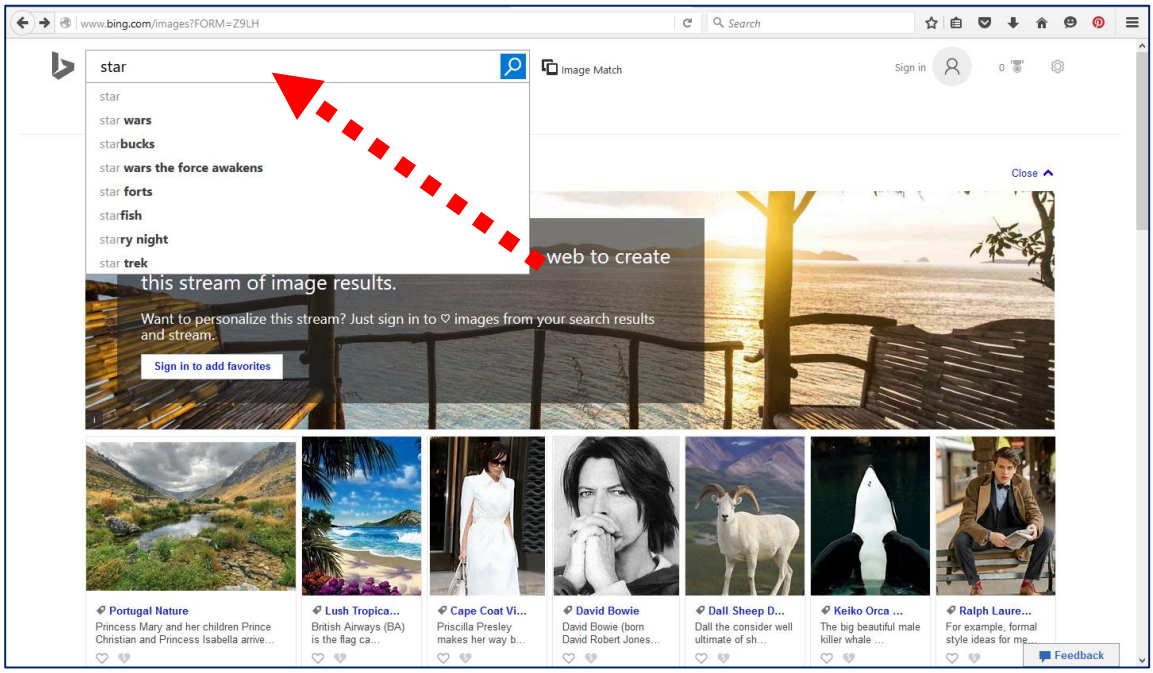
Finding Copyright-Free Image with Bing

Conducting a Google search is a great way to find images. However, if you want to be fairly certain that an image is free to use, use the Bing search engine.



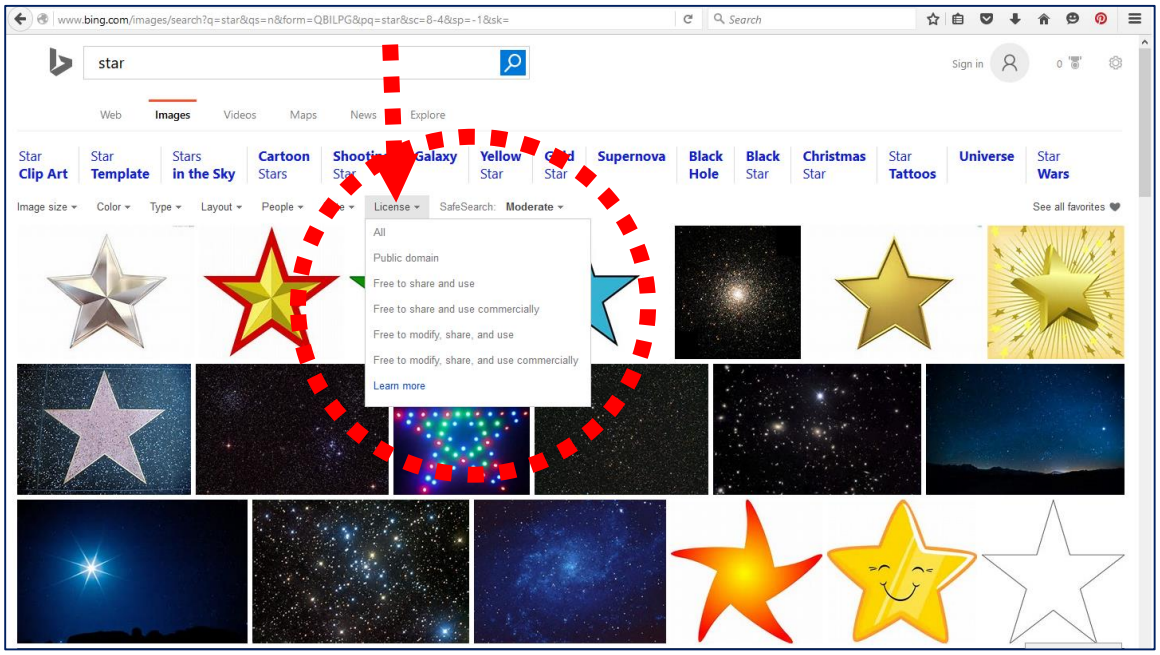
1. Type **Bing.com** in the browser address bar.
2. Press the **Enter** key on the keyboard.

3. Click **Images** from the top left of the browser screen.



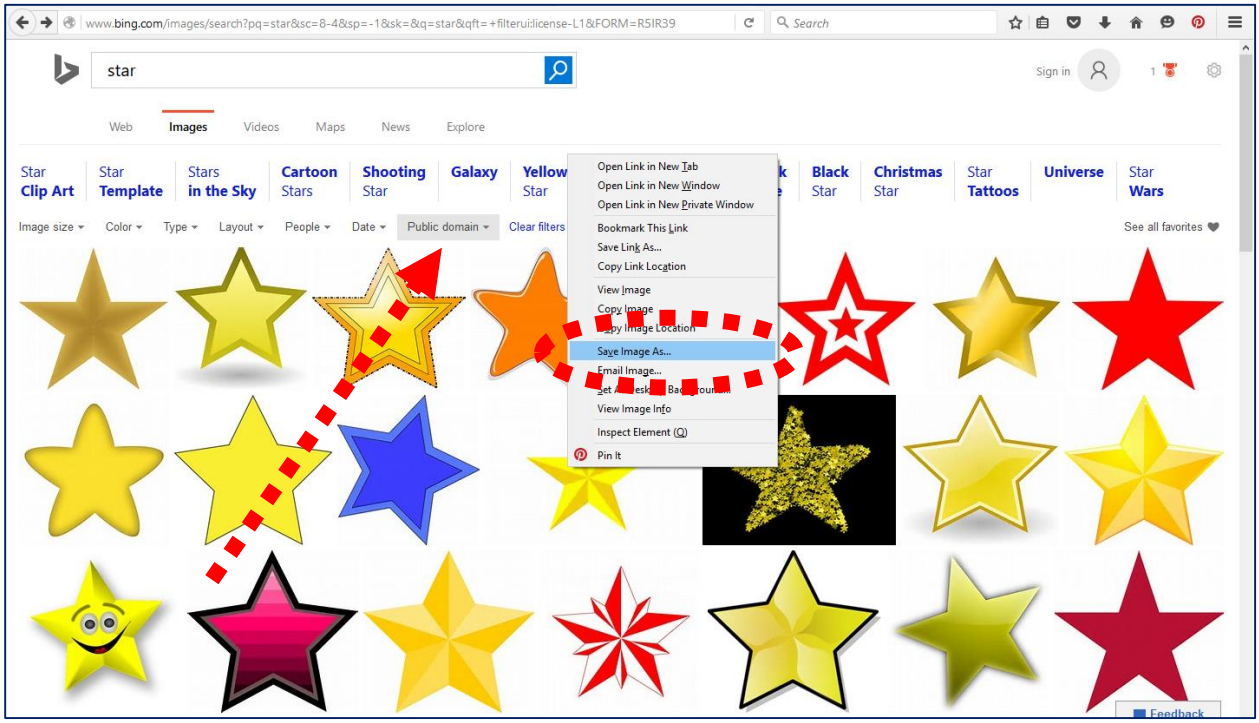
4. Type a keyword in the search box, for example, star.

5. Press the **Enter** key on the keyboard.

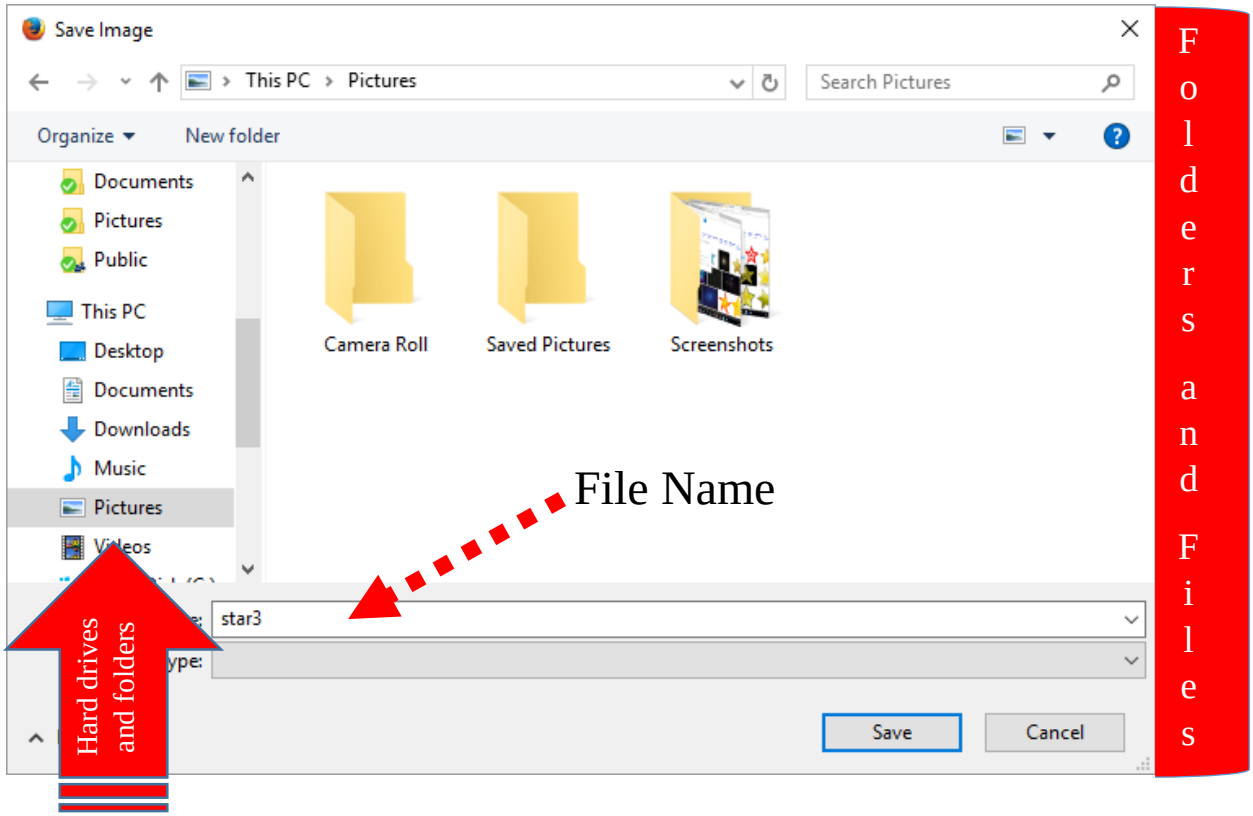


6. Click **License** from the tabs above the search results.

7. Select one of the following:
   - All
   - Public domain
   - Free to share and use
   - Free to share and use commercially
   - Free to modify, share, and use
   - Free to modify, share, and use commercially



8. RIGHT click an image.
9. Click **Save Image As** from the pop-up menu.



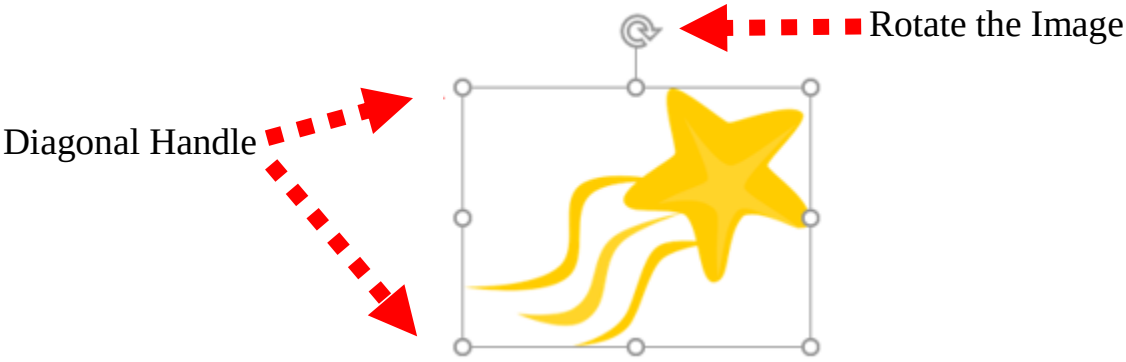
10. The pictures folder on the computer should appear. If you don't want to save to that folder, find a folder on the left side of the pop-up screen in which to save.

