Microsoft Office

PowerPoint 2016 for Windows

Introduction to PowerPoint

Introductions

Microsoft Office PowerPoint 2016 is a presentation software application that aids users in the creation of professional, high-impact, dynamic presentations. Slides are the building blocks of a PowerPoint presentation. By using slides, the focus is not only on the speaker, but on the visuals (slides) as well.

Learning Objectives

After viewing this booklet, you will be able to:

1) Become familiar with Power Point Interface
2) Create a new presentation and save it
3) Add slides to a presentation
4) Delete and Rearrange slides
5) Apply a design theme
6) Work with themes and background styles
7) Use the various PowerPoint views
8) Enter and edit text
9) Insert graphics and other objects
10) Play the slideshow
11) Print handouts

Best Practices for Creating Presentations

Slide layout, font, color scheme, and content are the main components to developing a great presentation. Follow the guidelines below to create a good presentation:

1. Identify the critical information that needs to be presented and include it in your presentation.
2. Use no more than six bullet points per slide.
3. Keep bullet points short and to the point. Incomplete sentences are okay.

4. Minimize the number of font types used in your presentation.

5. Keep font sizes consistent.

6. Do not make all of the text uppercase.

7. For contrast, use a light-colored font on a dark background and vice versa.

8. Use bold formatting to make appropriate words stand out.

9. Minimize the use of italics. They are more difficult to read.

10. Do not vary the look of one slide greatly from the next. Consistency is key.

11. Identify text that can be represented pictorially and use appropriate graphics in its place.

12. Remove unnecessary graphics that are not relevant to the information presented.

13. Use consistent colors and font size on each slide.

14. Do not use unusually bright colors.

15. Do not clutter the slides with too many graphics.

16. Use graphics and transitions sparingly.

The Microsoft PowerPoint 2016 Interface

There are a number of prominent changes to the look and functionality of Microsoft PowerPoint 2016.

Let us have a look at its latest interface.

Figure 1 - The Interface
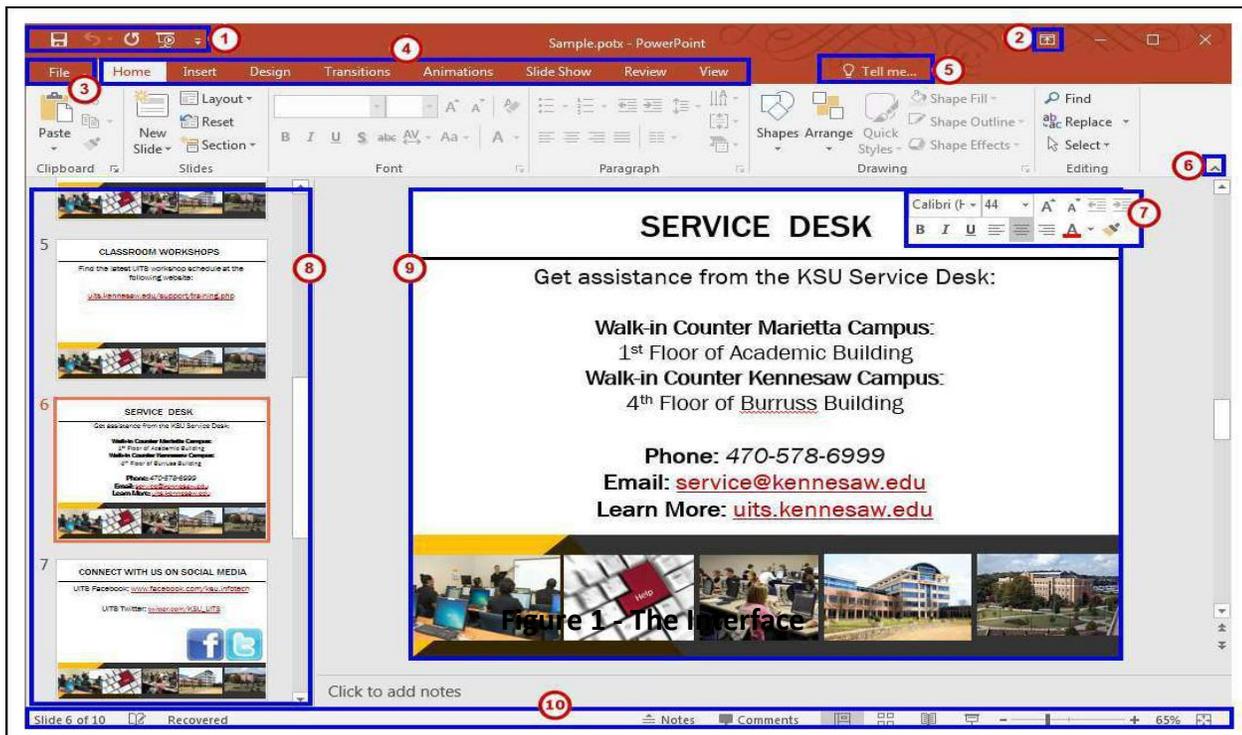
3) **Quick Access Toolbar** - Allows you to keep shortcuts to your favorite and frequently used tools.

4) **Ribbon Display Options** - You can collapse, auto hide, or show the whole ribbon.

5) **File Tab (Backstage View)** - The backstage view is where you manage your files and the information/properties about them (e.g. open, save, print, protect document, etc.).

6) **Ribbon** - Tabbed interface, where you can access the tools for formatting your presentation. The Home tab will be used more frequently than the others.

7) **Tell Me** - Look up PowerPoint tools, get help, or search the web.

8) **Collapse the Ribbon**- This button will collapse the ribbon. Click on the **pinned icon** to re-open the ribbon.

9) **Mini Toolbar** - Select or right-click text or objects to get a mini formatting toolbar.

10) **Slides Tab** - Use this to navigate through your slides within your presentation.

11) **Slide** - This is where you type, edit, insert content into your selected slide.

12) **Status Bar** - View which slide you are currently on, how many slides there are, speaker notes or comments in your presentation, change your views, or change your zoom level.

The Ribbon

The ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs (see Figure 2). The ribbon is designed to help you quickly find the commands that you need to complete a task.
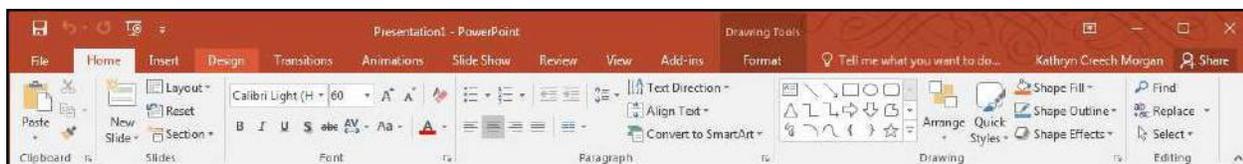
Figure 2 - The Ribbon

The ribbon is made up of a set of tabs that pertain to the different functionalities of PowerPoint, such as designing slides, inserting media onto slides, or applying animations. Each tab is further divided into logical groups (of buttons), such as the Font group shown in Figure 1 above.

There are also o te tual ta s   that appear, depe di g o   what ou are worki g o .

For example, if you have inserted pictures, the Picture Tools tab appears whenever a picture is selected (See Figure 3).

Figure 3 - Contextual Tab

The Quick Access Toolbar

The Quick Access Toolbar is a small toolbar at the top left of the application window that you can customize to contain the buttons for the functions that you use most often.

Figure 4 - Quick Access Toolbar

To customize the Quick Access Toolbar:

1) Click the **drop-down arrow** on the far right (See Figure 5).
2) Click on any **listed command** to add it to the *Quick Access Toolbar* (See Figure 5).
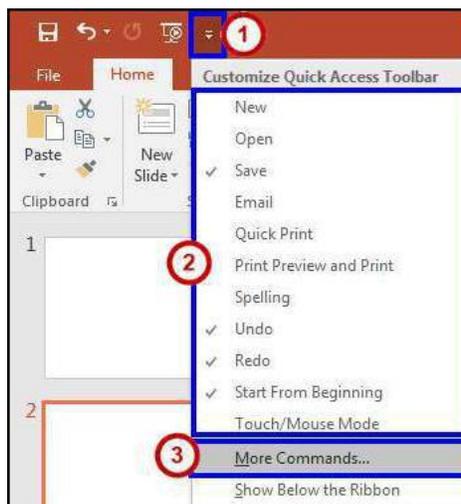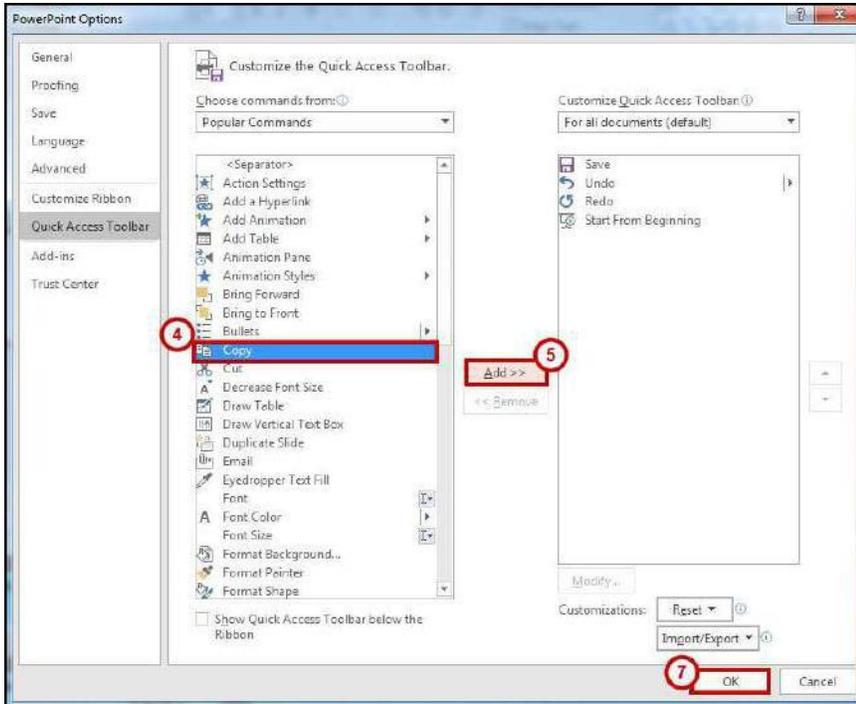3) Click **More Commands…** to choose from a comprehensive list of commands (See Figure 5).

Figure 5 - Customize Quick Access Toolbar

- Select a command from the list by clicking on it (See Figure 6).
- Click the **Add** button (See Figure 6).
- Repeat steps 4 & 5 to add additional commands (See Figure 6).

⯀ Click on the **OK** button to confirm your selection (See Figure 6).
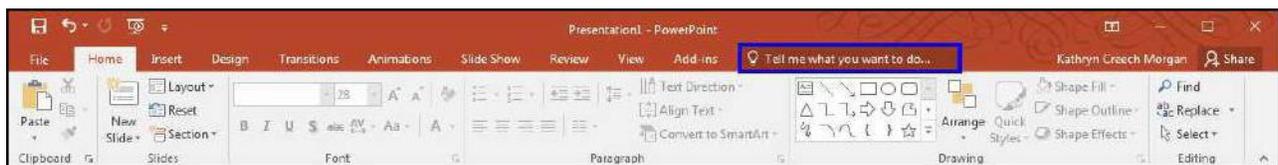

Figure 6 - Quick Access Toolbar Options

Tell Me

The Tell Me feature allows users to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the *Menu bar*, above the *Ribbon*.
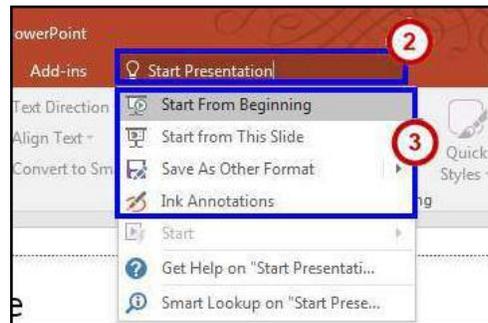
Search for Features

1. Click in the **Tell Me** box.

Figure 7 - Tell Me

5) Type the **feature** you are looking for (See Figure 8).

6) In the *Tell Me* drop-down, you will receive a list of *features* based on your search. Click the **Feature** you were looking for (See Figure 8).

Figure 8 - Select a Feature

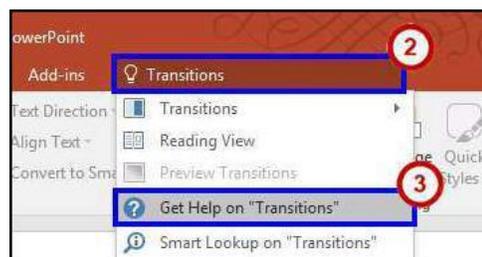4. You will either be taken to the *feature* or a dialog box of that feature will *open*.

