

# Power Point 2016

## Creating and Opening Presentations

### **Introduction**

PowerPoint is a presentation program that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the Ribbon, Quick Access Toolbar, and Backstage view .

## Getting to know PowerPoint

PowerPoint 2016 is similar to

PowerPoint 2013 and PowerPoint 2010.

If you've previously used these versions,

PowerPoint 2016 should feel familiar.

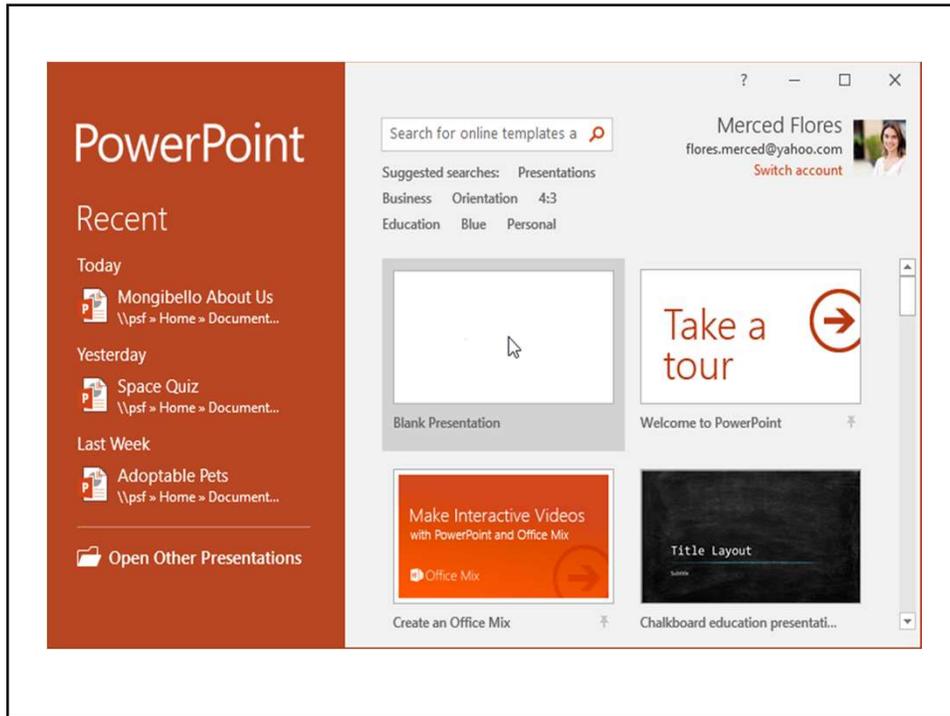
you should first take some time to

become familiar with the PowerPoint

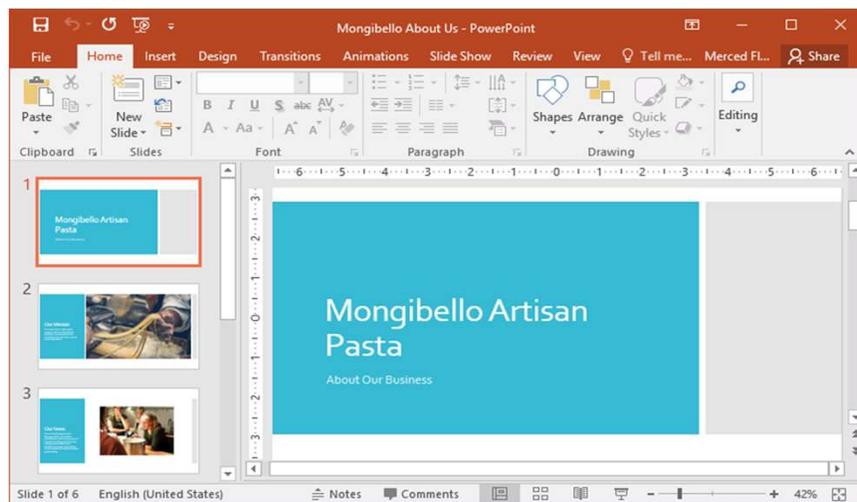
2016 interface.