11. Type a file name.

12. Click

Most images on the Internet are copyrighted. It's up to you to make sure the images are not copyrighted, and you have the right to use them.

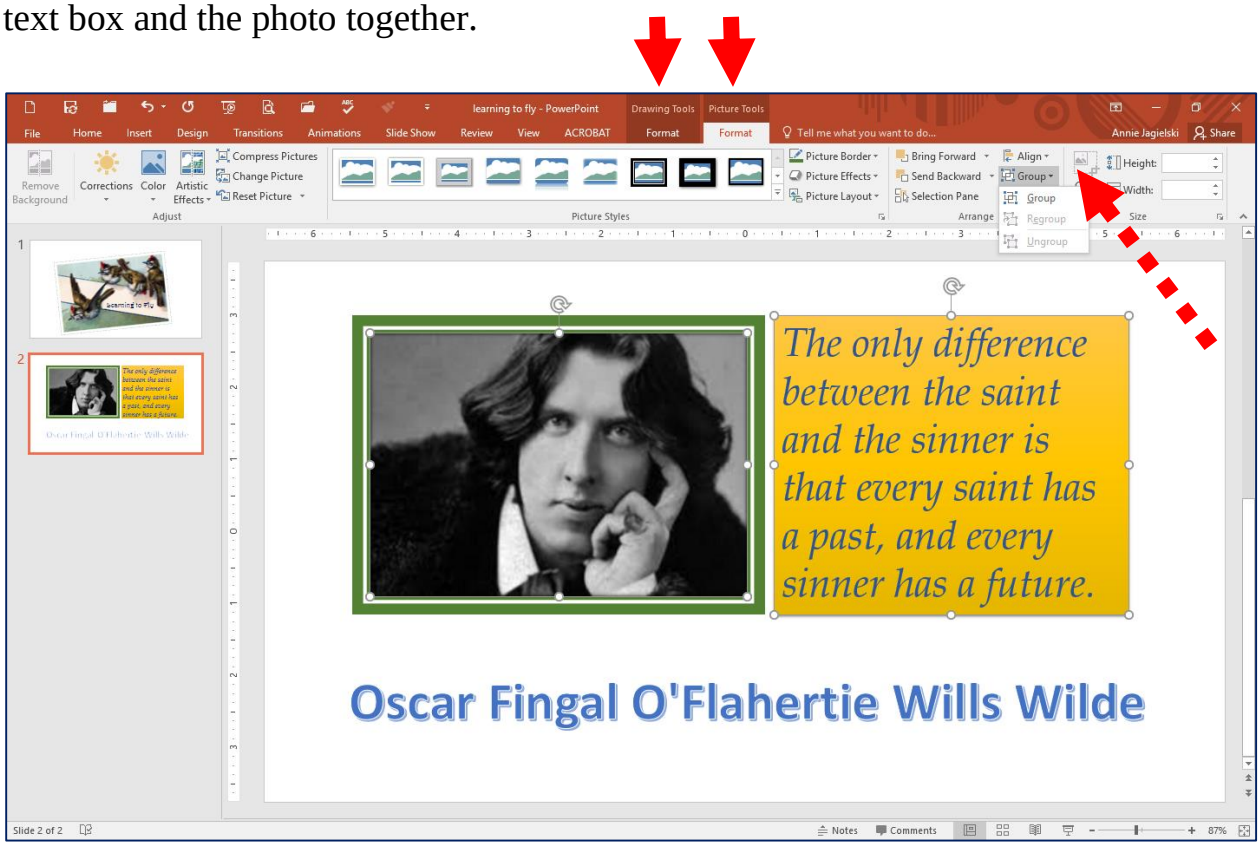
Image Tips



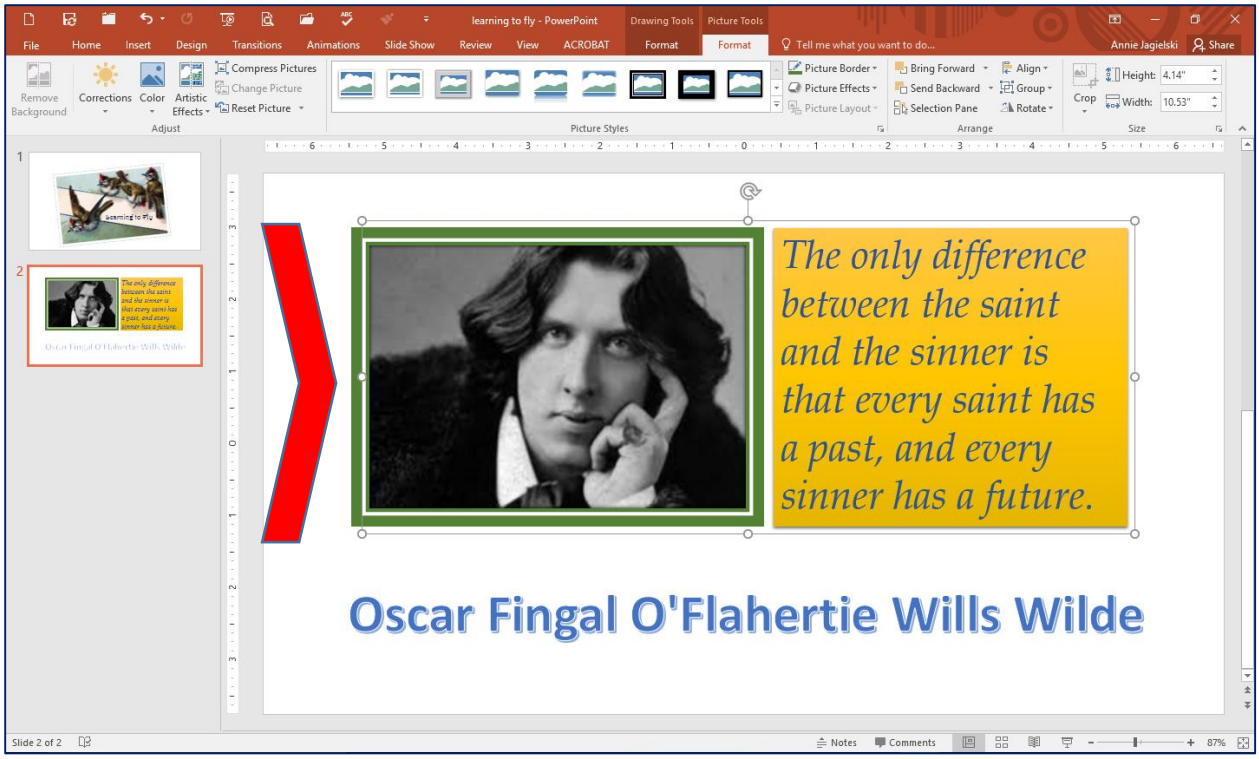
- To make an image bigger or smaller, click it. Position your cursor on the diagonal handles and drag the left mouse button. The cursor should look like a two-headed arrow ⇔
- When an image is clicked, **Picture Tools** appear. Use Picture Tools to change the color of an image, add a border, create effects, etc.
- When the cursor looks like a four-headed arrow ✥ hold down the left button and you can drag the image around.

Grouping Slide Components

Grouping items on a slide allows you to keep them together when repositioned. Perhaps you have a photo with a caption that you don't want to separate; group the text box and the photo together.

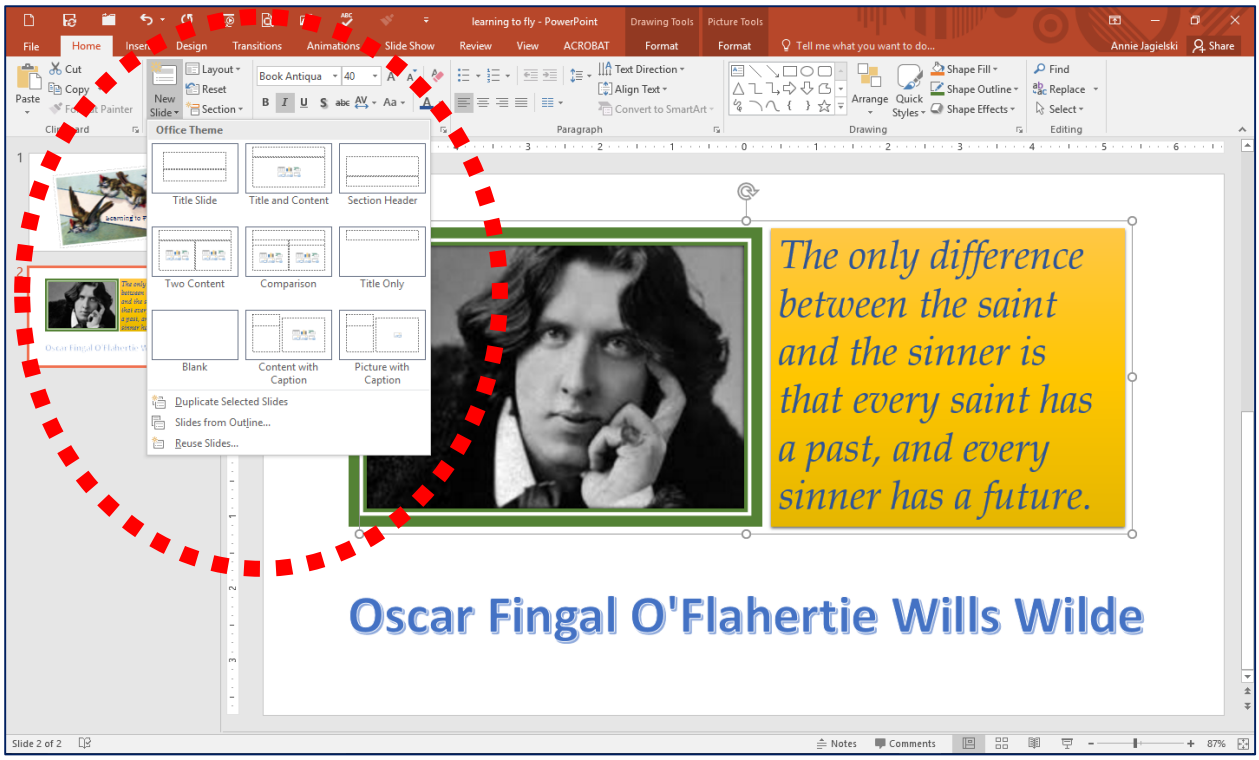


1. Hold down the **Ctrl** key on the keyboard as you click the items on the page that you want to group. Handles will appear around the selected items.
2. Click either **Drawing Tools** or **Picture Tools.**
3. Click **Group** from the **Arrange** group.
4. Click **Group** from the drop-down menu.