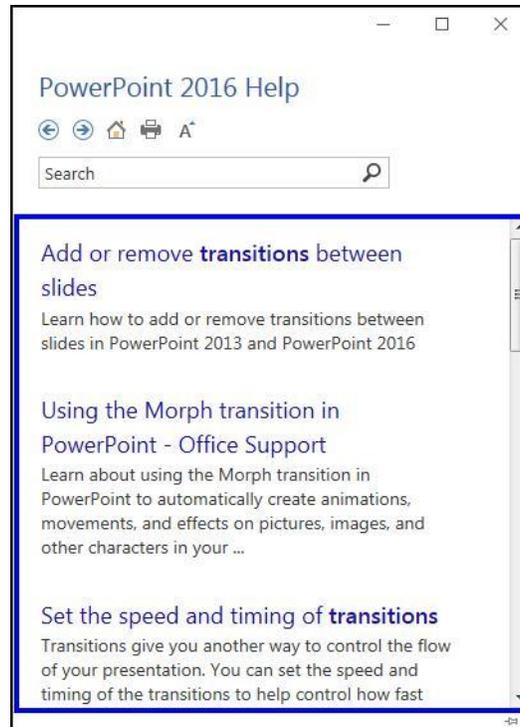## Get Help with PowerPoint

1. Click in the **Tell Me** box.

Figure 9 - Tell Me

2. Type the **feature** you want help with (See Figure 10).

3. In the *Tell Me* drop-down, click **Get Help on feature** (See Figure 10).

Figure 10 - Get Help on Feature

4. In the *PowerPoint 2016 Help* dialog box, you will get a list of help topics based on your search. Click the **Topic** you wanted help with.


Figure 11 – PowerPoint 2016 Help

The Smart Lookup Tool

Smart Lookup uses *Bing* to provide you with search results for your selected term or phrase. It is located under the *Review* tab within the *Insights* section. The following explains how to use the *Smart Lookup* functionality.

1. Highlight the **word or phrase** you want to find information about (See Figure 12).
2. Right-click on the **word or phrase**.
3. Click **Smart Lookup** (See Figure 12).


Figure 12 - Smart Lookup
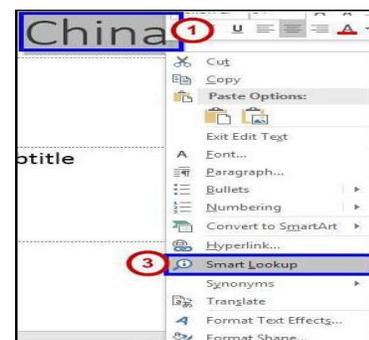
4. The *Insights* pane displays the information relevant to your selection. In the *Insights* pane, you receive the following information:

   a. **Explore** - Wiki articles, image search, and related searches from the internet (See Figure 13).

   b. **Define** - A list of definitions (See Figure 13).

Note: The *Insights* pane uses the Microsoft search engine Bing. For *Smart Lookup* to work you have to be connected to the internet.

5. To close the *Smart Lookup Insights* pane, click the **Exit** (**X)** button in the top right corner of the pane (See Figure 13).
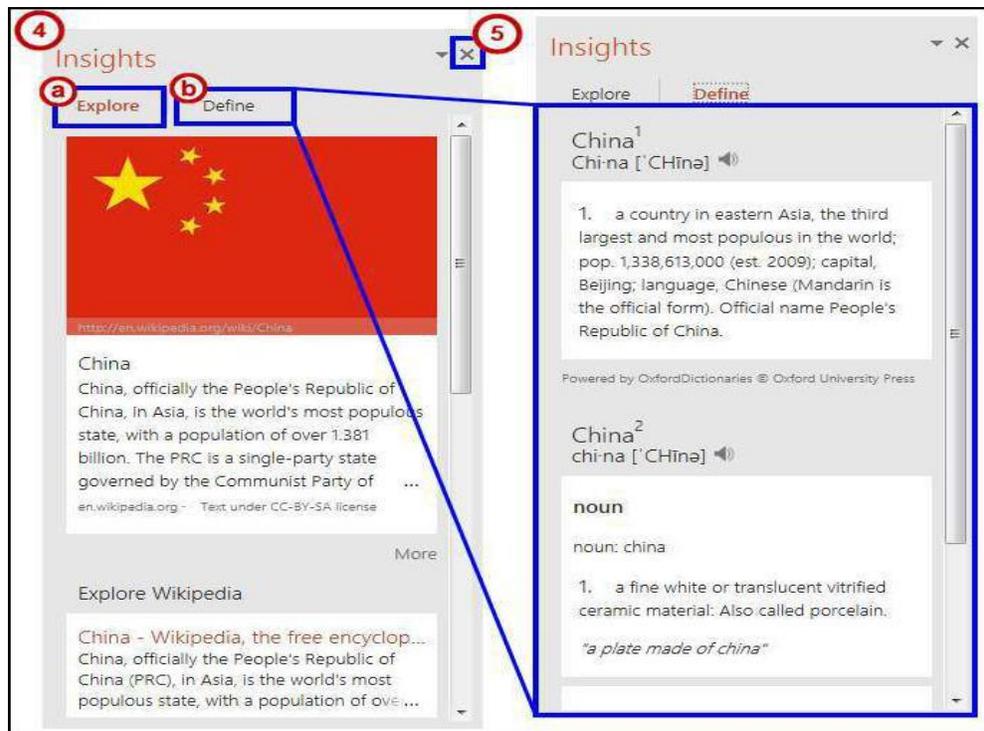
Figure 13 - Insights Panel

Galleries

A Gallery is a collection of pre-defined formats which can be applied to various elements in Office applications, such as the Themes Gallery in PowerPoint (See Figure 14). A Gallery most often appears as a result of clicking on an item on one of the *Ribbon tabs*.

Figure 14 - Theme Gallery

The selections in a Gallery incorporate a feature called **Live Preview**. When the mouse cursor hovers over a selection in a Gallery, your document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

Mini Toolbar

The Mini Toolbar is a semi-transparent toolbar that appears when you select text (See Figure 15). When the mouse cursor hovers over the Mini Toolbar, it becomes completely solid and can be used to format the selected text.


Figure 15 - Mini Toolbar

Status Bar

The Status Bar can be customized to display specific information. Below, in Figure 16, is the default Status Bar for PowerPoint:

Figure 16 - Status Bar

Right-clicking on the **Status Bar** brings up the menu to the right, which enables you to change the contents of the Status Bar by checking or un-checking an item (See **Error! Reference source not found.**).
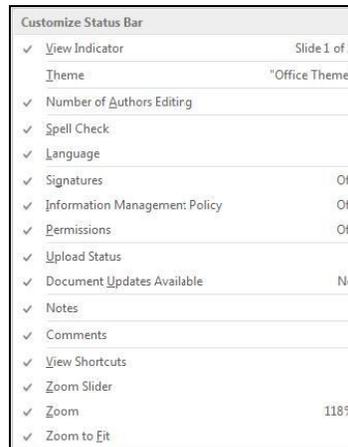
Figure 17 - Status Bar Menu

Themes

A *Theme* is a set of formatting options that is applied to an entire presentation. A theme includes a set of colors, a set of fonts, and a set of effects. Using themes shortens formatting time and provides a unified, professional appearance.

The *Themes group* is located on the *Design tab*; it allows you to select a theme from the Themes Gallery, apply variants, and customize the colors, fonts, and effects of a theme (see Figure 18 on the next page).

Figure 18 - Design Tab: Themes

Applying a Theme to a Presentation

1. On the Ribbon, select the **Design tab** (See Figure 18).
2. In the *Themes* group, hover over a theme with your mouse to see a preview.
3. Click the **arrows** to scroll to additional themes.

Figure 19 - Themes

4. Select a theme by clicking on the **thumbnail** of your choice within the *Themes* group.

Applying a Theme Variant

1. On the Ribbon, select the **Design** tab (See Figure 18).
2. In the *Variants* group, hover over a **variant** with your mouse to see a preview.
3. Click the **down-arrow** to view any additional variants (See Figure 20).
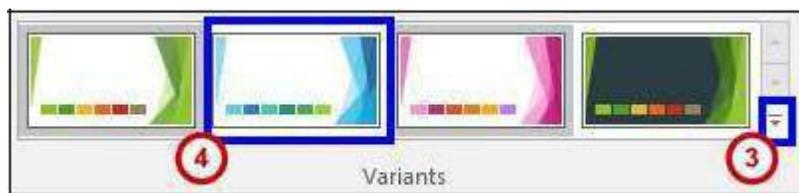4. Select a **variant** by clicking the thumbnail of your choice within the *Variants* group.

Figure 20 - Variants Gallery

Changing the Colour Scheme of a Theme

It may be necessary to change the color of a theme to better suit your presentation. In order to change the color scheme after applying a theme to your presentation:

From the Variants group, click the **down arrow** with the line above it, in the bottom right corner.
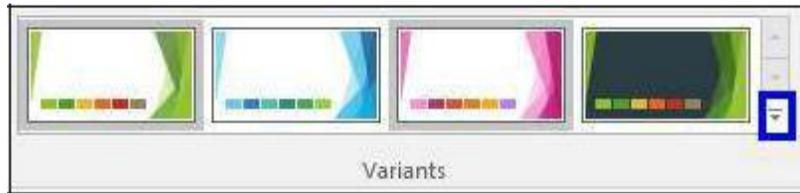
Figure 21 - Variants Drop-down

Select **colors** from the menu.
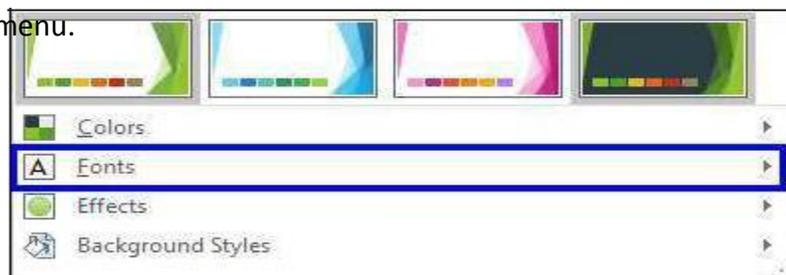

Figure 22 - Variants Menu

3. Select a color scheme from the list that appears.

Changing the Fonts of a Theme

In order to change the fonts of an applied theme:

1. From the *Variants* group, click the **down arrow** with the line above it, in the bottom right corner (See Figure 21).
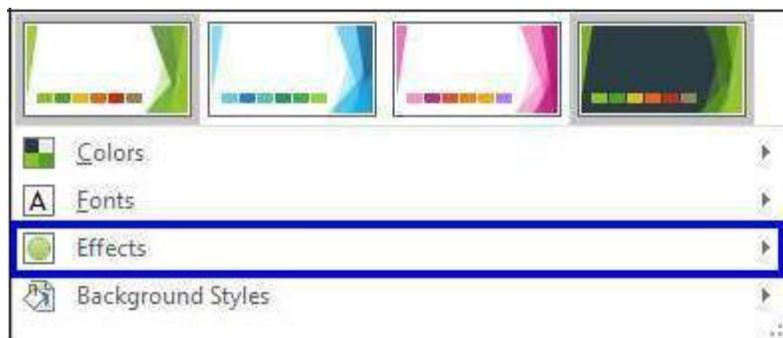
2. Select **Fonts** from the menu.

Select your desired font from the list that appears.

Changing the Effects of a Theme

In order to alter the visual effects of an applied theme:

1) From the *Variants* group, click the down arrow with the line above it, in the bottom right corner (See Figure 21).

2) Select **Effects** from the menu.