## The PowerPoint interface:

When you open PowerPoint for the first time, the Start Screen will appear. From here, you'll be able to create a new presentation, choose a template, and access your recently edited presentations. From the Start Screen, locate and select Blank Presentation to access the PowerPoint interface.



Click the buttons in the interactive below to become familiar with the PowerPoint interface.

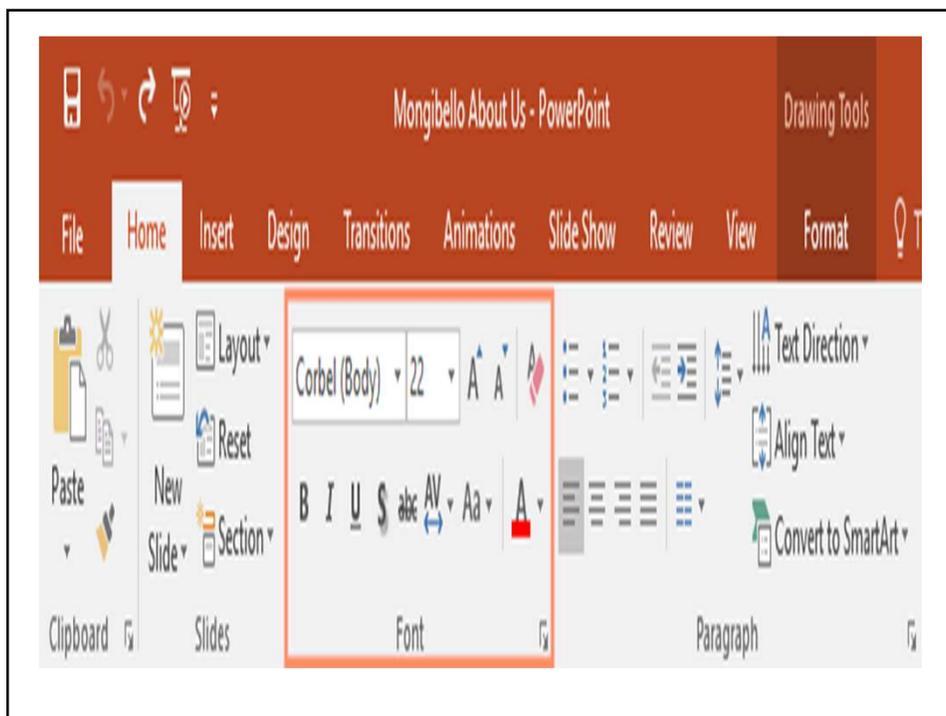


## Working with the PowerPoint environment

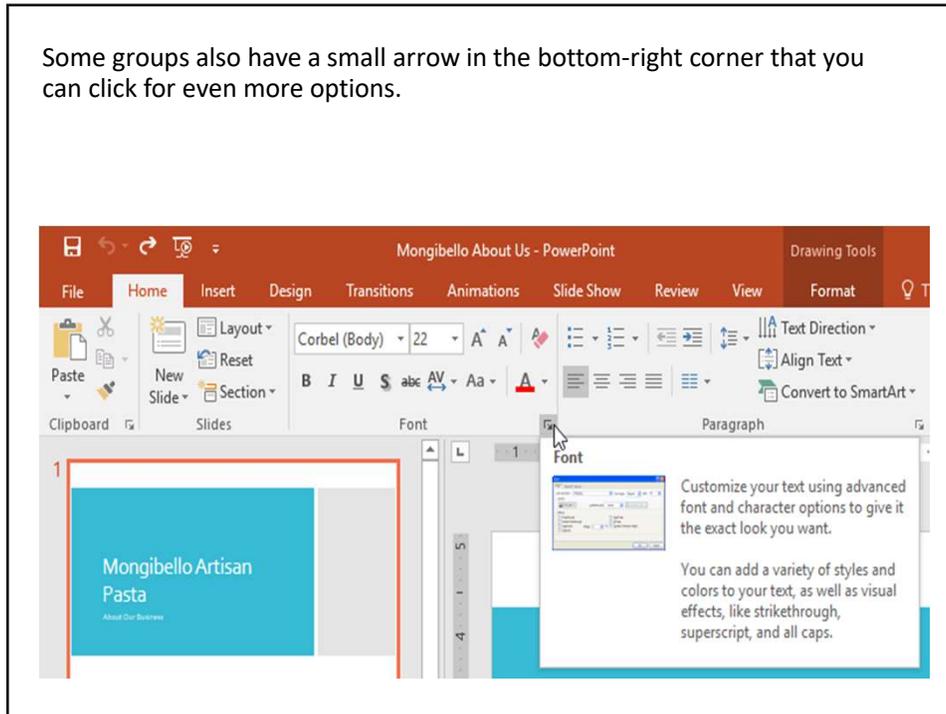
The Ribbon and Quick Access Toolbar are where you will find the commands to perform common tasks in PowerPoint. Backstage view gives you various options for saving, opening a file, printing, and sharing your document.