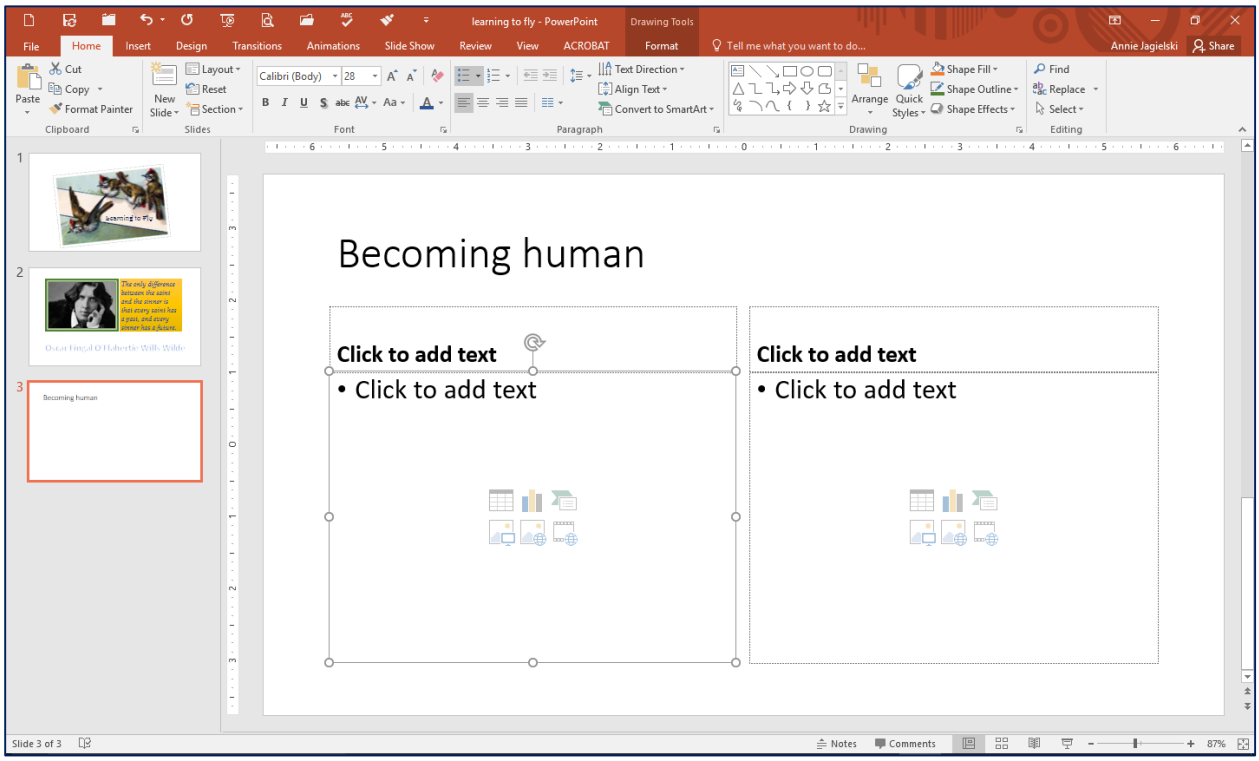


Notice that there is a broken line with handles around both elements.

Inserting Slides

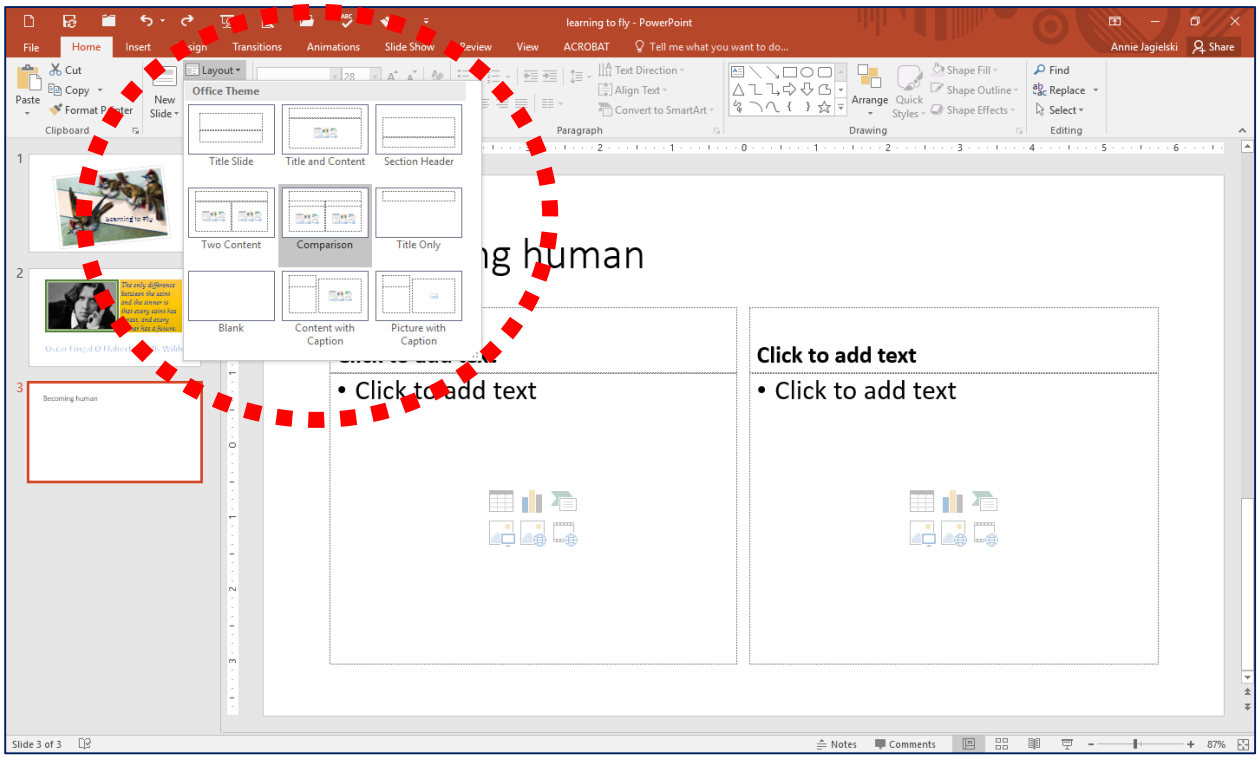


1. Click from the **Home** tab, **Slides** group.
2. Click the preferred layout from the drop-down menu.

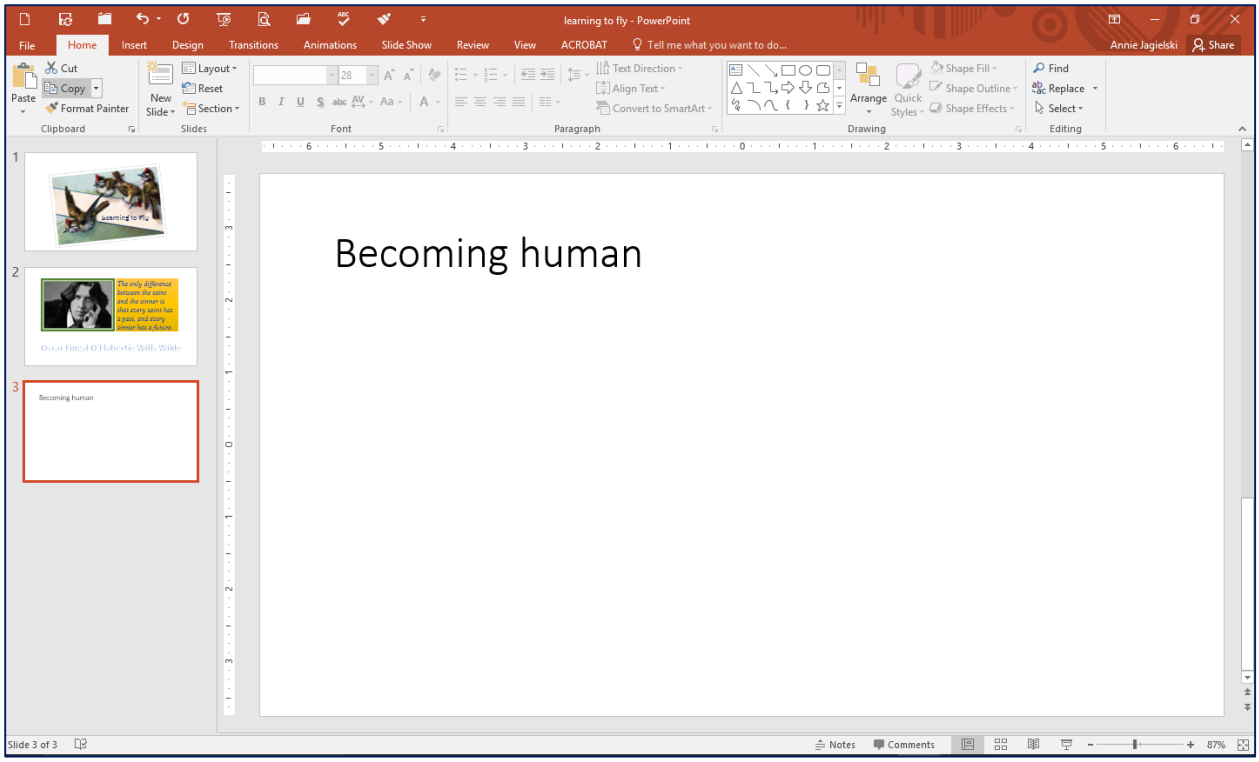


You can also duplicate the active slide. To duplicate more than one slide, select them from the Navigation Pane by holding down the Ctrl key on the keyboard and clicking the slides.