Figure 24 – Effects

3. Select your desired effect from the list that appears.

The File Tab

The **File** tab, shown below in Figure 25, provides a centralized location called the *Microsoft Office Backstage* view (see Figure 26). The *Backstage* view is used for all tasks related to PowerPoint file management: opening, creating, closing, sharing, saving, printing, converting to PDF, emailing, and publishing. The Backstage view also allows for viewing document properties, setting permissions, and managing different versions of the same document. (See the *PowerPoint 2016 Quick Guide* located at http://uits.kennesaw.edu/cdoc, for additional information on the Backstage View).
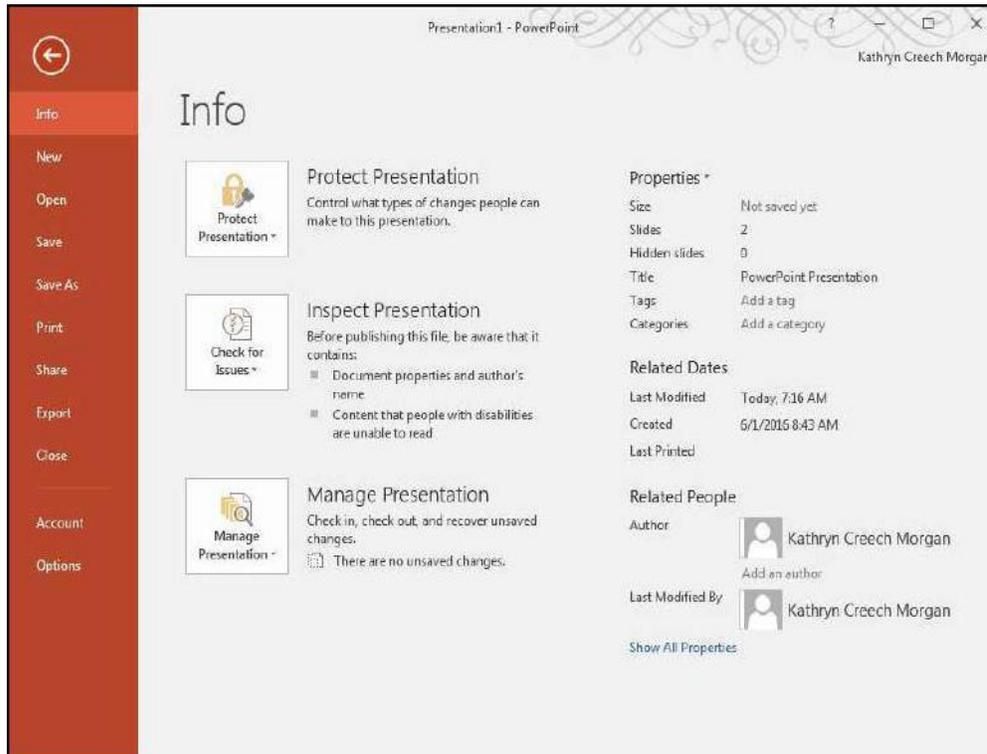
Figure 25 - File Tab

Figure 26 - Backstage View

Navigation

PowerPoint 2016 opens in the *Normal View* showing the *Slides Pane* on the left side of the window.

Slides Pane

3) The Slides pane shown on in Figure 27, displays all the slides available in a presentation and helps to navigate through the presentation. The slides are listed in sequence and you can shuffle the slides by dragging a slide from the current location and placing it in the preferred location.

Slide Preview

⍰ Select a slide in the slides pane to preview it in the Slide Preview window (See Figure 27). The slide preview all you to see how your text looks on each slide. You can add graphics, video and audio, create hyperlinks, and add animations to individual slides.

Notes Pane

1) It can be helpful to use the Notes Pane to remind yourself of speaking points for your presentation (see Figure 27). These personal notes can also be printed out for future referencing. Notes entered in the Notes Pane will not appear on the slide show.
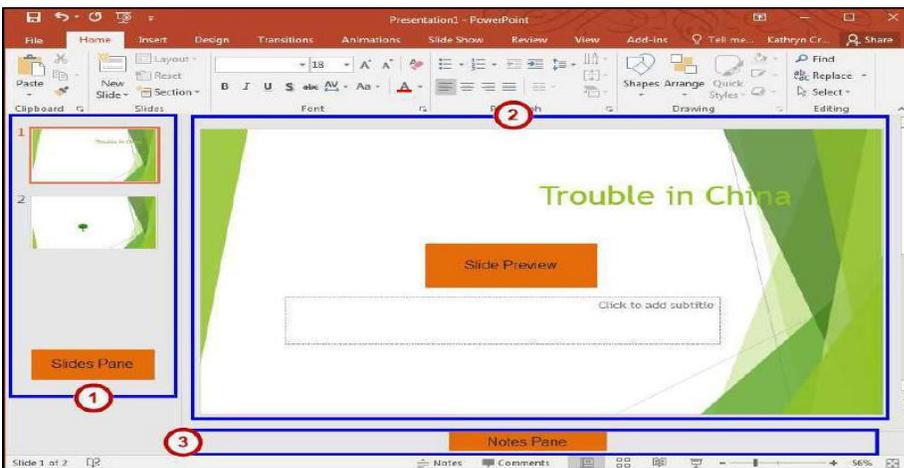

Figure 27 - Normal View

Changing Views

PowerPoint 2016 allows you to see and edit your slides in several views. To work with your presentation in a different view, click the **View** tab on the ribbon (see Figure 28) and select the appropriate view, or, click on the appropriate **Shortcut button** at the bottom right area of the Status Bar (see Figure 29).
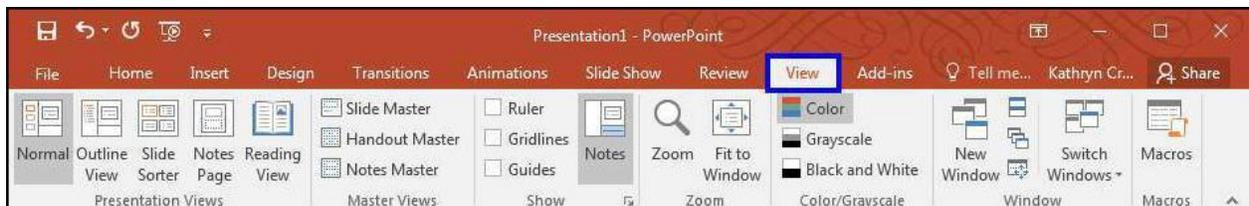

Figure 28 - View Tab

Figure 29 - Status Bar

Hᴏw to Create a New Presentation?

1. Click on the **File tab**.
2. Choose **New** (See Figure 30).
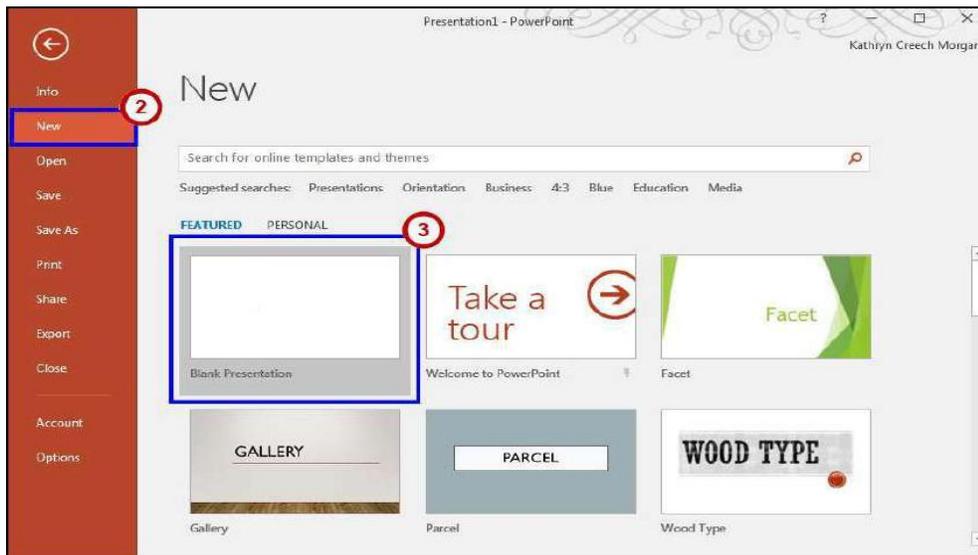3. Double-click on **Blank presentation** (See Figure 30).

Figure 30 - Creating a New Presentation

4. A new blank presentation will be created.
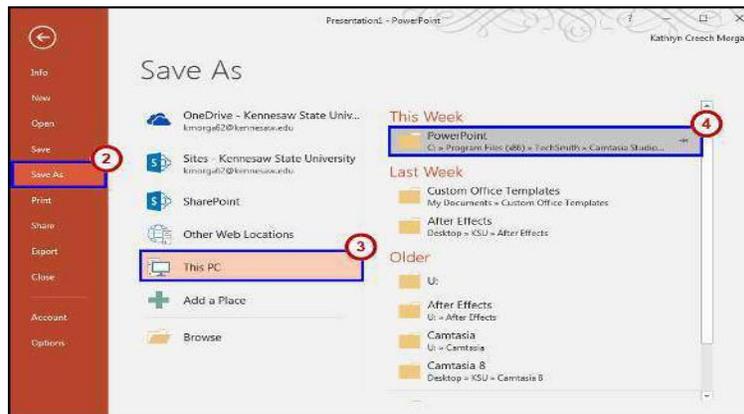
Saving a Presentation

You created a new presentation. Now, you should save the presentation so that you can use it later. The *Save* command, available from the *File* tab, is used to save a newly created presentation or to save the changes made to an existing presentation. When saving a file for the first time, you are prompted to enter a file name for the presentation, and you are asked in which location you would like the file to be saved.

File Formats

PowerPoint 2016 uses PowerPoint Presentation (.pptx) as the default file format. Additional formats include PowerPoint 97-2003 (.ppt), PowerPoint Show (.ppsx), PowerPoint Show 97-2003 (.pps), Windows Media Video (.wmv), as well as GIF, JPEG, PNG, TIF and BMP. The PowerPoint Show is a presentation that always opens in Slide Show view rather than in Normal view.
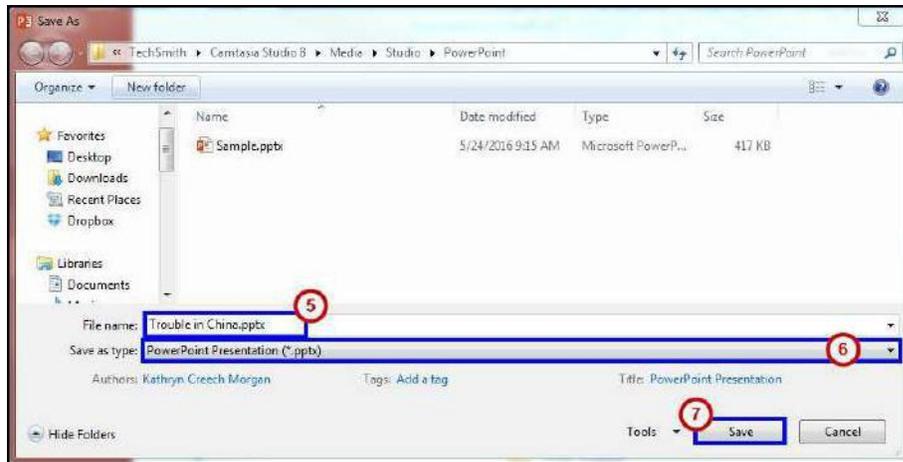
How to Save a Presentation

1. Click the **File tab**.
2. Choose **Save As** to save the presentation with a new name in (See Figure 31).
3. Select **Computer** to save to the local drive (computer/laptop etc.) (See Figure 31).
4. Select your desired **folder** (See Figure 31).

Figure 31 - Save As

5. In the **File Name** text box, type the name of the file (See Figure 32).
6. Click **Save as Type** and then do one of the following (See Figure 32):
   - For a presentation that can be opened only in PowerPoint 2016 or in PowerPoint 2013, in the *Save as Type* list, select **PowerPoint Presentation** (*.pptx).
   - For a presentation that can be opened in either PowerPoint 2016 or earlier versions of PowerPoint, select **PowerPoint 97-2003 Presentation** (*.ppt).
7. Click **Save** (See Figure 32).

Figure 32 - File Name and Save as Type

Note: You can also press CTRL+S or click **Save** 🔲 near the top of the screen to save your presentation quickly at any time.

Appearance

Slides

You are familiar with creating a new presentation and saving the changes you make to an existing presentation. You may need to add slides to the presentation to include more information.

Before you begin creating a presentation it is important that you decide on a design and layout. Slides and layouts are the basic building blocks of any presentation. For a presentation to be effective, care should be taken to apply the right slide layouts. Being able to add the appropriate slide layout to your presentation will enable you to present information more relevantly to your audience. PowerPoint offers several built-in slide layouts to deliver visually effective presentations.

Adding a New Slide

1. Within the slides pane, select the slide that you would like to insert a new slide after.
2. On the **Home tab** in the ribbon, click the drop-down arrow next to **New Slide**, within the Slides group, to display the default list of layouts (See Figure 33).
3. From the **New Slide** drop-down list, select a layout to insert (See Figure 33).
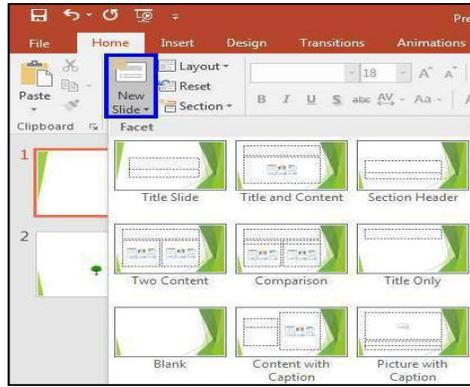
Figure 33 - New Slide

Types of Slide Layouts

Title Slide		This layout includes placeholders for a main title and a subtitle.
Title And Content		This layout includes a placeholder to enter slide title and a place for text, charts, tables, pictures, clip art, and SmartArt graphi
Section Header		This layout allows space for section and sub-section titles.
		Much like the Title and Content slide layout, this

Two Content		layout offers a place for slide title text and two
		content places for text, charts, tables, pictures, clip
		art, and SmartArt graphics.
Comparison		This layout is just like the Two Content layout with the addition of two text placeholders to aid in compare and contrast slides.
Title Only		This layout offers a place to enter title text.
Blank		This is a blank slide with no placeholders.
Content With **Caption**		With this slide you can enter a title, text, and content such as additional text, charts, tables, pictures, clip art, and SmartArt graphics.