### The Ribbon

PowerPoint uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. For example, the Font group on the Home tab contains commands for formatting text in your document.

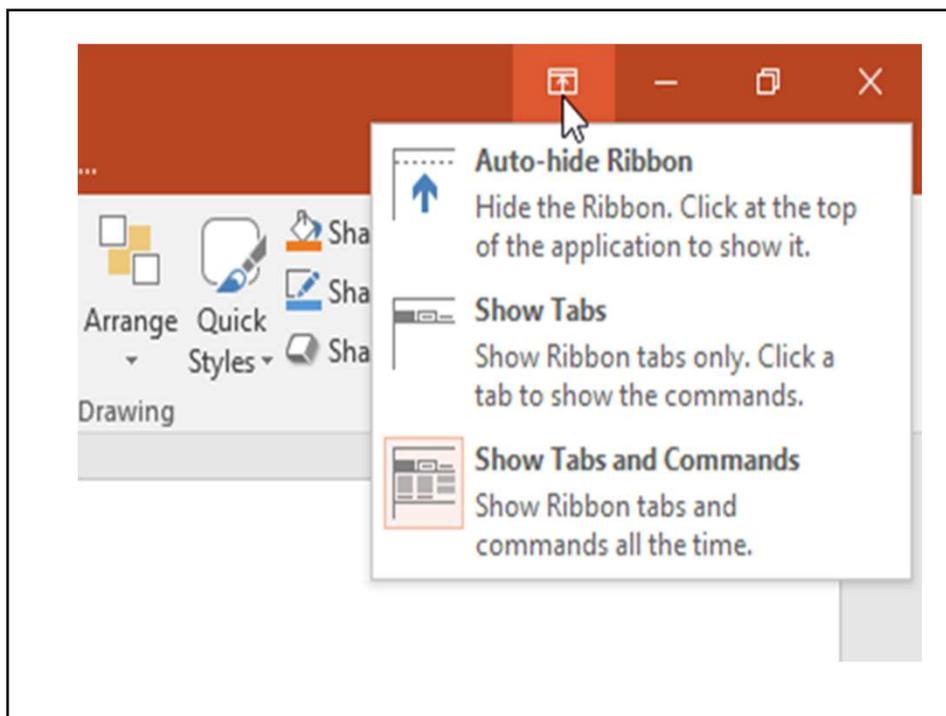


Some groups also have a small arrow in the bottom-right corner that you can click for even more options.



## Showing and hiding the Ribbon:

The Ribbon is designed to respond to your current task, but you can choose to minimize it if you find that it takes up too much screen space. Click the Ribbon Display Options arrow in the upper-right corner of the Ribbon to display the drop-down menu.