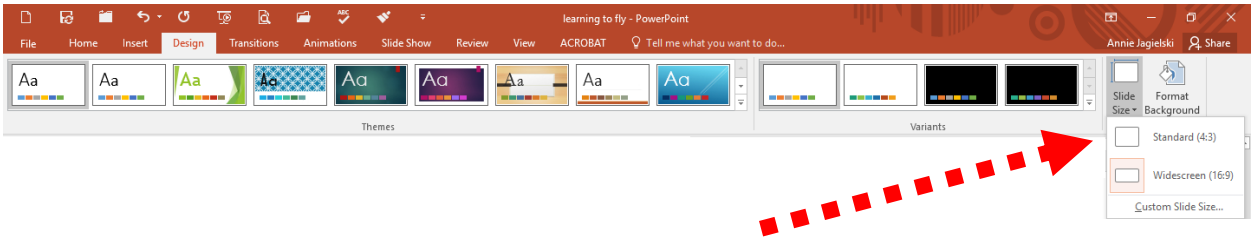
Changing Slide Layouts



1. Click **Layout** from the **Home** tab, **Slides** group.
2. Click a new layout from the drop-down menu.

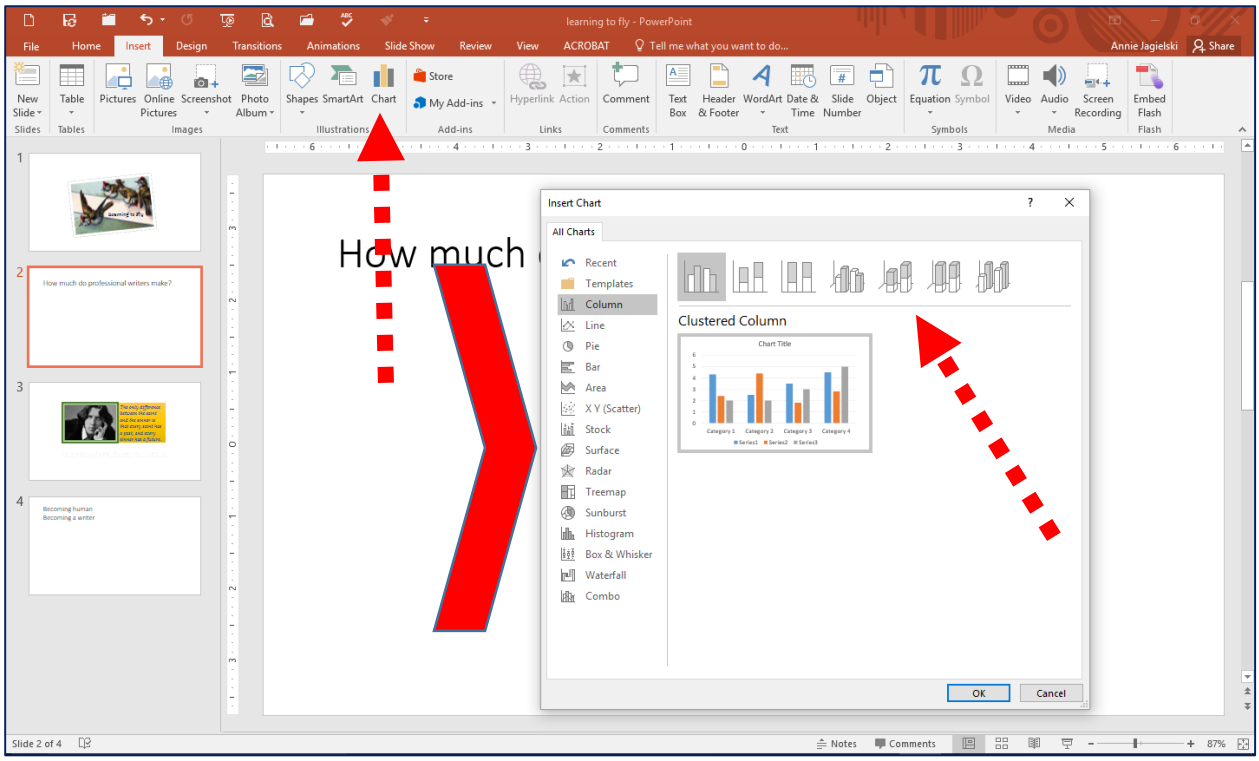


Adjusting the Slide Size



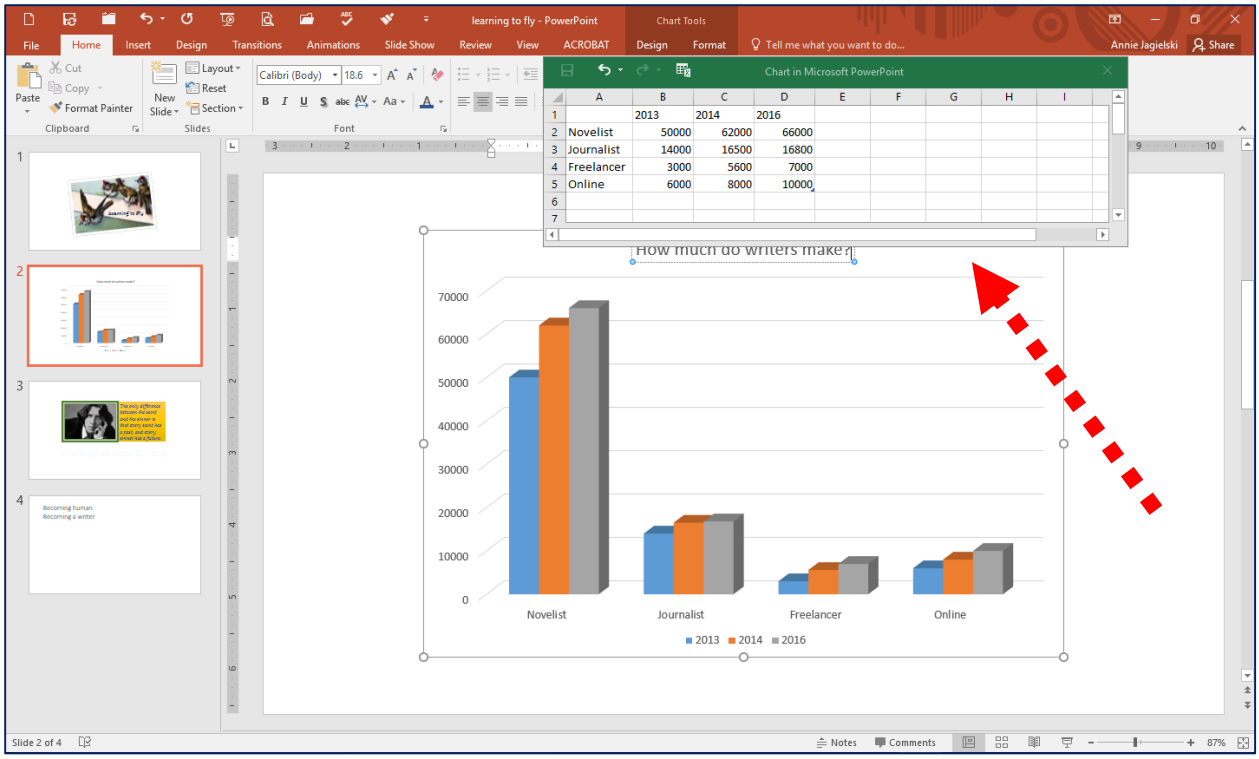
1. Click the **Design** tab.
2. Click from **Customize** group.
3. Click **Standard, Widescreen,** or **Custom Slide Size.**
4. Watch the screen prompts.

Creating a Chart



1. Make the active slide the slide where you want the chart to appear.
2. Click

from the **Insert** tab, **Illustrations** group.
3. Click a chart type from the list on the left. You can refine your chart by clicking the pictures on the top.

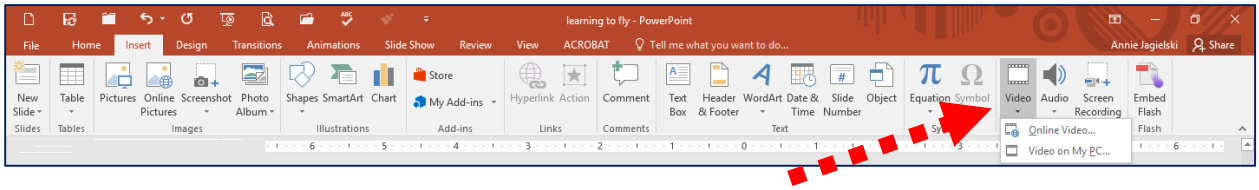


4. A spreadsheet comes up. Overtype the information in the spreadsheet. The information will appear in the chart.

*Click on **Chart Tools** to change to look of the chart. You can change the colors, add text boxes, data labels, etc.*

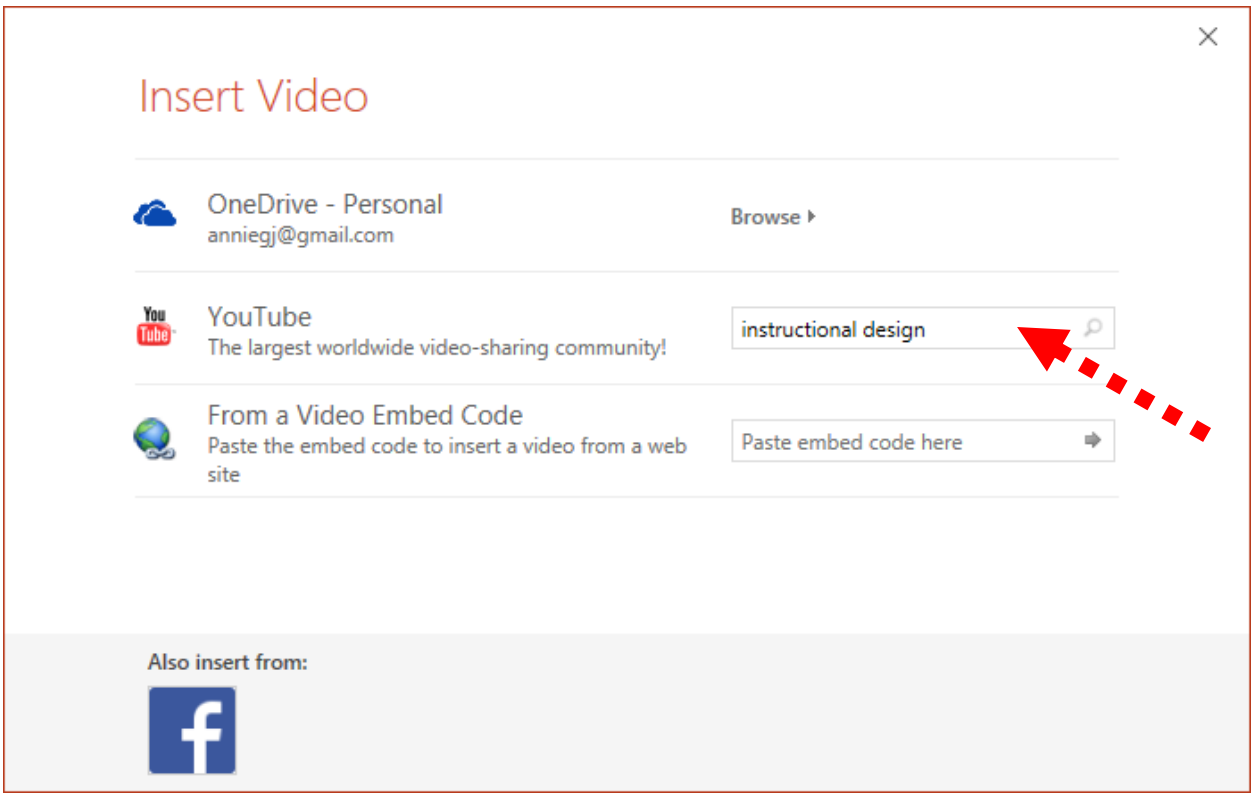
Adding a Video Clip from the Internet

In order to add a clip from the Internet, you must be connected to the Internet.