Picture With Caption		This layout offers a place for a picture and caption text.

Table 2 - Slide Layouts

Text

A presentation is not all about pictures and background color—it depends mostly on the text. The message of your presentation is conveyed through the text. The visual aids are simply cosmetics to help support your message. The instructions below explain how to work with text.

Entering Text

Most slides contain one or more t*ext placeholders*. These placeholders are available for you to type text on the slide layout chosen. In order to add text to a slide, click in the **placeholder** and begin typing.

The placeholder is movable and you can position it anywhere on the slide. You can also resize a text placeholder by dragging the **sizing handles** (See Figure 34). Removing an unwanted text placeholder from a slide is as simple as selecting it and pressing Delete.

A text placeholder can contain multiple lines of text and will adjust the size of the text and the amount of space between the lines if the text exceeds the allowed space.
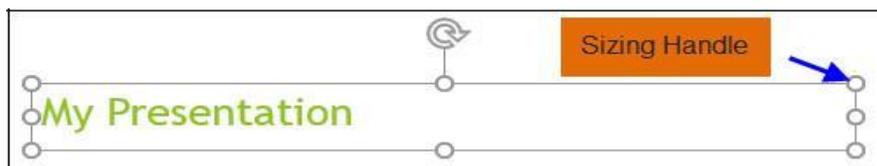

Figure 34 - Text Placeholders

Text Boxes can be added to any slide in order to provide additional room outside of the text placeholders.
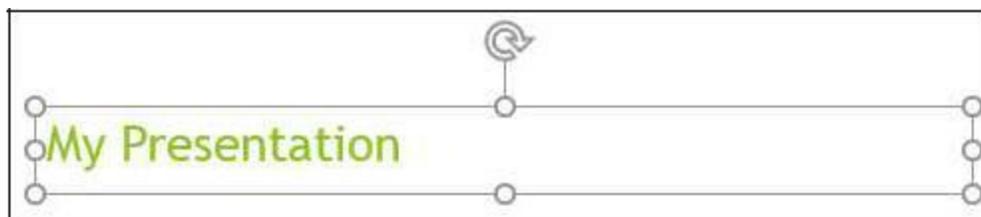
Adding a Text Box

1. From the *Insert* tab, click on **Text Box**.

Figure 35 - Inserting a Text Box

2. Left-click on the **area of the slide** where you want to add text.
3. While maintaining the left-click, drag the **mouse cursor** down a bit and then to the right, then release. The *dashed text box* appears.
4. Left-click once inside the **text box** and start entering your text (See Figure 36).

Figure 36 - Text Entry in a New Textbox

Formatting Text

When creating a presentation, it is likely that you will be doing some formatting. In order to edit text on a presentation:

1. Select the **text** (by left-clicking and maintaining the left-click while dragging the mouse cursor across the text).
2. Use the Font Group on the *Home* tab or right-click on the **selected text** and choose formatting options from the *Mini Toolbar* (See Figure 37).
3. Make necessary changes to the font and click **outside** of the text placeholder to accept the changes.
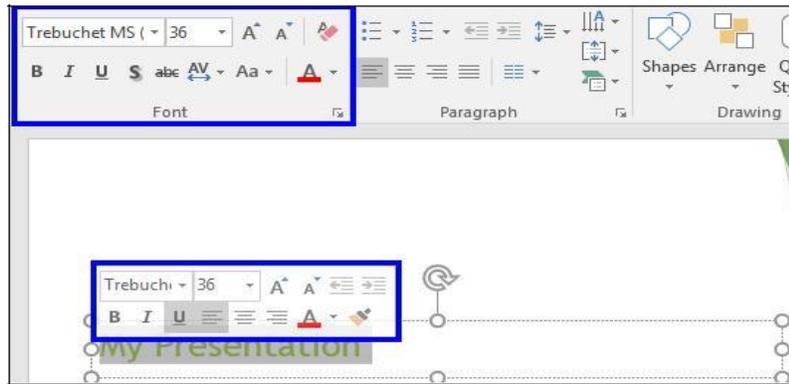
Figure 37 - Formatting Text

Graphics

Another way to add emphasis to your presentation is to have visual aids or graphics. Although we learned earlier that the most important part of your presentation is the message, it is always helpful to use graphics to get your point across more concisely and in a shorter period of time.

Inserting Pictures

When inserting clip art onto a preselected slide layout:

1. Go to the **Insert** tab.
2. Type in your **key word** or **phrase** of the object you are looking for into the search box.
3. This will open the Insert Pictures window.
4.

Figure 38 - Search for Clipart

4. Scroll through the given results to find your desired clip art (See Figure 39).
5. Once found, click on the **image** (See Figure 39).
6. Select **Insert** to add the clip art to your slide (See Figure 39).

Figure 39 - Insert Clip Art

Note: You are re**spo si le for respe ti g others' rights, i ludi g op right, so e i dful whe** selecting your image(s).

Images from a File

Images from your own collection and experiences may also add value to your presentation. You must have the image saved prior to adding it to your presentation.

Inserting an Image from a file

Place your cursor where you would like the image to appear. Select the **Insert** tab. Click **Pictures** (See Figure 40). In the Insert Picture dialog box, navigate to find your image. Select your image, and click **Insert.**
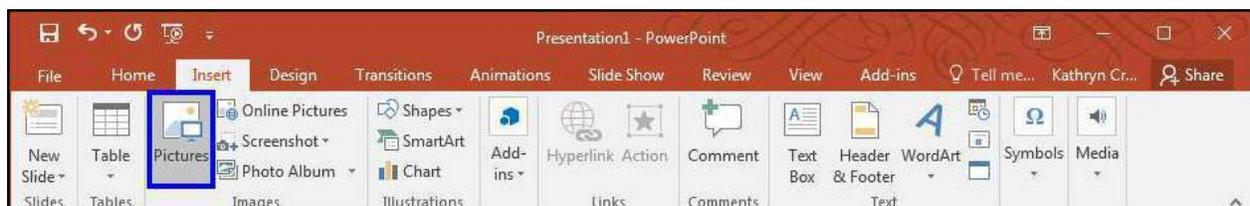
Figure 40 - Insert Pictures

Draw Shapes

Shapes are simple geometric objects that are pre-created by PowerPoint and can be modified. A shape can contain text or can appear without it. It can also be filled with color, and the outline of the shape can be given a different style and color.

Inserting a Shape

1. Select the **Insert** Tab.

2. Click **Shapes**.

3. Select the **shape** you wish to draw

4. Your cursor becomes a small black plus sign.

5. In the *Slide* pane, point the **crosshair**

   mouse pointer to the upper-left corner of

   the area where you want to draw the

   shape, hold the left mouse button

   down, and then drag diagonally down to the
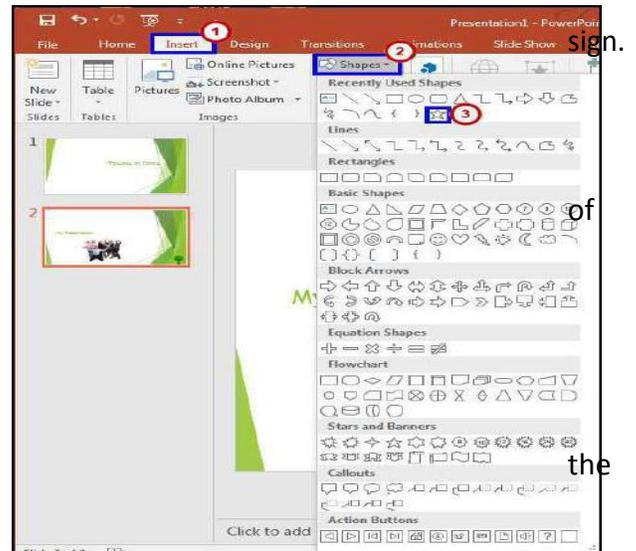
   right to create the shape.

Figure 41 - Insert Shapes

Altering a Shape

1. You can now move your shape if
   necessary by clicking on the **object**, holding down the left mouse button, and dragging it to
   another location.

2. You may also alter the look of your shape by selecting the **shape** and clicking the **Format** tab
   (See Figure 42).

3. In the *Shape Styles* group, scroll through **additional styles** and click on the **desired style** to
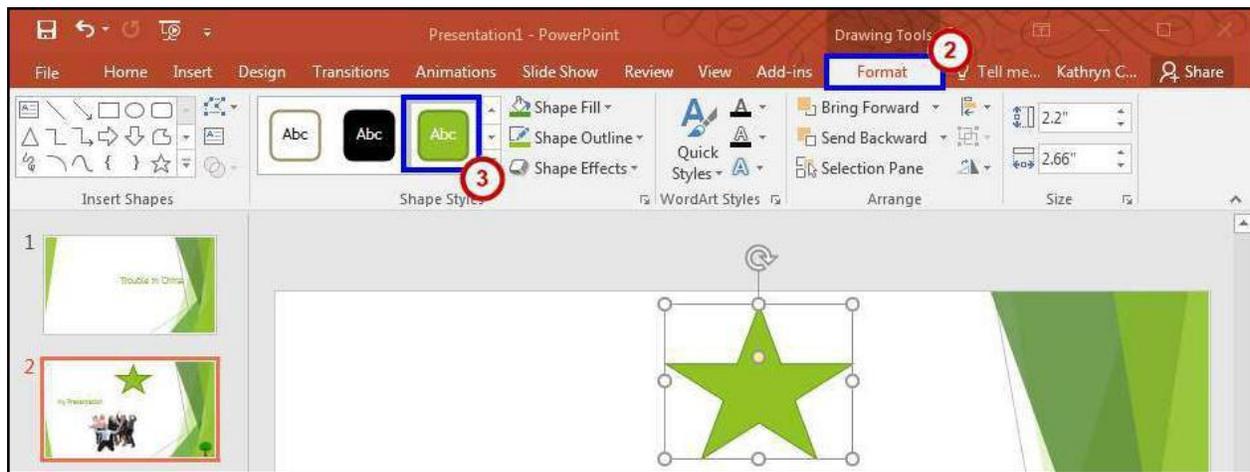   apply it to the shape (See Figure 42).

Figure 42 - Altering Shapes

Hyperlinks

You may have an additional document or a great website to enhance your presentation. Adding hyperlinks into your presentation can allow you to quickly jump to supplemental information while you are presenting.
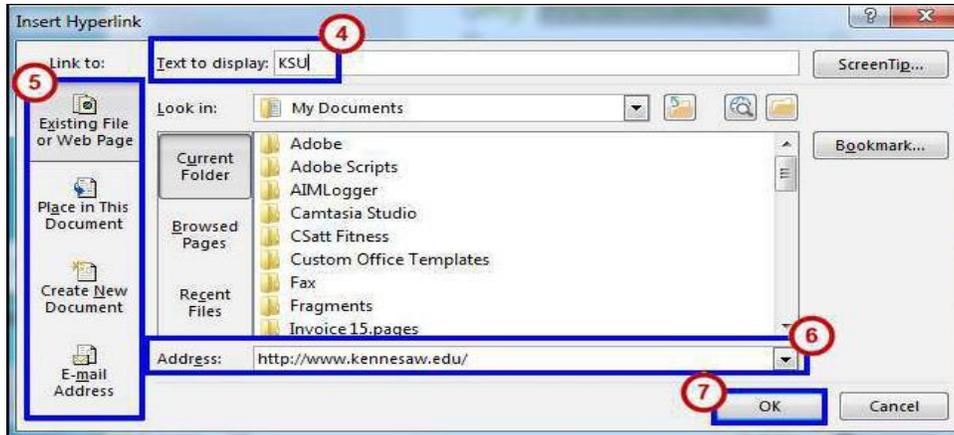
Adding a Hyperlink

1. Select the **text** that you would like to change to a hyperlink.
2. Select the **Insert tab** (See Figure 43).
3. Click **Hyperlink** (See Figure 43).

Figure 43 - Inserting a Hyperlink

4. The text you selected will appear in the *Text to Display* field at the top of the window (See Figure 44). You can change the text if you would like.
5. Select the location where you want to link to from the *Link To* column on the left (See Figure 44).
6. Type the address that you want to link to in the Address field (See Figure 44).

7. Click **OK** (See Figure 44). The text that you selected will now hyperlink to the web address.

Note: You can also type the hyperlink out and press **enter**, and *PowerPoint* will automatically create the hyperlink.

Header and Footer

Occasionally it is necessary to add information to the *Header* or *Footer* of a *PowerPoint* presentation, **just the pri tout, or oth. This a e i for atio su h as the author's a e, date a d ti e,** organization, class information, etc.