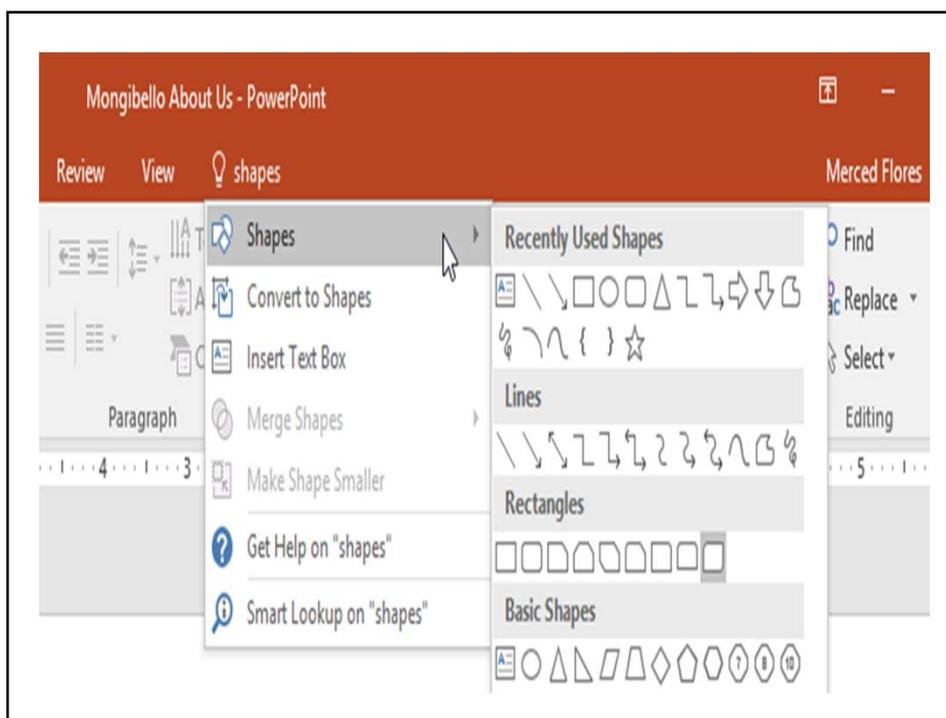


- **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To show the Ribbon, click the Expand Ribbon command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible.

This option is selected by default when you open PowerPoint for the first time.

## Using the Tell me feature:

If you're having trouble finding a command you want, the Tell Me feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.