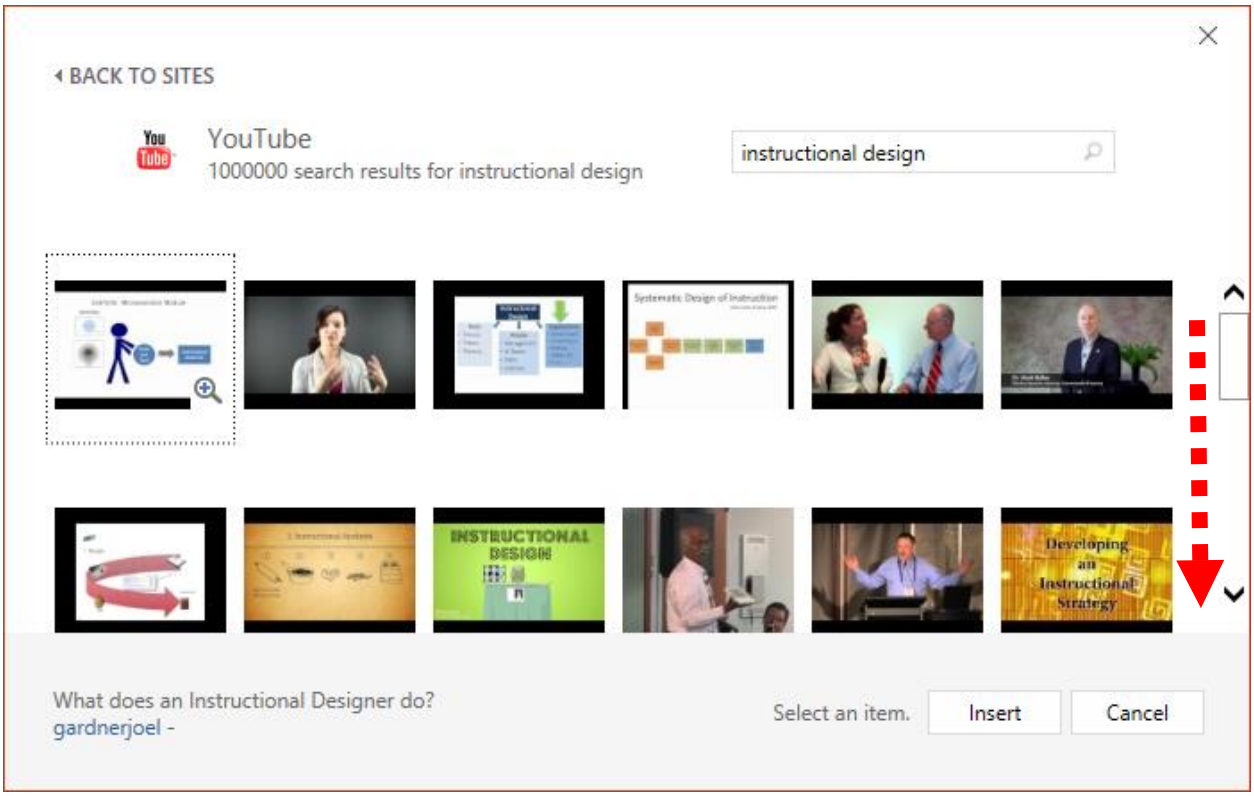


1. Click the **Insert** tab, **Media** group.

2. Click from the drop-down menu.

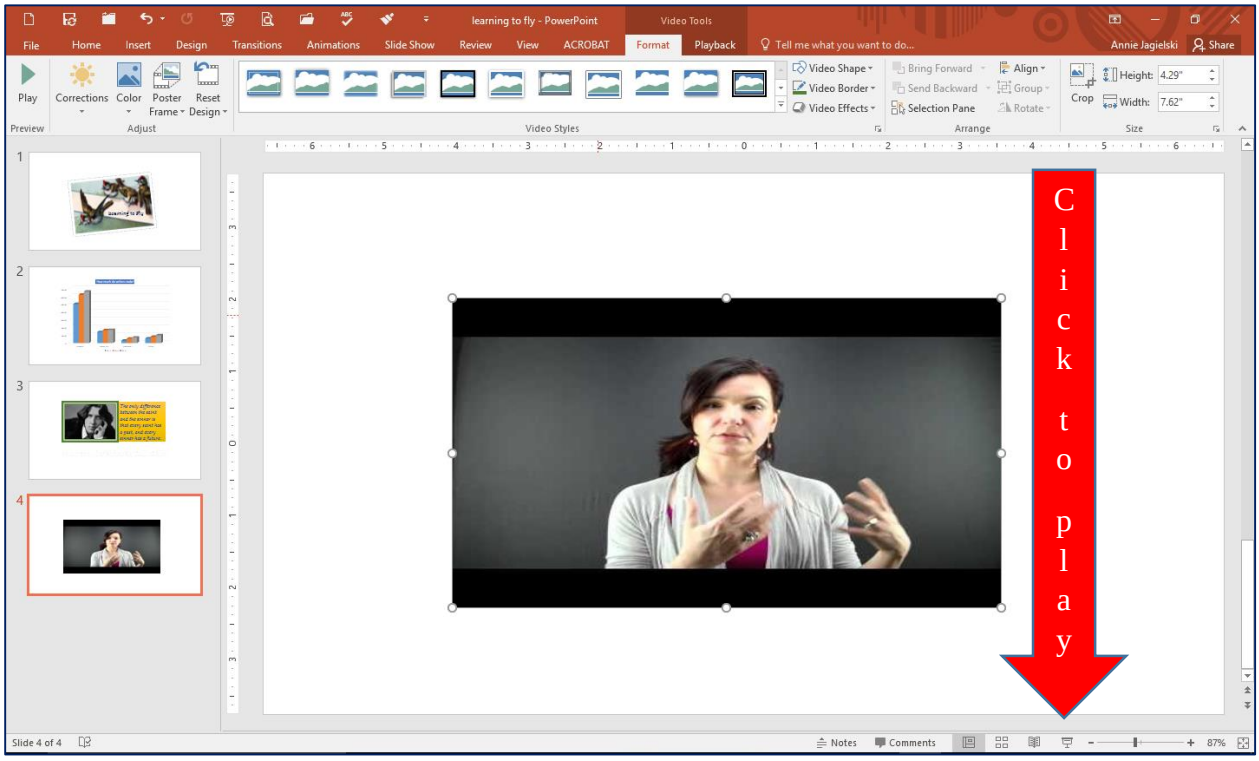


3. Type keywords in the box next to **YouTube.**
4. Press the **Enter** key on the keyboard.



5. Scroll down to see all videos that fit the keywords.

6. Double click the video or click the video and click Insert

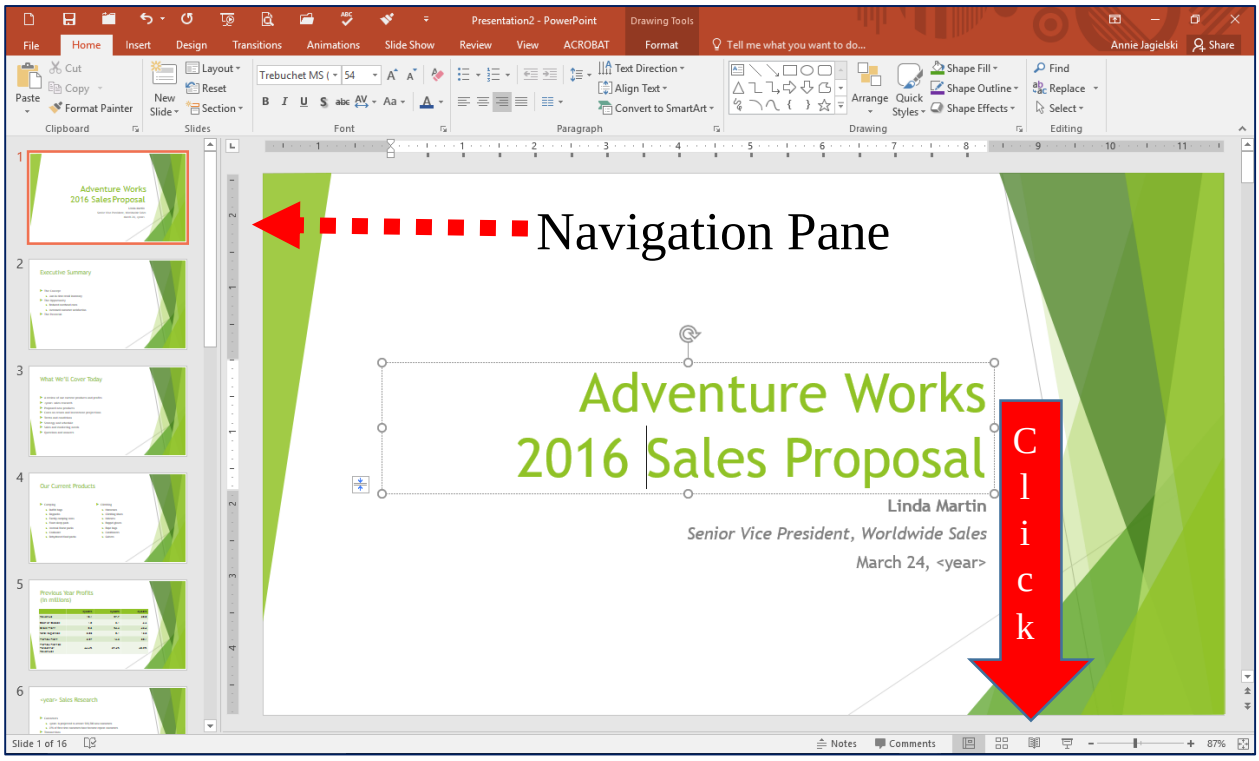


7. Video Tools appear at the top of the screen. You can resize the screen, add timings, etc.

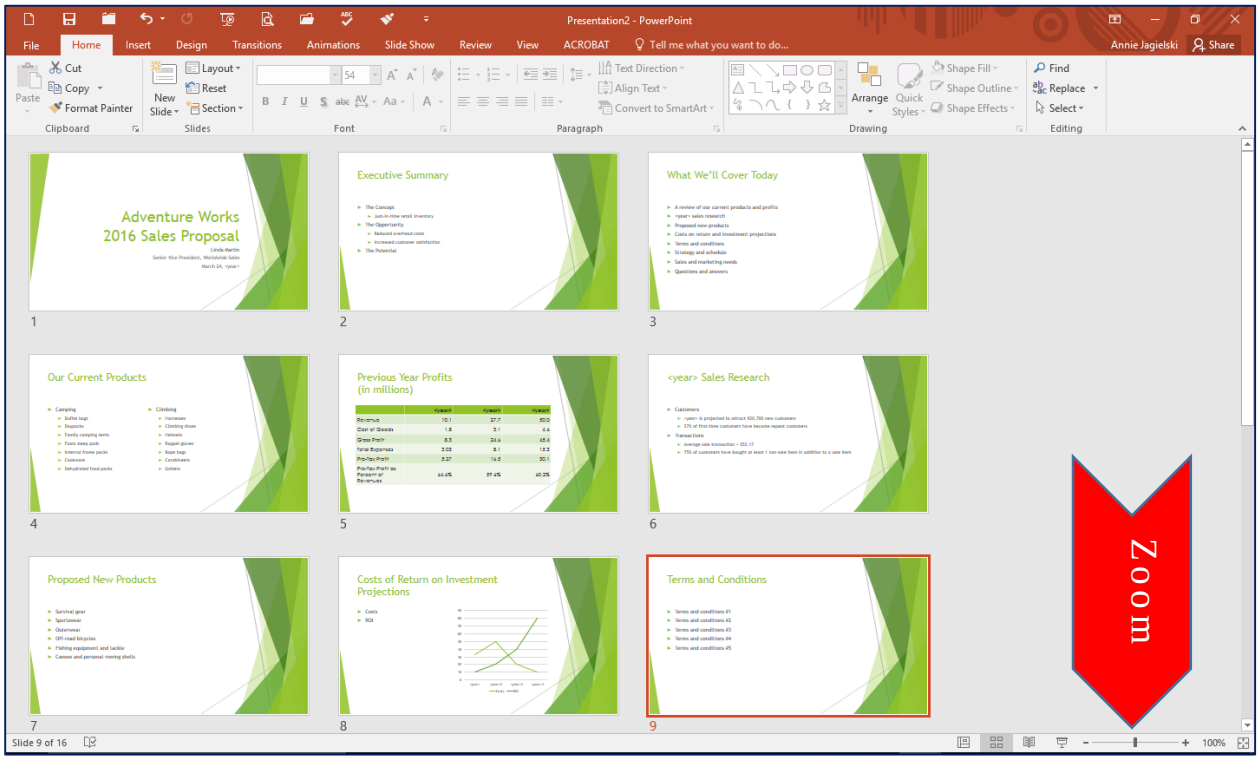
*To play the video you must be connected to the Internet and in **Slide Show mode.** To access **Slide Show mode** click on the bottom right of the PowerPoint screen.*

Reorganizing Slides

You can reorganize slides from the Navigation Pane; however, it's easier to do it from the Slide Sorter.