Adding a Header or Footer

1. Select the **Insert tab**.
2. Click **Header & Footer**.

Figure 45 - Inserting Header & Footer

3. Select whether you would like to add these settings to the *Slides* or *Notes and Handouts* by selecting the appropriate tab (See Figure 46).
4. Click inside the checkbox to add the **Date and Time** or **Slide Number** (See Figure 46).

5. **T pe additio al i for atio su h as the author's a e i the Footer** box (See Figure 46).

6. If you would like this information to appear on all slides, click **Apply to All** (See Figure 46).
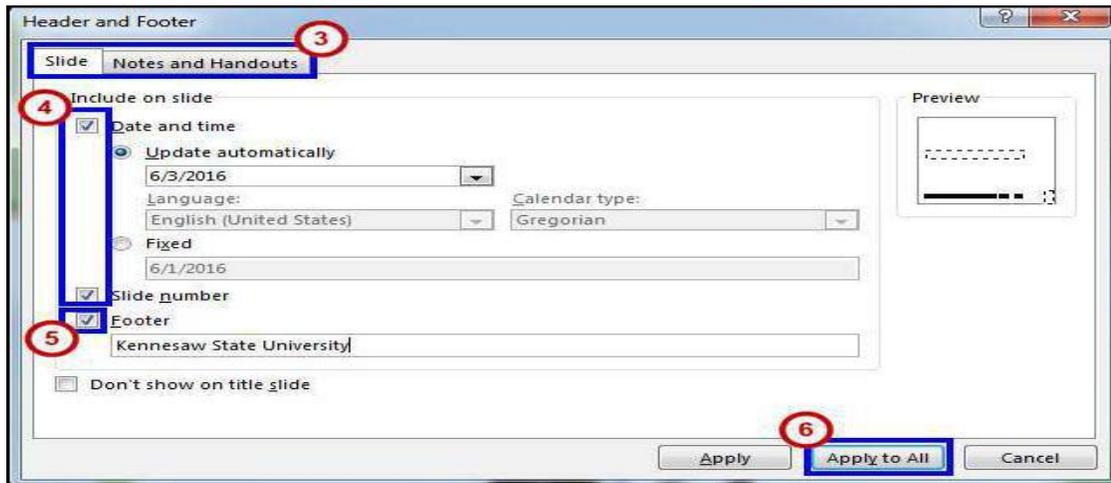

Figure 46 - Header and Footer Settings

Printing

PowerPoint 2016 allows you to print your presentation in order to aid you in presenting or to give your audience something to take notes on. There are multiple formats available when printing; you should choose a format which best suits your presentation and audience needs.

Printing Your Presentation

From the Backstage view:
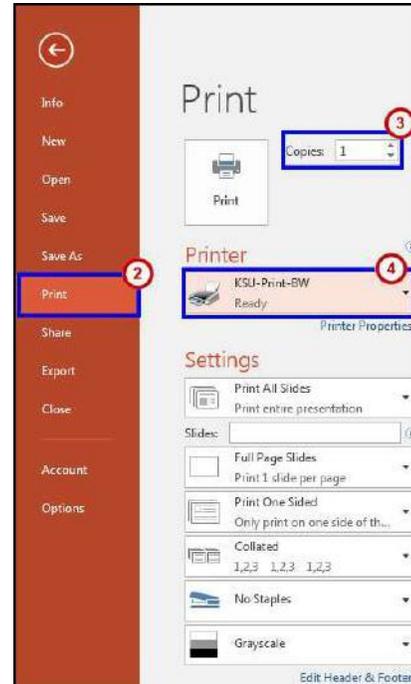
1. Click the **File** tab.

2. Click on **Print** to view the printer settings

(See **Error! Reference source not found.**).   **Figure 47 - Printer Settings**

3. Indicate the **number of copies** you would like to print (See **Error! Reference source not found.**).

4. Select the **printer** (See **Error! Reference source not Found)**

From the **Settings** section:

1. Click on **Print All Slides**. If you do not need to print all slides, you may select another option in the window (See Figure 48).
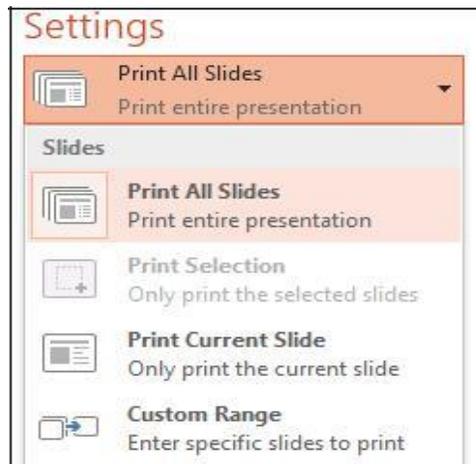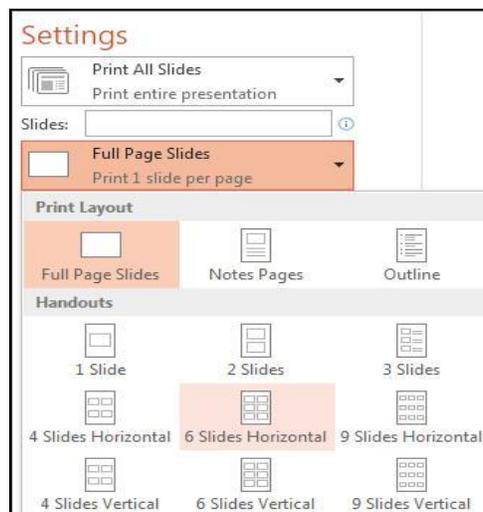

Figure 48 - Print All Slides

2. Click on **Full Page Slides** to access Print Layout options such as Handouts and Notes Pages (See Figure 49).

Note: If you select **Handouts**, choose the amount of slides that should appear on the printed page from the Handouts box. The *3 Slides* option allows for notes to be written on the handout.

1. Click on **Print One Sided** to access options to print on both sides of the paper (See Figure 50).
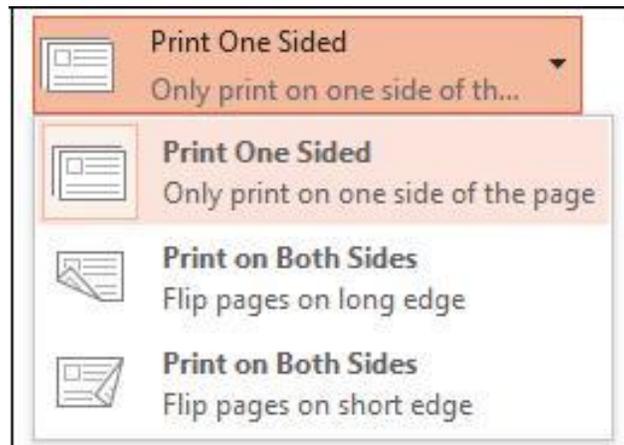
Figure 50 - Print One Sided

4. Click on **Grayscale** to access options to print in grayscale, color, or black & white

Figure 51 - Grayscale

5. Once you are ready to print, click on the **Print** button.

Transitions & Animations; Timing the Presentation

Introduction

This booklet is the companion the *PowerPoint 2016: Transitions & Animations; Timing Your Presentation* workshop. It will explain how to add transitions and animations to presentation slides. Text, graphics,

diagrams, charts, shapes, and other objects placed on your slides can all be animated to draw attention, emphasize important points, control the flow of information, and add interest to the presentation during the slideshow. You can rehearse your presentation to make sure that it fits within a certain time frame. This booklet will also explain how to time your presentation to record the amount of time needed to present each slide.

This booklet offers step-by-step instructions to creating dynamic presentations using transitions, animations, and timing. For other functionalities, please refer to the PowerPoint 2016: Intro to PowerPoint booklet.

Learning Objectives

After reading this booklet, you should be able to:

4. Apply transitions
5. Change the properties of a transition
6. Create one or more animations to a slide
7. Reorder animations
8. Use the animation painter
9. Remove an animation
10. Use the animation pane
11. Time the presentation

Transitions

Transitions are used to control the pace of your presentation and create a better flow between slides. Rather than simply changing from one slide to the next, you can apply special effects to the slides as they transition. The steps below explain how to apply transitions to your slides.

Adding a Slide Transition

1. Select the slide you wish to apply a transition to.
2. Select the *Transitions* tab (See Figure 1).

3. Select a **transition effect** from the *Transitions to this Slide* group (See Figure 1).

4. Select the **down-arrow** to view all of the available Transitions at once (See Figure 1).

Figure 1 - Apply Transitions

5. Once you select a transition type, click **Preview** to view the effect on the slide.
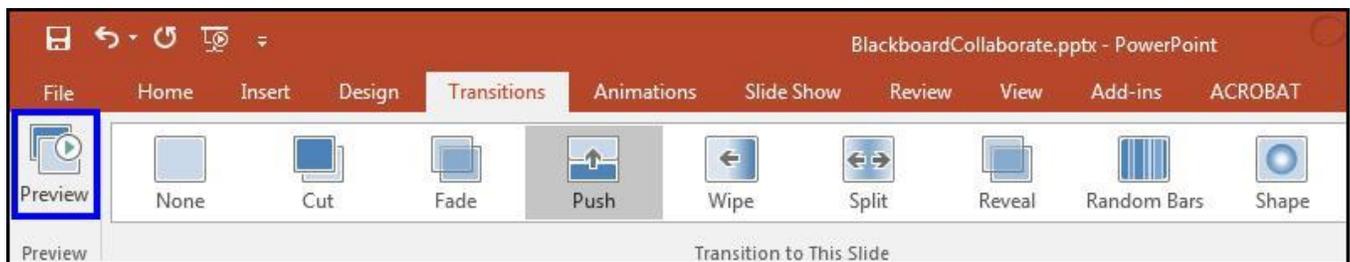
Figure 2 - Preview

4. If you would like the same transition for all slides in the presentation, click **Apply To All** in the *Timing* group.
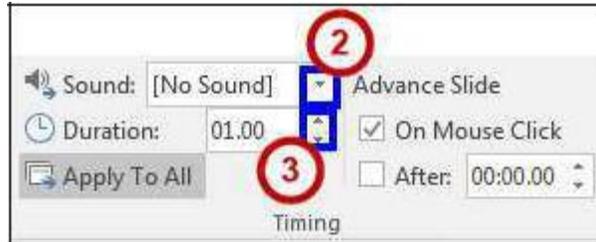

Figure 3 - Apply To All

## Changing the Properties of a Transition

Occasionally you may experience the transition speed is too fast or too slow. You may also want to add sound to a transition effect to enhance your presentation as well as control how the slide advances. In order to change these settings, follow the steps below:

8. Select the **Transitions** tab.

9. In the *Timing* group, click the **down-arrow** for Sound to add a sound effect for the transition (See Figure 4).

10. Select the **up/down arrow** next to Duration to choose the amount of time the transition lasts. (See Figure 4).

Figure 4 - Sound and Duration

⬚ Click the **Preview** button as shown in the Preview group as shown in Figure 2, to test your settings.

⬚ If you would like the same setting for all slides within the presentation, click **Apply to All**.

⬚ You can also set how the slide will advance; either by a mouse click or after a certain amount of time has elapsed.
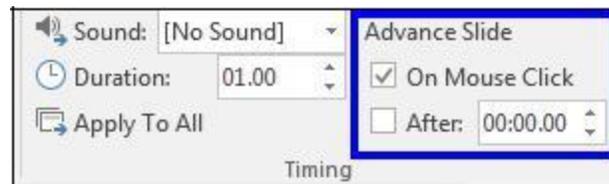
Figure 5 - Advance Slide

Creating One or More Custom Animations

⬚ Click the **Animations** tab.

⬚ Click the object (i.e.: clipart, textbox, shape) you would like to animate to select it.

⬚ Click the **Add Animation** button.

Figure 6 - Add Animation

⬜ Select the animation from the drop-down list which offers four types of animation effects (See Figure 7):

  a. **Entrance**: Objects can enter the slide via any of the entrance effects, including *Fly In*, *Dissolve In*, *Grow & Turn*, *Swish*, and *Crawl In* (See Figure 7).

  Note: If you do not apply an entrance effect, the animated object starts at the position where you placed it on the slide.

  ⬜ **Emphasis**: This effect draws attention to an object that is already on the slide via any of the emphasis effects available, including *Flash Bulb*, *Spin*, *Grow & Shrink*, and *Color Wave* (See Figure 7).

  ⬜ **Exit**: Objects can leave the slide via any of the exit effects such as *Fly Out*, *Disappear*, *Spiral Out*, and *Sink Down* (See Figure 7).

  ⬜ **Motion Paths**: Objects can travel along a track which was created based on predefined motion paths such as *Circle*, *Funnel*, *Stairs Down* or *Wave.* The object could also travel along one of four drawn custom paths: *Line*, *Curve*, *Freeform*, and *Scribble* (See **Error! Reference source not found.**Figure 7).

Note: To see a preview of the animation, select an animation and click the **Preview** button on the ribbon.

