Microsoft PowerPoint 2016 Guide

How to start MS PowerPoint 2016

MS PowerPoint 2016 allows you to create presentations through a collection of slides which can be displayed on projectors or computer screens. This software allows you to insert text, video clips, sounds, photographs and animations into your presentation. To get started you will need to:

1. Click on the Start button and select All Programs
2. Click on PowerPoint 2016
Using MS PowerPoint 2016

When PowerPoint 2016 opens, you can choose different templates, themes, a recent file, or a blank presentation.
If you select the **Default Theme** Template, the default **Normal View** is displayed:

Various tabs (i.e. **Home**, **Insert**, **Design** etc.) are displayed at the top of the screen in the shape of a ribbon showing the various functions that you are able to use when creating your presentation.

The slide that you are currently working on is displayed in the middle of the screen.

**Click to add title**

**Click to edit gstyle**

This section allows you to add notes or comments to your presentation.

The slide number and total number of slides within your presentation are displayed here.

The **Slides tab** displays in the left hand pane a thumbnail of each slide within your presentation.
PowerPoint opens with a slide that displays text placeholders which you are able to click into and then add text. The top text placeholder gives the instruction **Click to add title**. Simply click into this box and type the title of your choice. If you wish to add a subtitle, click into the box below which states **Click to add subtitle**, then simply type the subtitle of your choice:

![Click to add title](image1)

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**Repositioning and Resizing Placeholders**

You can reposition or resize placeholders before or after you type your text by clicking on the text or image that you want to move or resize. After doing so, you will notice that the placeholder is displayed with a dotted outline. Placing the mouse pointer on the outline, the **move** cursor is displayed:

![Move cursor](image2)

Once this appears, hold down the left click button on the mouse in order to move the selected placeholder to your desired location on the slide:

![Dotted outline of placeholder](image3)
If you want to resize your placeholder, place the mouse pointer on the resize points on the dotted outline and these different cursors will appear, depending on which angle you choose to resize from:

After doing so, hold down the left click button on the mouse and drag in the direction that you wish to resize to:
Alternative Slide Layouts and Design

PowerPoint allows you to create slides with a number of different layouts:

On the **Home tab**, select **Layout** to view and choose alternative slide layouts.

You can also choose from different types of slide design:

Click on the **Design tab** to choose from a range of different themes.

The various **Themes** can be previewed when the mouse pointer is placed on an individual style.
Adding slides to your presentation

On the **Home** tab, select **New Slide** to add another slide to your presentation. You are able to choose from a number of different layouts.
Inserting Images, Illustrations and Media

PowerPoint allows you to insert pictures, clip art images, smart art and charts into the slides within your presentation:

1. Click on the **Insert tab** on the ribbon

2. Select an option from the **Images** section to insert pictures from your computer or online

3. Select an option from the **Illustrations** section to insert a shape, smart art or chart.

4. Select an option from the **Media** section to add a video or audio clip.

Presentation and Master Views

PowerPoint enables you to view your presentation on screen in a number of ways. The **Normal View** is the default view in which you can edit and make changes to individual slides. The other types of view are available by clicking on the **View tab** of the ribbon.

1. Click on the **View tab**

2. Select an option from the **Presentation Views** section in order to view your presentation in a number of different ways.

3. Select an option from the **Master Views** section in order to display your slides in other ways. See page 9.
**Presentation Views:**

<table>
<thead>
<tr>
<th>View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal View:</td>
<td>Displays your individual slides for editing.</td>
</tr>
<tr>
<td>Slide Sorter View:</td>
<td>Displays all of the slides in your presentation as thumbnails for review; in this view you can move or delete slides by simply dragging and dropping them in your desired position.</td>
</tr>
<tr>
<td>Notes Page View:</td>
<td>Displays a window below each individual slide where you can type notes for the delivery of your presentation. These notes are not visible to the audience when giving the presentation.</td>
</tr>
<tr>
<td>Reading View:</td>
<td>Displays the slides of your presentation in an easy to read fashion for reviewing.</td>
</tr>
</tbody>
</table>

**Master Views:**

The master views include **Slide Master, Handout Master** and **Notes Master**.

These views display your slides in a way in which you can edit backgrounds, colour, fonts, effects, placeholder sizes and positions. Working in these views enables you to essentially make a personalised or company template so all style changes apply to every slide, notes page or handout of your presentation.
Viewing your presentation as a Slide Show for audiences:

1. Click on the Slide Show button at the bottom right of the window to view your presentation in full screen view. If in doubt, place the mouse pointer on the icon to reveal the function of each button.

2. To advance to the next page you can use the arrows located at the bottom left of the screen (once you are in the Slide Show view) or you can press the Enter/Space key on the keyboard. You can also use the left or right button on the mouse, also the arrow keys and the page up and page down button to navigate.

3. To view the previous slide - press P or use the onscreen/keyboard arrow.

4. To exit from slide show mode - press the ESC button on the keyboard.
Printing your presentation

The default print option in MS PowerPoint prints individual slides on every page however, there are a number of ways to print your slides. You can print them individually, with speaker notes, or create handouts that have several slides on a page.

1. Click on the **File tab**

2. Select **Print**

3. Print preview

4. Click on the **Print button** in order to use the default printing option (1 slide per page - If not, follow the step below)

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PowerPoint Help

Looking for help with a feature?
Just type your query in the **Tell me what you want to do** box. From the search results, you can quickly get to features you want to use or actions you want to perform.

For further information and support contact:
Tel: 020 7815 6678
Email: llr-ithelpdesk@lsbu.ac.uk
Visit: 1 West, Perry Library

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