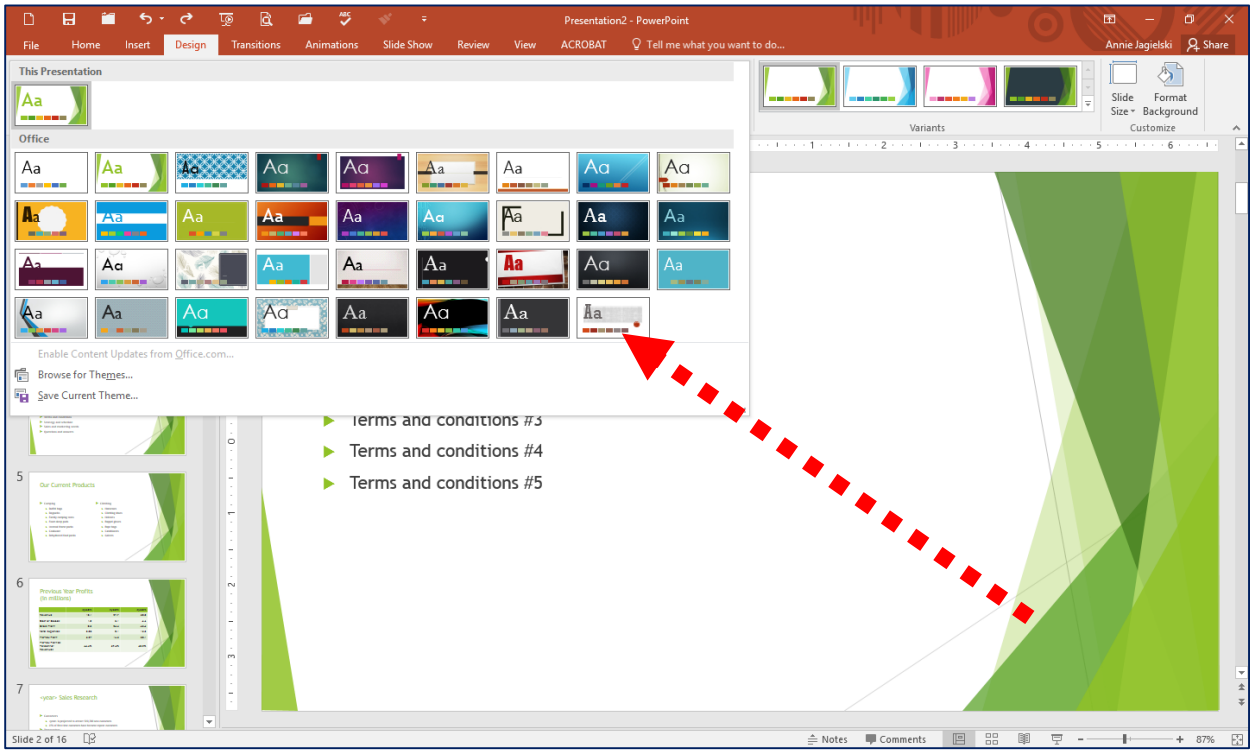
1. Click from the bottom right of the screen.



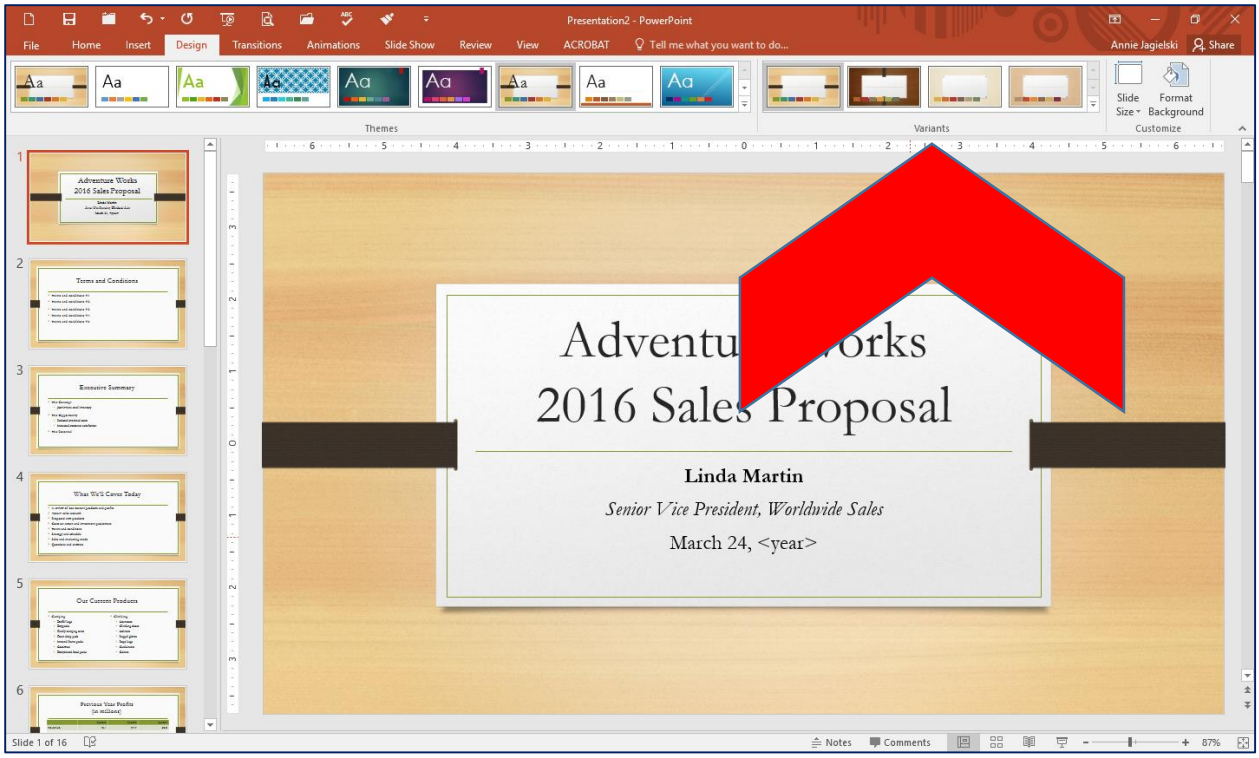
2. Click a slide and drag to where you want it.

Use the zoom slider at the bottom of the screen to view more slides. Click *to return to the* ***Normal*** *view.*

Applying a Theme



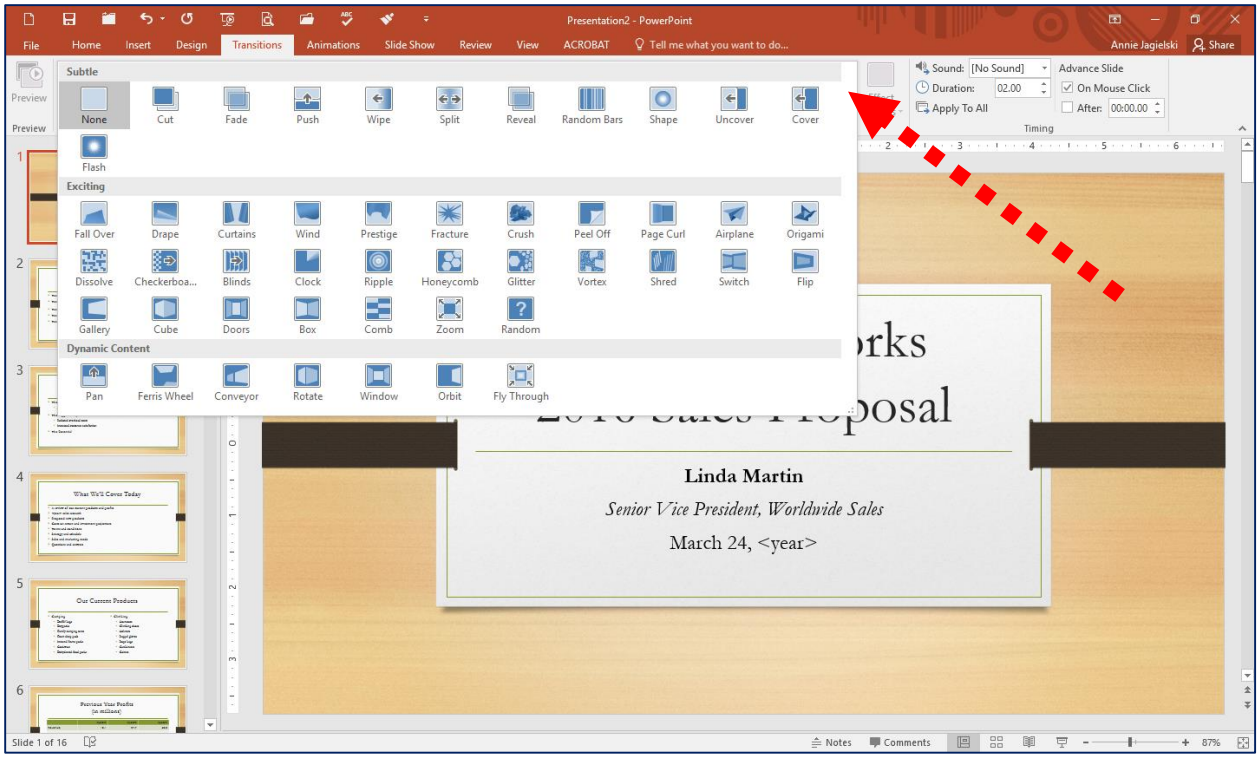
1. Click the **Design** tab, **Themes** group.
2. Click a theme.

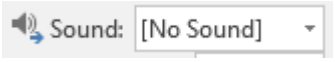


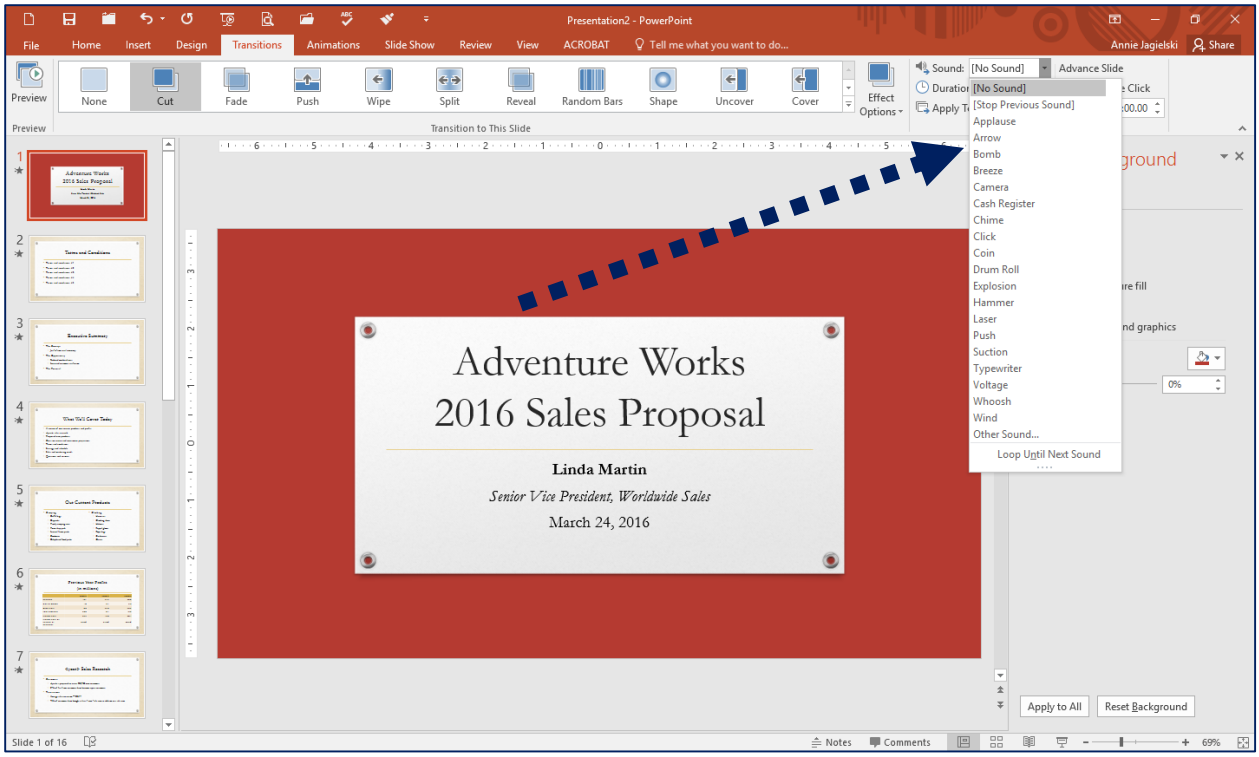
3. You can add variations to your themes.