1) To view additional effects, select either **More Entrance Effects**, **More Emphasis Effects**, **More Exit Effects**, or **More Motion Paths** from the bottom of the *Add Animations* menu (See Figure 7).
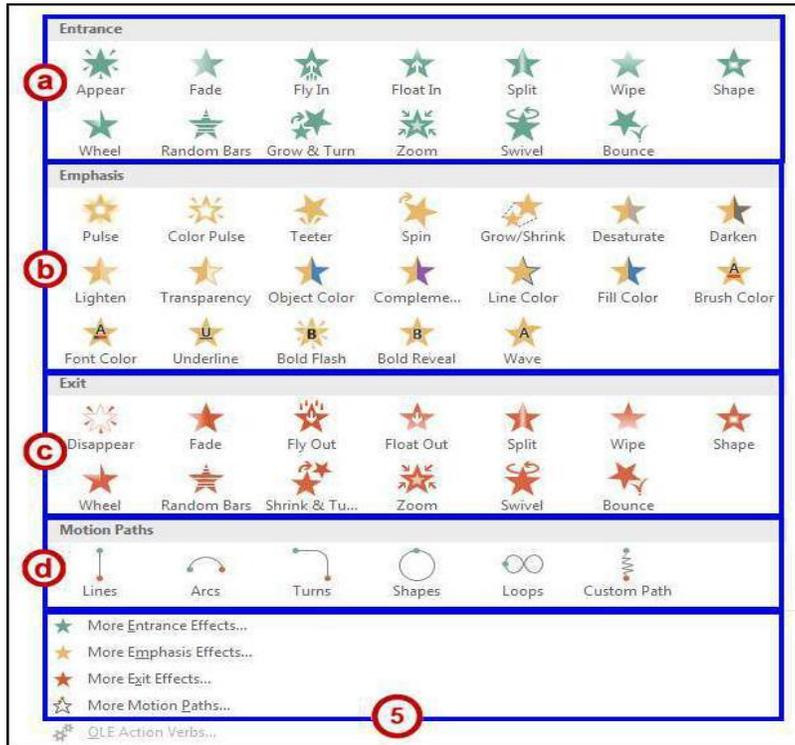
2) Click the option of your choice to apply that animation effect to the selected object.

3) The Effect Options button may become available (Some effects such as Appear do not have any effect options). Click the **Effect Options** button, and change the option if desired.

Figure 8 - Effect Options

Note: The effect options will vary depending on which animation is chosen.

1) Apply the timing options for your animation effect.

By default, the animation will play upon a mouse click. To make the animation play automatically when the slide loads, change the **Start** from *On Click* to *After Previous*.

Figure 9 - Timing Options

b. You can specify the length of an animation by editing the **duration**.

Note: The longer the duration, the slower the effect.

Figure 10 - Duration

c. You can set the animation to play after a certain number of seconds by specifying a **delay**.

Figure 11 - Delay

1) Once the basic settings are in place, click the **Preview** button on the left side of the Animations ribbon to visualize the animation.

Figure 12 - Preview

12) To create more than one animation for a given object, click the **Add Animation** button again and repeat steps 4 through 9. You can, for example, give an object an *entrance* effect, an *emphasis* effect,

and an *exit* effect. This would let you bring an object onscreen, draw attention to it, and then have it leave the screen.

Reordering Animations

After applying a few animations to one or more objects on a slide, you may wish to change their order sequence.

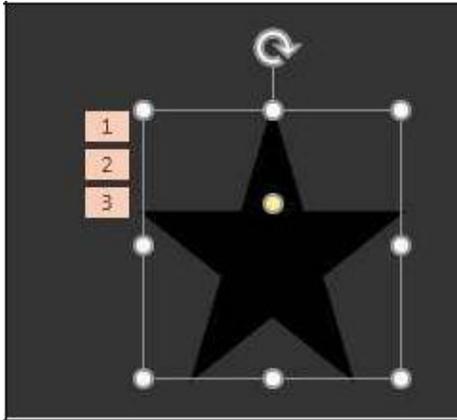1. Click the **object** that has the animations you wish to reorder.

Figure 13 - Select Object

2. Click the **number** to the left of the object that is representing the effect you wish to move.
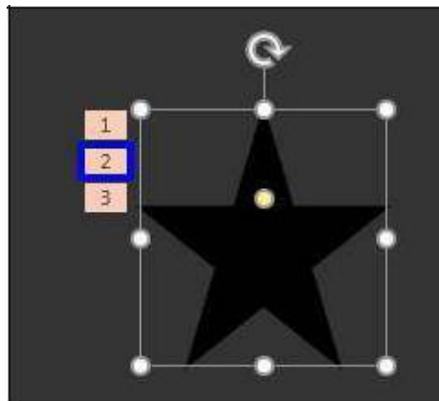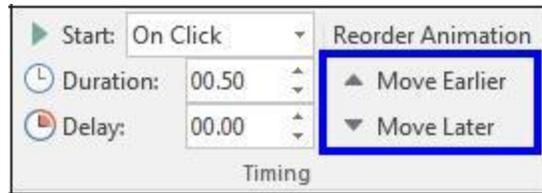

Figure 14 - Select Effects

1) At the right side of the ribbon, in the *Reorder Animation* group, click the button of your choice to **Move Earlier** or **Move Later**.
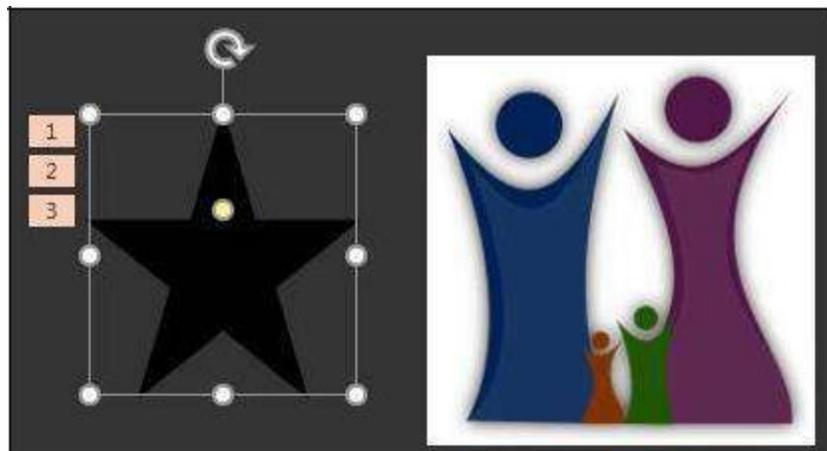
Figure 15 - Reorder Animation

. Upon making these adjustments, the animation order will change.
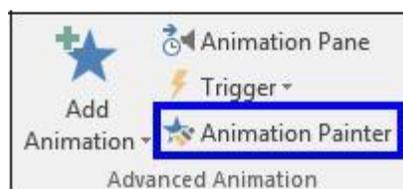
The Animation Painter

The **Animation Painter** makes it easy to copy a complete animation effect from one object to another.

13) Click the **animated object**.

Figure 16 - Select Animated Object

4) Click the **Animation Painter** button on the ribbon. A small paint brush will appear next to the cursor.

Figure 17 - Animation Painter

⬚ Click the **object** where you wish to apply the animation(s). The animations created for the first object are applied to the second object selected.
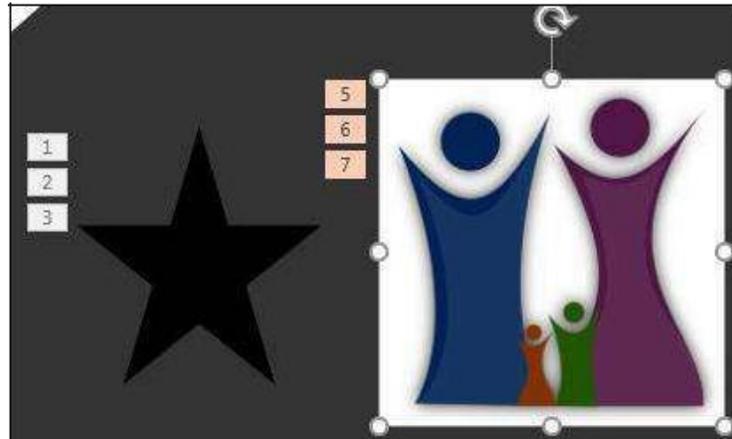

Figure 18 - Duplicated Animation Effects

Removing an Animation

7) Click the **object** that has an animation already applied and that you wish to remove.

8) Click the **number** to the left of the object that is representing the effect you wish to delete.
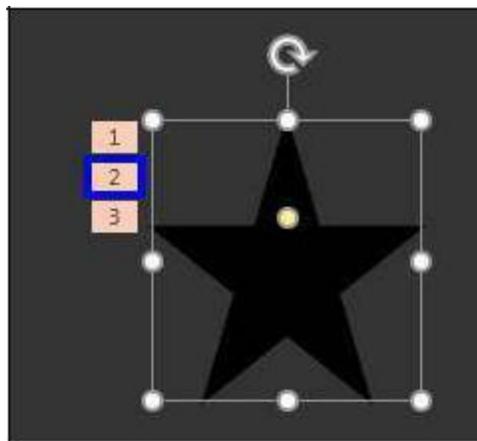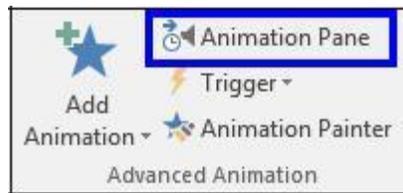

Figure 19 - Select Effect to be Deleted

3. Press the **Delete** key on the keyboard. This will delete the animation.

The Animation Pane

You may access additional and more advanced animation options such as timeline, sound, and timing by enabling the animation pane.

1. From the *Animations* tab, click the **Animation Pane** button on the ribbon.

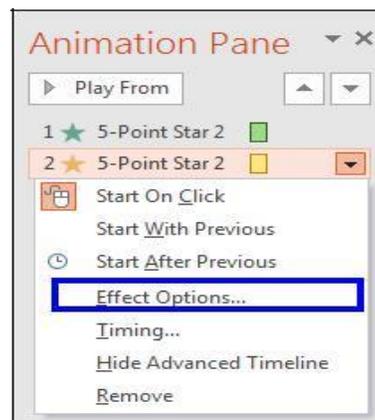**Figure 20 - Animation Pane Button**

2. In the list in the *Animation Pane*, click the **animation** to be adjusted to select it.

3. Click the small **drop-down arrow** to the right of the selected animation.

Figure 21 - Animation Pane

4. Select **Effect Options**.

Figure 22 - Select Effect Options

5. Under the *Enhancements* section, you can add **sound** and set the object to **not dim** after the animation.
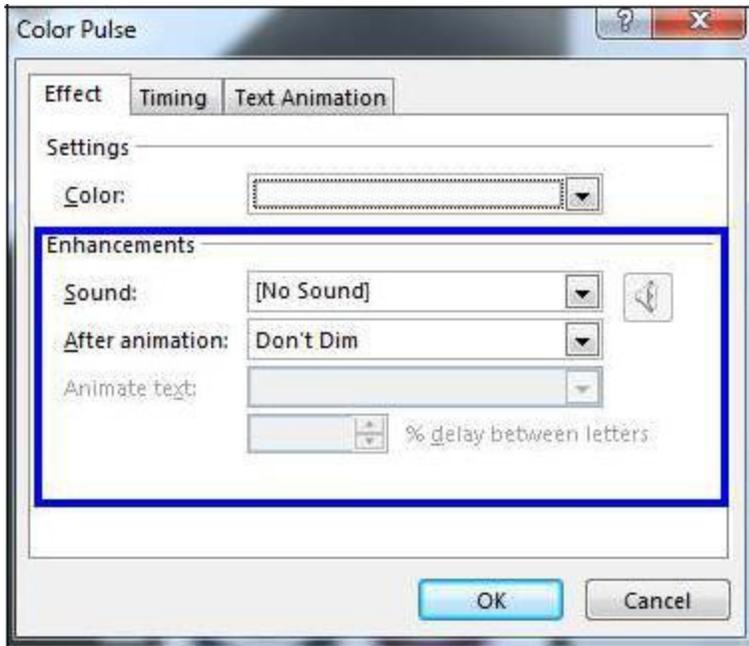
Figure 23 – Enhancements

4. Click the *Timing* tab. From the **Timing** tab, you may set the animation to repeat and/or rewind when done playing. The **Speed** setting can be adjusted as well. Some effects have an additional property setting that allows you to control the **ra ge of a   o je t's   ove e t (S**ee Figure 24).

7. Click **OK** (See Figure 24).
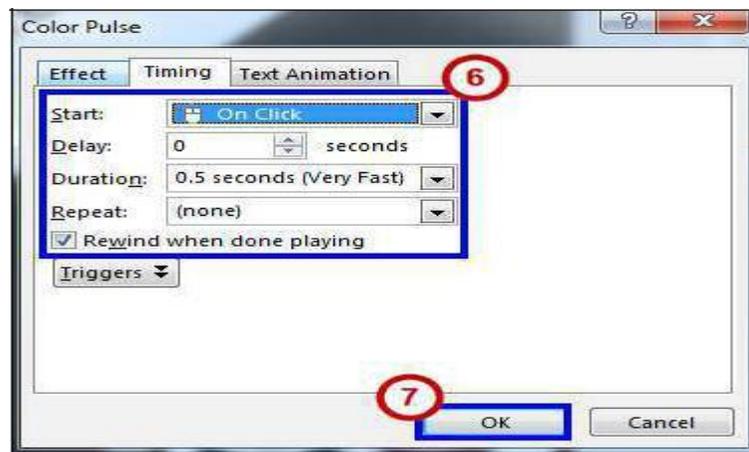
Figure 24 - Timing Tab

8. Click the **Play From** button on top of the Animation Pane to see your animation(s) in action.
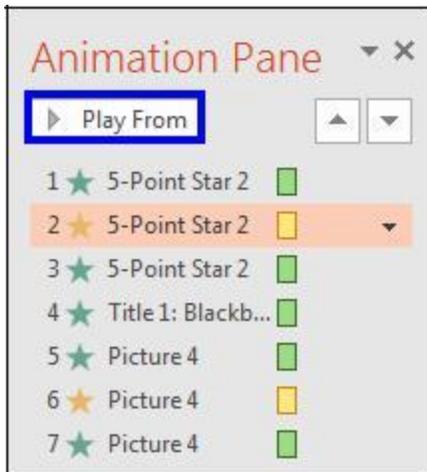
Figure 25 - Play From

Note: Click the **X** in the upper right corner of the *Animation Pane*, to close it.

Timing the Presentation

A good way to determine how long it will actually take you to do the presentation is to use the Rehearse Timing tool.

5. On the *Slide Show* tab, in the *Set Up* group, click **Rehearse Timings**. The Rehearsal toolbar
6. appears and the Slide Time box begins timing the presentation.

Figure 26 - Rehearse Timings

The Rehearsal Toolbar

A. Next (advance to next slide)

6. Pause

7. Slide Time

8. Repeat

9. Total presentation time

Figure 27 - Rehearsal Toolbar

4. While timing your presentation, do one or more of the following on the Rehearsal toolbar:

    To move to the next slide, click **Next** (See Figure 27).
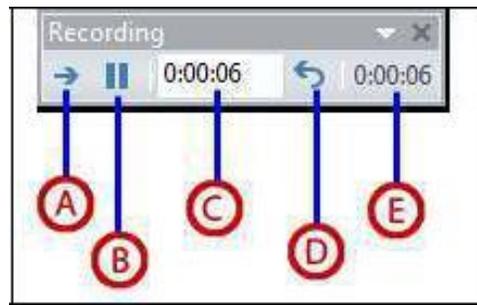
    To temporarily stop recording the time, click **Pause** (See Figure 27).

    To restart recording, click the **Resume Recording** button in the window that appears (See Figure 28).

Figure 28 - Resume Recording

    To set an exact length of time for a slide to appear, type the length of time in the Slide Time box.

    To restart the recording time for the current slide, click **Repeat**.

5. After you set the time for the last slide, a message box displays the total time for the presentation and prompts you to do one of the following:

    To keep the recorded slide timings, click **Yes**.To discard the recorded slide timings, click **No**.

6. Slide Sorter view appears and displays the time of each slide in your presentation.**Advancing Slides Automatically**

You can set your slides to advance automatically so that you will not have to advance them manually.

1. Select the slide that you would like to apply a timing for.
2. Select the **Transitions** tab on the ribbon.
3. Within the *Timing* group, go to the **Advance Slide** section.
4. Insert a check next to **After**, and then enter the amount of time that you would like to display the slide.
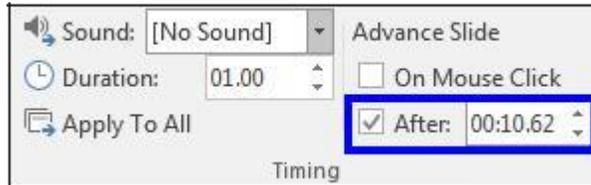
Figure 29 - Advance Slide

5. Select another slide and repeat the process.

Audio and video

Introduction

Adding audio and video to a PowerPoint presentation can be very useful, and can make your presentation more appealing to your audience. Audio can be added to slides in the form of background music, sound effects, or recordings. Video can also be added to a slide and played during your presentation. This is a great way to make your presentation more engaging for your audience.

O e your slide show is o plete, you'll eed to prese t it. This ooklet will tea h you how to prese t your presentation and explain how to use the presentation tools.

In PowerPoint 2016, you can insert and playback many different file formats.

Supported audio file formats:

FILE FORMAT	EXTENSION
AIFF Audio file	.aiff

AU Audio file	.au
MIDI file	.mid or .midi
MP3 Audio file	.mp3
Advanced Audio Coding - MPEG-4 Audio file	.m4a, .mp4
Windows Audio file	.wav
Windows Media Audio file	.wma

Supported video file formats:

FILE FORMAT	EXTENSION
Windows Media file	.asf
Windows Video file	.avi

(Some .avi files may require additional codecs)

MP4 Video file	.mp4, .m4v, .mov
Movie file	.mpg or .mpeg
Adobe Flash Media	.swf
Windows Media Video file	.wmv

Learning Objectives

Upon completing this documentation, you will be able to:

4. Add audio to the slide show

5. Add video to the slide show

6. Edit an audio file

7. Edit a video

8. Set up a slide show

9. Start the slide show

10. Understand how to use the presentation tools and features

Audio

In PowerPoint, you can add audio to your presentation from clipart audio, from a file, or you can record audio. The instructions below explain how to add audio to your slide show using each of these methods.

To Insert Audio from a File

1. In Normal view, navigate to the slide that you want to add audio.

2. Click the **Insert** tab on the *Ribbon*, and then click the **Audio** button.

Figure 1 - Ribbon

3. From the drop-down list, within the Media group, select **Audio on My PC**.
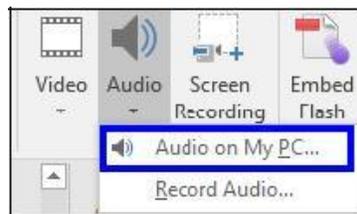
Figure 2 - Audio on My PC

4. The *Insert Audio* window will appear. Navigate to the location of the audio file.

Figure 3 - Insert Audio

5. Select the audio file, and then click the **Insert** button.

6. The audio file will appear on the slide.

To Record Audio

4. In Normal view, navigate to the slide that you want to add audio.

5. Click the Insert tab on the Ribbon, and then select **Audio**.

Figure 4 - Ribbon

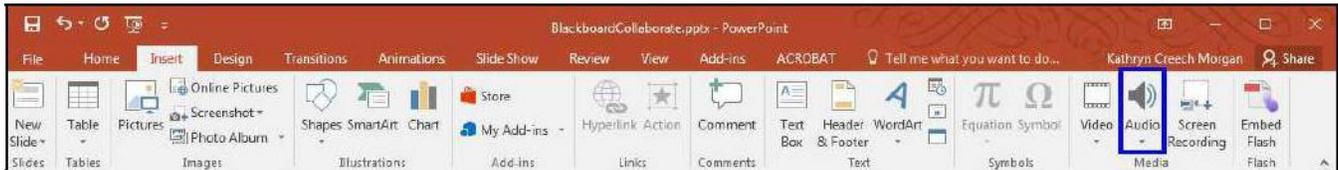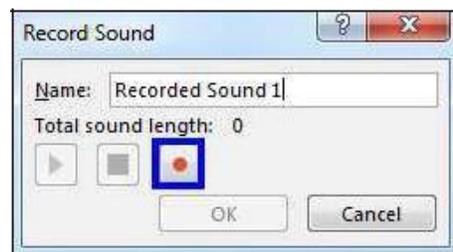3. From the drop-down list, within the Media group, select **Record Audio**.

Figure 5 - Record Audio

4. The Recorder will appear. Type a **name** for the recording in the *Name* field.

Figure 6 - Name the Recording

5. Click the **Record** button to start the recording.

7. To preview your recording, click the **Play** button.

Figure 9 - Play Button

Note: If you do not like the recording and want to re-record the audio, select the **Record** button again.

8. Once you are done, click **OK**. The audio file should appear on the slide.

9. If you do not want to keep the recording, click the **Cancel** button.

The Audio File

    b. **Play/Pause –** Click the play button to play/pause button to play and pause the audio file (See Figure 10).

    c. **Timeline –** The timeline will advance as the audio plays. Click anywhere on the timeline to go to a different place in the audio file (See Figure 10).

    d. **Back –** Move back .25 seconds in the audio file (See Figure 10).

    e. **Forward –** Move forward .25 seconds in the file (See Figure 10).

    f. **Timer –** View the time for the audio file (See Figure 10).

    g. **Volume –** Using your mouse, hover over the volume icon to access the slider. Scroll up to increase the volume. Scroll down to decrease the volume. Click the volume icon to Mute/Unmute the audio file (See Figure 10).
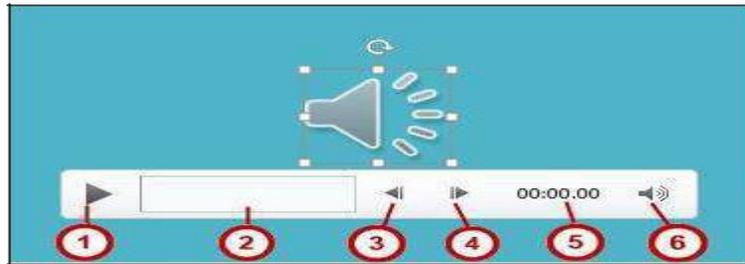
Figure 10 - Audio File

Deleting an Audio File

4) Navigate to the slide that contains the audio that you would like to delete.

5) Select the **audio file** icon.

6) Press the **Delete** or **Backspace** key on your keyboard.

Moving an Audio File

1) Navigate to the **slide** that contains the audio that you would like to move.

2) Click and drag the **audio file** to the desired location.

Playing Background Music Across all Slides

2) Select the **audio file** to be played across all slides.

3) On the *Audio Tools* contextual tab, select the **Playback** tab.

4) Click the **Play in Background** button. The audio file will now play across all slides until you reach the end of the presentation.

Figure 11 - Play in Background

Editing Audio

Sometimes you may need to make changes to your audio file. The following instructions explain how to edit the audio file.

To Trim an Audio File:

2) Select the audio file that you want to edit.

3) Click the **Playback** tab on the Ribbon.

4) Select **Trim Audio**.

Figure 12 - Trim Audio

13) The *Trim Audio* window will appear. Click and drag the green handle to set the start time (See Figure 13).

14) Click and drag the *red handle* to set the end time (See Figure 13).

15) Click the **Play** button to preview the changes (See Figure 13).

16) If necessary, adjust the handles again. Once you are done, click **OK** (See Figure 13).

Figure 13 - Trim Audio

Note: You can also adjust the start or end time by selecting the green or red handles, and then clicking the **Previous Frame** or **Next Frame** buttons.
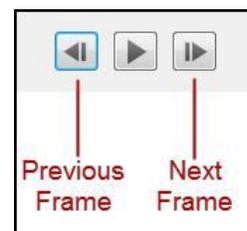
Figure 14 - Previous/Next Frame

To add a Fade In and Fade Out:

2) Select the **audio file** that you would like to edit.

3) Click the **Playback** tab on the Ribbon.

4) Under the Fade Duration section, either type in the desired times for the **Fade in** and **Fade Out**, or use the up and down arrows to adjust the times (See Figure 15).

Figure 15 - Fade In/Fade Out

Audio Options

Additional options that control how your audio file will play are found on the *Playback* tab, in the *Audio Options* group.

14) **Volume –** Adjust the volume for the audio file (See Figure 16).

15) **Start –** Controls whether the audio file starts when you click the mouse, or automatically (See Figure 16).

16) **Play Across Slide –** Select the checkbox to play the audio file across all slides (See Figure 16).

17) **Loop until Stopped –** Select the checkbox to replay the audio file until stopped (See Figure 16**Error! Reference source not found.**).

18) **Hide During Show –** Select the checkbox to hide the audio file icon while the slide show is playing (See Figure 16).

19) **Rewind after Playing –** Select this checkbox to return the audio file to the beginning when it is finished playing (See Figure 16).

Figure 16 - Audio Options

Applying an Audio Style

Once an audio file has been added to your slide, you can format it to make it look more presentable.

5) Select the **audio file** that you would like to format.
6) Select the **Format** tab (See Figure 17).

7) Hover over the **picture styles** for a preview of each one (See Figure 17).
8) Click the **style** of your choice. The style will be applied to the audio file. (See Figure 17).

Figure 17 - Picture Styles

Video

PowerPoint allows you to insert a video on to a slide and play it during your presentation. You can edit the video within PowerPoint using the trim feature, and the fade in/fade out feature. You can also format the appearance of the video.