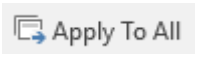
Using Transitions and Sounds

Transitions are the way your slides appear in the screen. Don't pick too many transitions because it makes your presentation too busy.



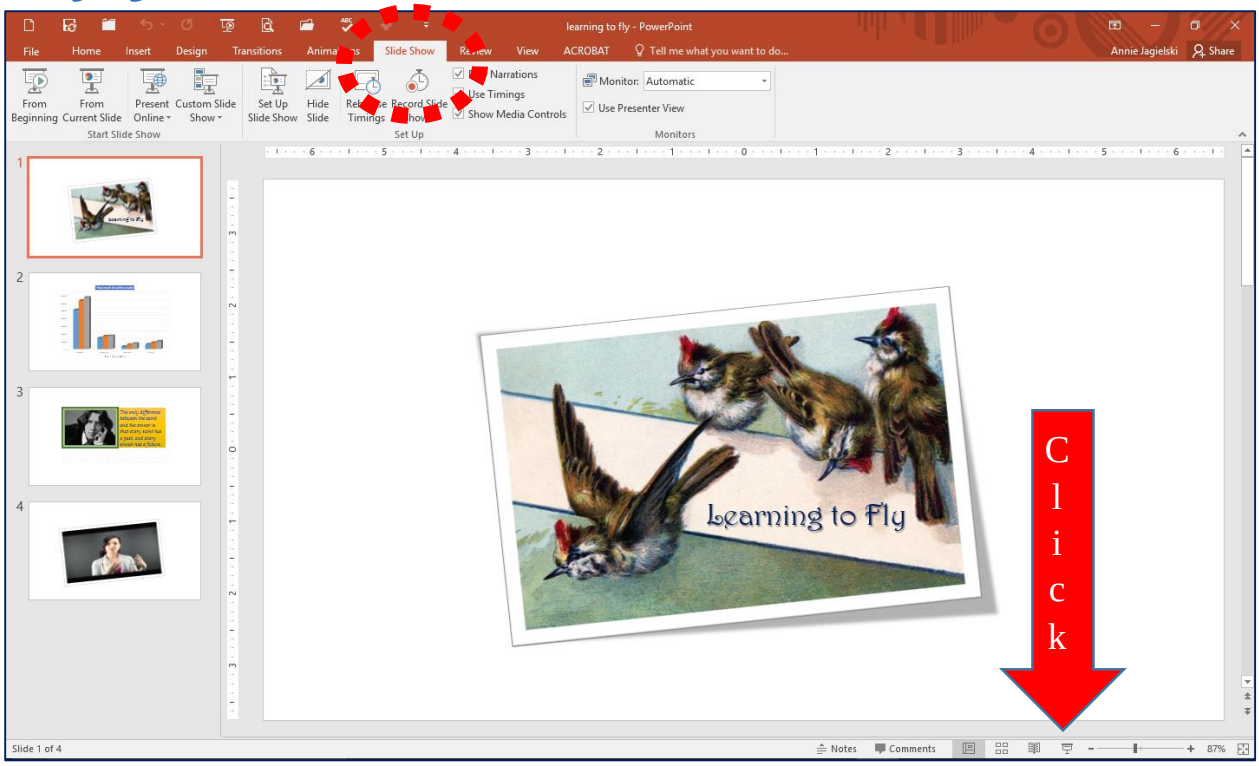
1. Click the **Transitions** tab.
2. Click the down arrow to see all the transitions.
3. Click on a transition.
4. Click 



5. Click a sound from the drop-down menu. Sounds should be another transition element that you use sparingly.
6. Click 

To add another transition to a slide. Make a slide active, and pick another transition.

Playing a Slide Show

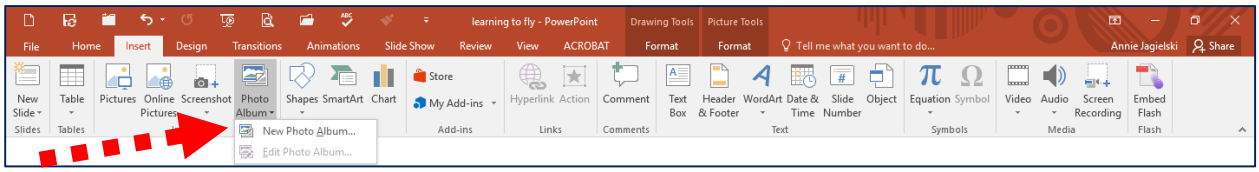


1. Click the **Slide Show** tab to set timing, etc., or click from the bottom right of the screen.

2. To close the slide show, press the **Esc** key on the keyboard.

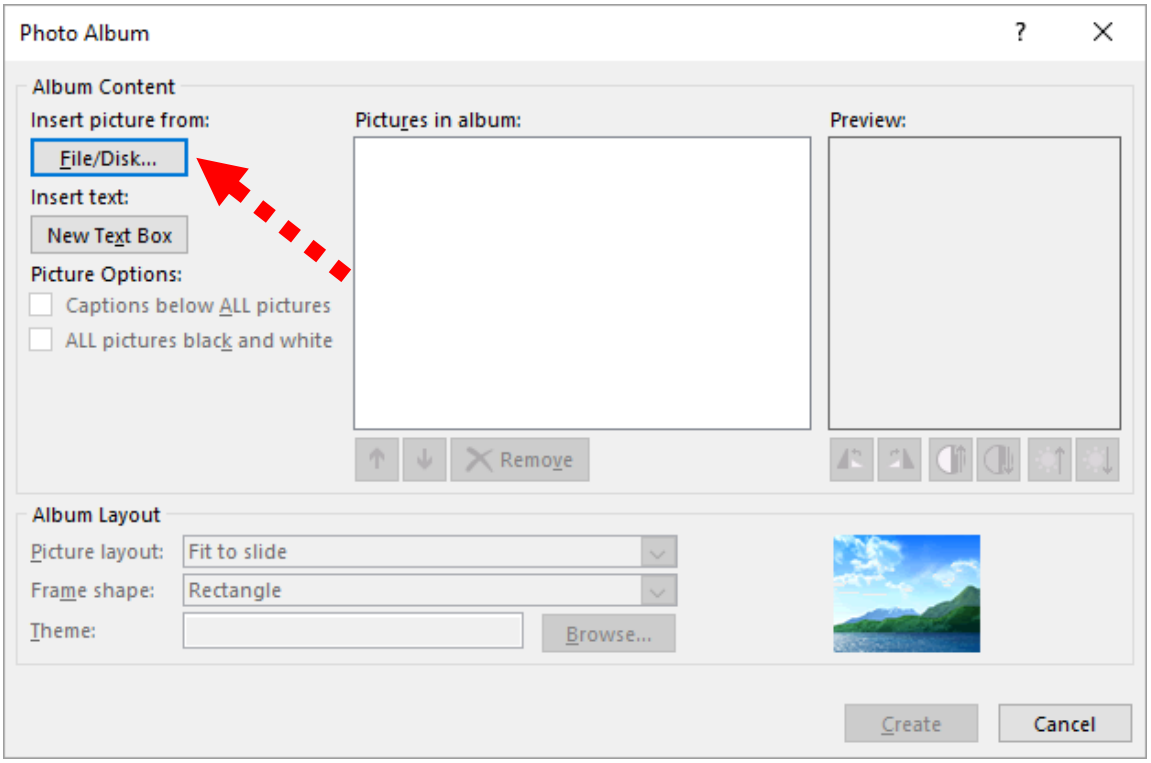
Making a Photo Album

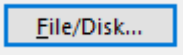
Photo albums are quick ways to make presentations.

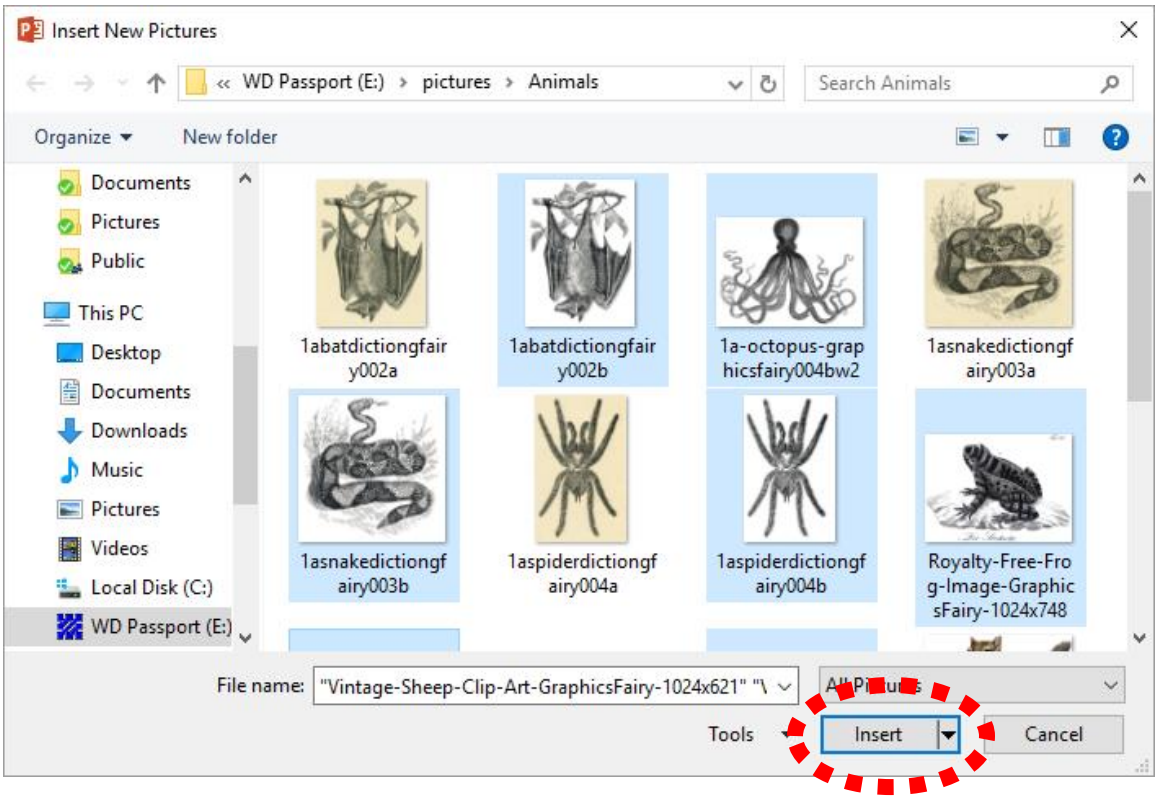


1. Click the **Insert** tab.
2. Click on the **Images** group.

3. Click

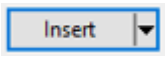


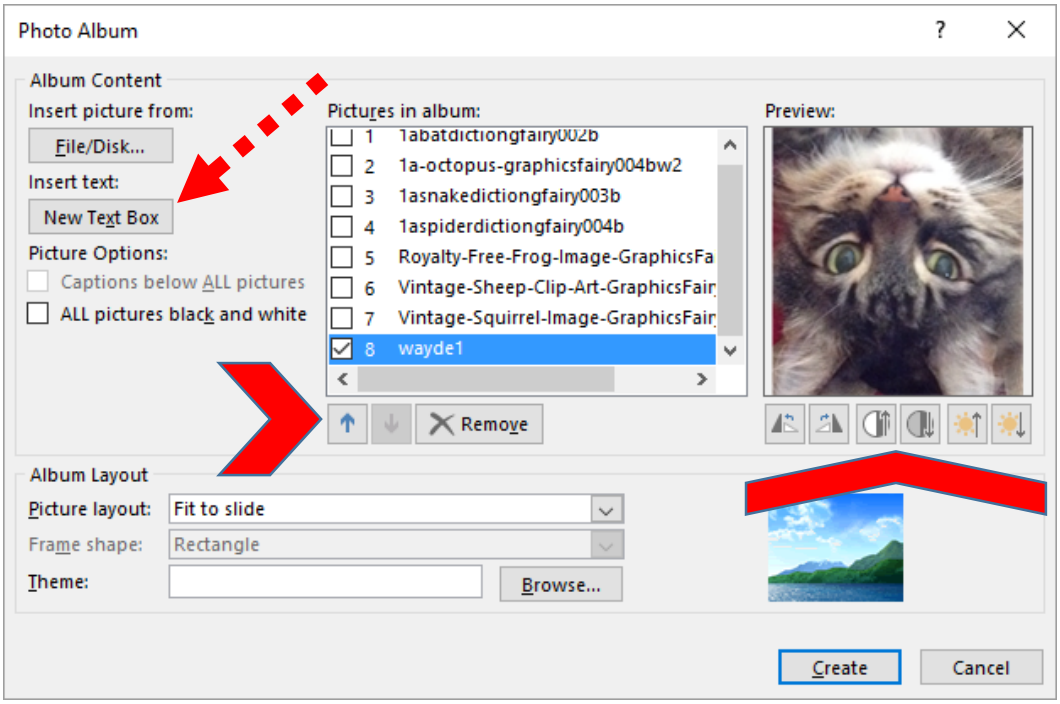
4. Click 

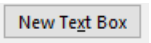


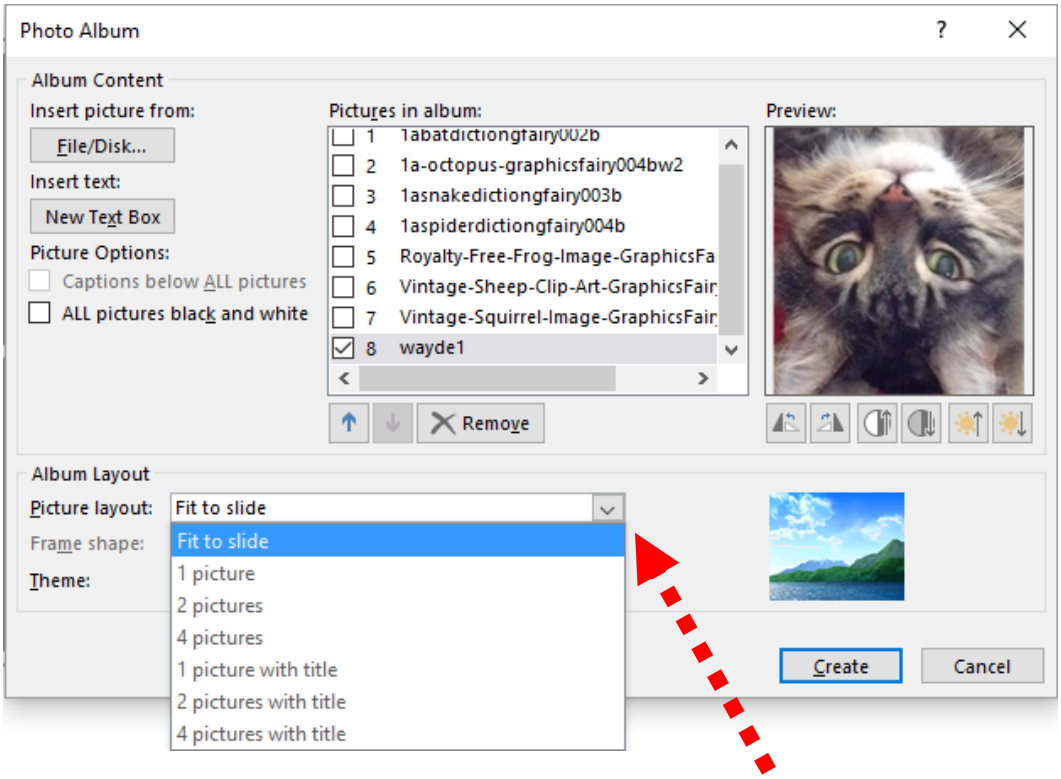
5. Find the images you wish to add to the photo album.

   - To choose more than one image, hold down the Ctrl key on the keyboard as you click the images.
   - To choose images that appear together, for example, ten photos in a row, click the first photo and hold down the Shift key on the keyboard and click the last photo. All photos between the first and the last photo will be selected.

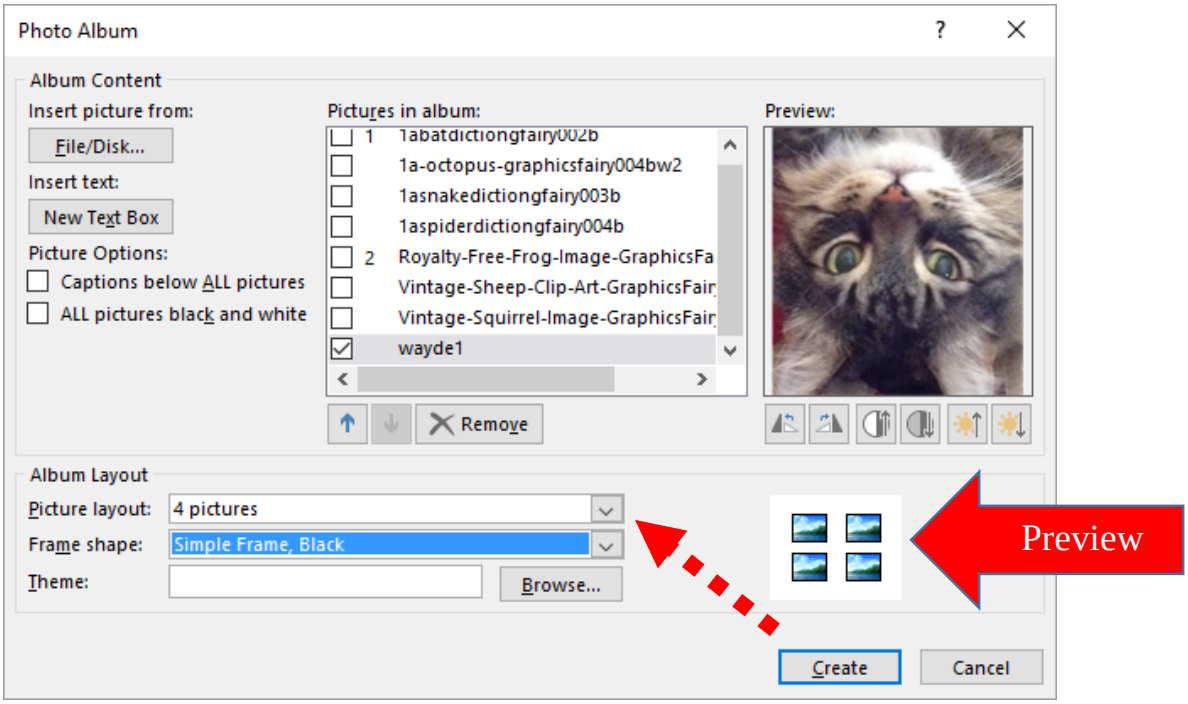
6. Click 

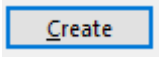


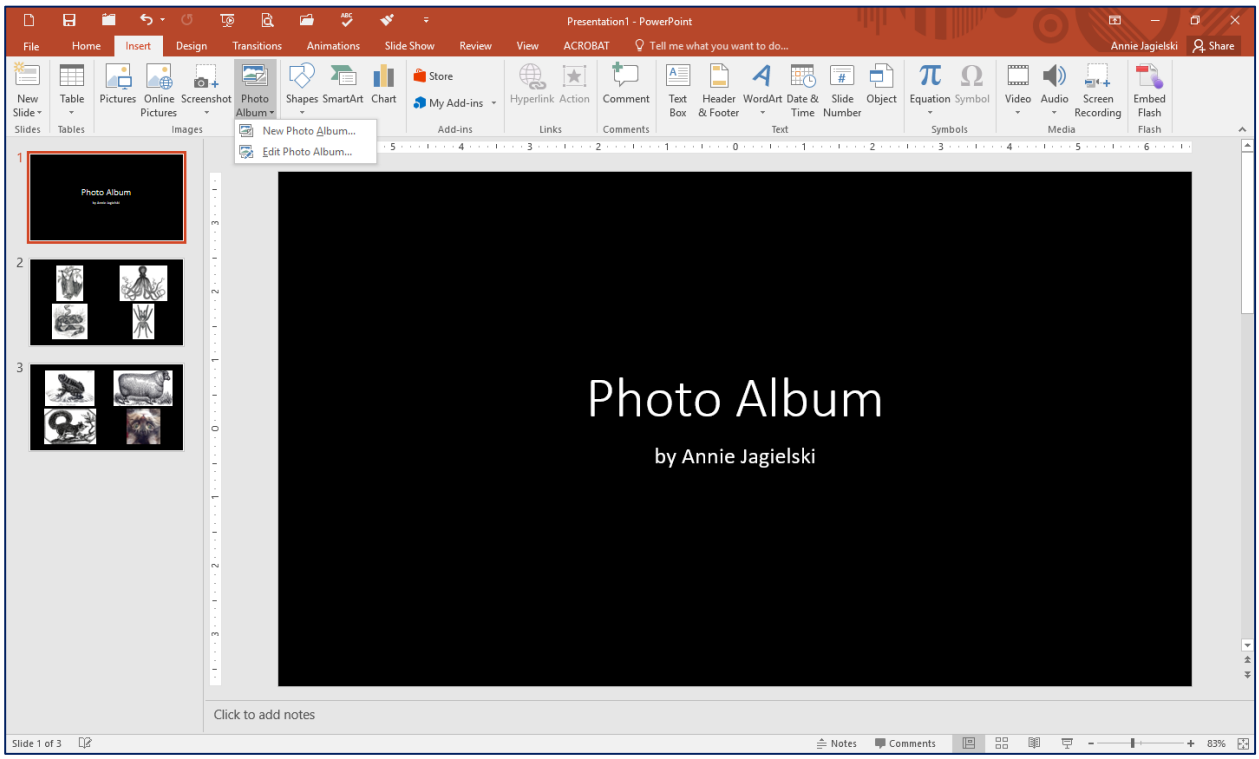
7. Click in the box next to the name of an image. You can move the image up or down, remove it from the album, rotate it, add contrast, make it brighter. You can also add text boxes next to images by clicking 



8. Click the down arrow next to Fit to slide to change the layout of your album.



9. Click the down arrow next to **Rectangle** and select a frame.
10. Click 



11. To add more pictures to the album or change its look, click

12. Click **Edit Photo Album** from the drop-down menu.

References

Lowe, D. (2016). *PowerPoint 2016 for Dummies.* Hoboken, New Jersey: John Wiley & Sons, Inc.

Lynda.com: PowerPoint 2016 Essential Training. (2015, September 22). Retrieved from Downers Grove Public Library: https://www.lynda.com/portal/sip?org=dglibrary.org

Marmel, E. (2016). *Teach Yourself Visually Office 2016.* Indianapolis, Indiana: John Wiley & Sons, Inc. .