Inserting a Video from a File

- ☐ Navigate to the **slide** where you want to insert a video.
- ☐ Select the **Insert** tab.
- ☐ Click the **Video drop-down arrow**.

Figure 18 - Insert Video
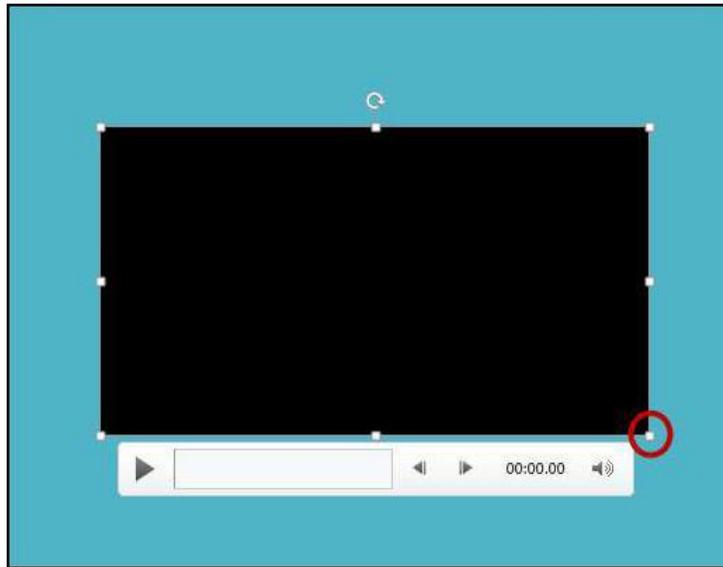
9) Select **Video on My PC**.

5. Locate the **video file**, and then click **Insert**.

Figure 20 - Insert Video

6. The video will be added to the slide. Click and drag the **sizing handles** to resize the video.

**Figure 21 - Sizing Handles**

Inserting an Online Video

If you choose to inserting an online video, you have the choice to select a video from YouTube or you can insert an embed code. You may also choose to insert a hyperlink to the video. For more information on how to insert a hyperlink, see the booklet PowerPoint 2016: Intro to PowerPoint, located on the UITS Documentation Center

Previewing a Video

Click the video to select it.

5. **Play/Pause –** Click the Play/Pause button to preview the video (See Figure 22).
6. **Timeline –** To go directly to a specific part of the video, click anywhere on the timeline (See Figure 22).
7. **Back –** Move back .25 seconds (See Figure 22).
8. **Forward –** Move forward .25 seconds (See Figure 22).

9. **Volume –** Using your mouse, hover over the volume icon to access the slider. Scroll up to increase the volume. Scroll down to decrease the volume. Click the volume icon to Mute/Unmute the video (See Figure 22).
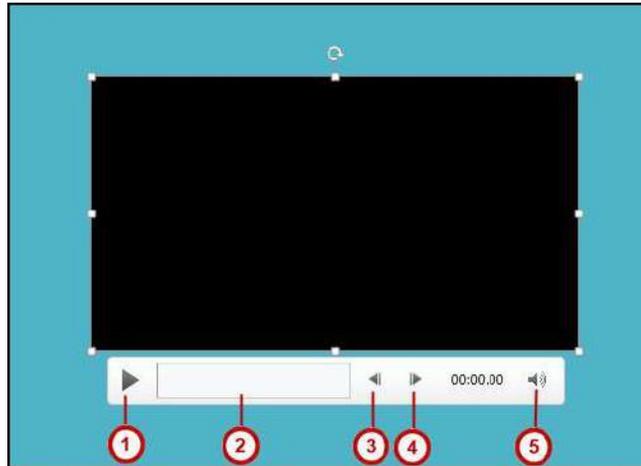
Figure 22 - Preview Video

Deleting a Video

6. Click the **video** to select it.
7. Press the **Delete** or **Backspace** key on your keyboard.
8. The video will be removed from the slide.

Moving a Video

5. Navigate to the **slide** that contains the video that you would like to move.
6. Click and drag the **video** to the desired location.

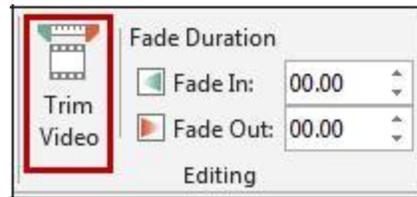## Editing a Video

Sometimes you may need to make changes to your video file. The following instructions explain how to edit a video file from your computer:

To Trim a Video

7. Select the video that you would like to trim.

8. Click the **Playback** tab on the Ribbon and select the **Trim Video** option in the Editing group.

Figure 23 - Trim Video Button

10. The Trim Video window will appear. Use the **green handle** to set the start time (See Figure 24).
11. Use the **red handle** to set the end time (See Figure 24).
12. Click **Play** to preview the video (See Figure 24).
13. Click **OK** when you are done trimming the video (See Figure 24).

Note: You can also adjust the start or end time by clicking the up or down arrows in the Start Time or End Time fields (See Figure 24).

Note: You cannot edit video files that you acquire online.

To Add a Fade In and Fade Out

5. Select the **video** that you would like to apply fading to.

6. Click the **Playback** tab on the *Ribbon*, and go to the Fade Duration section.

7. To adjust the *Fade In* or *Fade Out*, either type in the desired time, or use the up and down arrow keys.

Figure 30 – Fade In/Fade Out

Video Options

Additional options that control how your video will play are found on the *Playback* tab, in the *Audio Options* group. **Volume –** Change the volume for the video (See Figure 25).

7. **Start –** Control whether you want the video to start automatically or when you click your mouse (See Figure 25).

8. **Play Full Screen –** The video will fill your entire screen while playing (See Figure 25).

9. **Hide While Not Playing –** When the video is not playing, it will be hidden (See Figure 25).

10. **Loop until Stopped –** The video will replay until **it's** stopped (See Figure 25).

11. **Rewind after Playing –** When the video has finished playing, it will return to the beginning (See Figure 25).

Applying a Video Style

5. To apply a video style, select a video in your presentation.

6. Click the **Format** tab (See Figure 26).

7. Use your mouse to hover over a **video style** to see a preview of the style.

8. Select the **style** of your choice (See Figure 26).

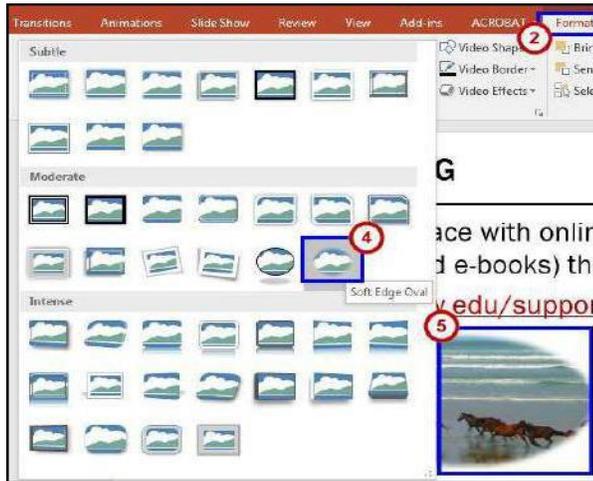9. The style will be applied to your video (See Figure 26).

Figure 26 - Video Styles

Slide Show Setup Options

PowerPoint has several options to choose from to set up your slide show.

3. Select the **Slide Show** tab on the ribbon (See Figure 27).

4. Click **Set Up Slide Show** in the *Set Up* group (See Figure 27).

Figure 27 - Set Up Slide Show

3) The *Set Up Show* window will appear (See Figure 28).

4) Select your desired **options** for your presentation (See Figure 28).
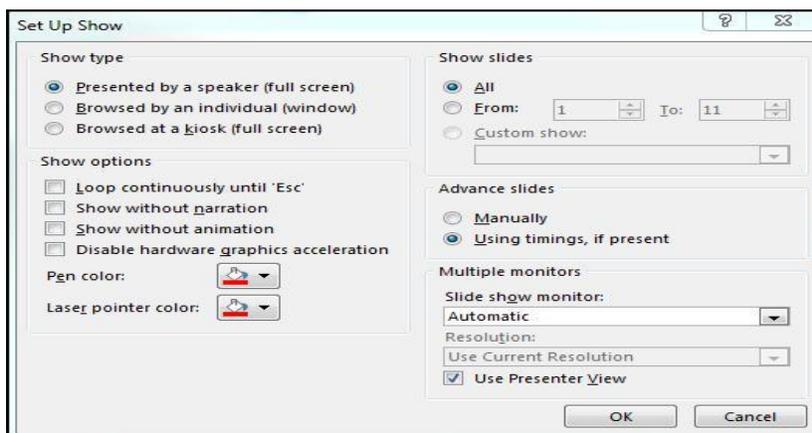

Figure 28 - Set Up Show

Hiding a Slide

If there is a slide that you do not want to show during the Slide Show, PowerPoint offers the option to hide a slide.

4) Select the **slide** that you wish to hide.
5) Click the **Slide Show** tab (See Figure 29).
6) Select **Hide Slide** within the *Set Up* group (See Figure 29)

Figure 29 - Hide Slide

4. When presenting your slideshow, the slide will not be seen.

Presenting Your Slide Show

PowerPoint presentations are meant to be supplemental information, not a script. Review your presentation for content and try to avoid reading directly from the slides. The following instructions explain how to present your slide show.

Starting the Slide Show

☐ Select the **Slide Show** tab (See Figure 30).
☐ Click **From Beginning** to begin the presentation from the first slide or click **From Current Slide** to begin the presentation from the slide which currently appears in the Slide Preview pane (See Figure 30).

Figure 30 - Start Slideshow

2) You can advance to the next slide by pressing **Enter**, the **Spacebar**, or by clicking the left mouse button. You will also notice left and right arrows in the bottom-left corner of the slide. Clicking one of these arrows will advance the presentation to the next slide or the previous slide.

3) Pressing the **Escape (Esc)** key will end your presentation and return you back to the Normal View.

Note: You can also run the presentation from the current slide by clicking the slide show icon located on the status bar.

Presentation Tools

PowerPoint provides tools that are available for use while presenting your slide show.

Once in Slide Show view, icons will appear in the bottom-left corner of your screen (see Figure 37).

Figure 31 - Presentation Tools

 Back - Select the **Back** button to move to the Previous slide in the slide show.

 Forward - Select the **Forward** button to move to the Next slide in the slide show.

 Pen Tools - Use the **pen tools** to make notations on your slides.

 See All Slides - To jump to a specific slide, select the **See All Slides** icon, and then select the slide that you would like to go to next.

[Q] **Zoom** - Select the **Zoom** icon to zoom in on a specific area of the slide.

[icon] **Black or unblack slide** - Allows you to black out a slide during your presentation.

[icon] **More** - Select the **More** button for additional features available in PowerPoint. Select the More icon to access the taskbar on your computer. Having the ability to access the taskbar while in slide show view, will allow you to access the Internet or other files or programs during your presentation. Follow the instructions below to access the taskbar.

Pen Tool

4. Select the **Pen Tools** icon.
5. From the menu, select the **Pen** or **Highlighter**, and then click and drag the mouse to mark on your slides (See Figure 32).
6. Select **Laser Pointer** to draw attention to certain parts of the slide (See Figure 32).
7. Select **Eraser** to erase a marking on a slide (See Figure 32).
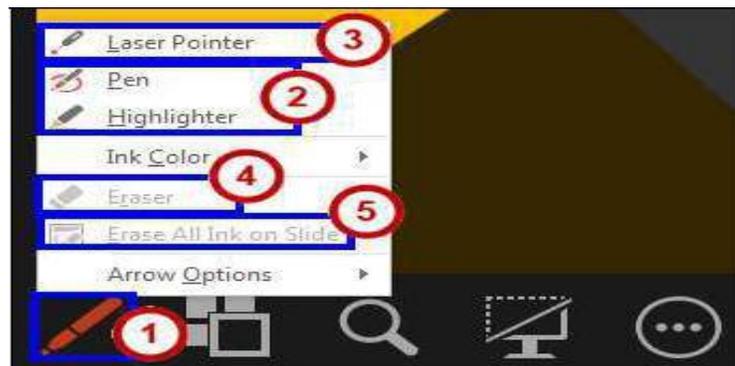8. Select **Erase All Ink on Slide** to erase all of the markings on a slide (See Figure 32).

Figure 32 - Presentation Ink Markings Menu

More

5. Select the **More** button (See Figure 33).
6. In the menu that appears, select **Screen** (See Figure 33).
7. Click **Show Taskbar** (See Figure 33). The taskbar will appear at the bottom of the screen.

Figure 33 - More Menu: Show Taskba

You can also white out your screen during your presentation.

8. Select the **More** icon (See Figure 34).

9. In the menu that appears, select **Screen** (See Figure 34).

10. Click **White Screen**. Your screen will become completely white (See Figure 34).

Figure 34 - More Menu: White Screen

Note: You can also access any of the presenting tools mentioned above, by right-clicking anywhere on the screen during your slideshow.