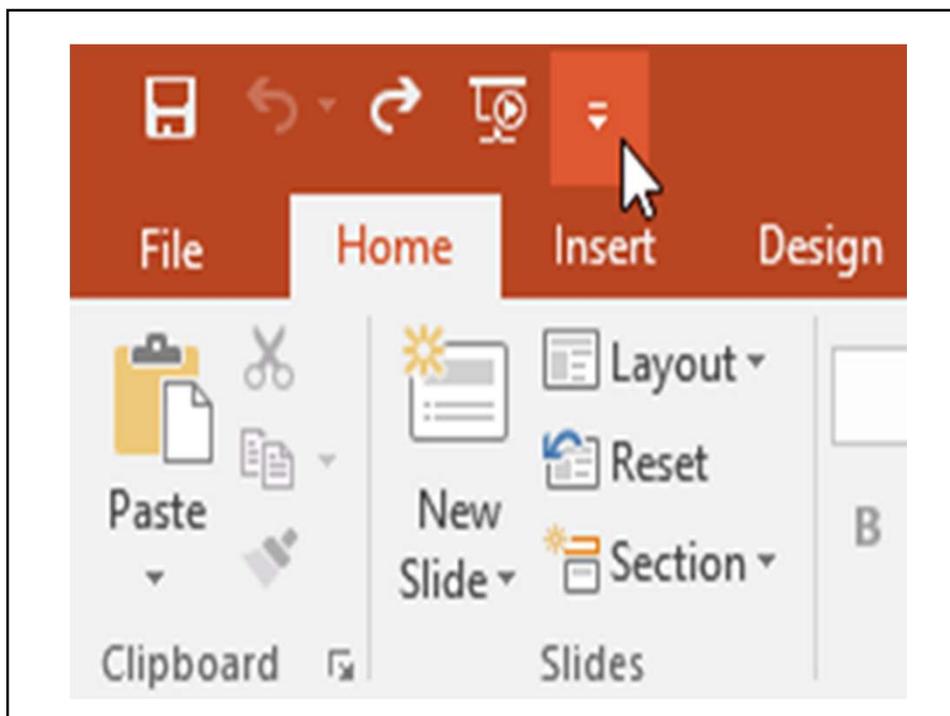


### **The Quick Access Toolbar**

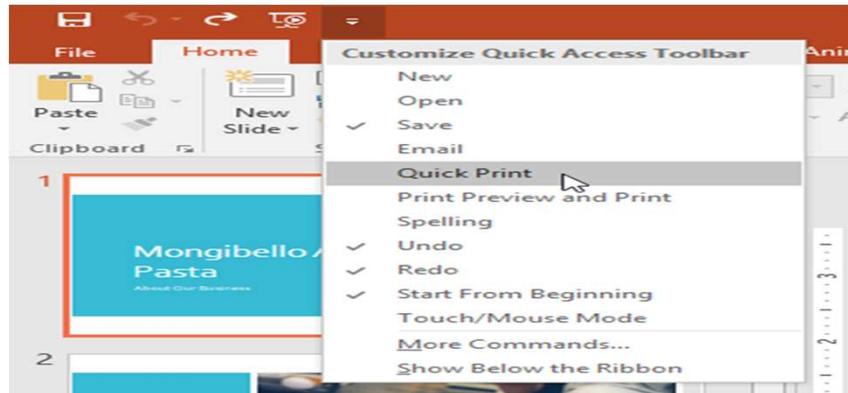
Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, Redo, and Start From Beginning commands. You can add other commands depending on your preference.

To add commands to the Quick Access Toolbar:

1. Click the drop-down arrow to the right of the Quick Access Toolbar.



2. Select the command you want to add from the drop-down menu. To choose from more commands, select More Commands

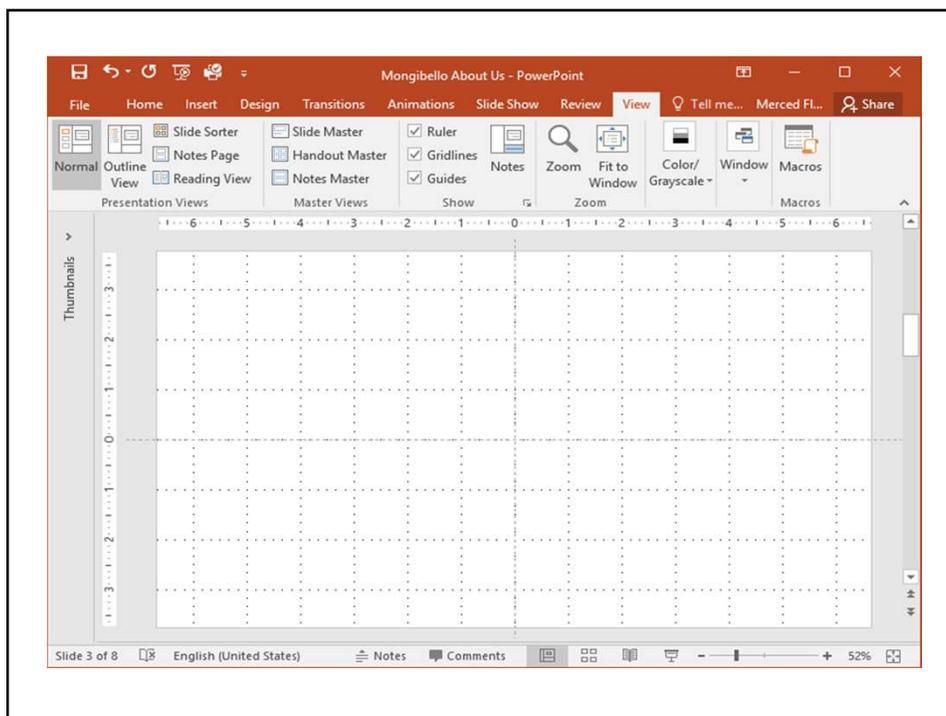


3. The command will be added to the Quick Access Toolbar



## The Ruler, guides, and gridlines:

PowerPoint includes several tools to help organize and arrange content on your slides, including the Ruler, guides, and gridlines. These tools make it easier to align objects on your slides. Simply click the check boxes in the Show group on the View tab to show and hide these tools.

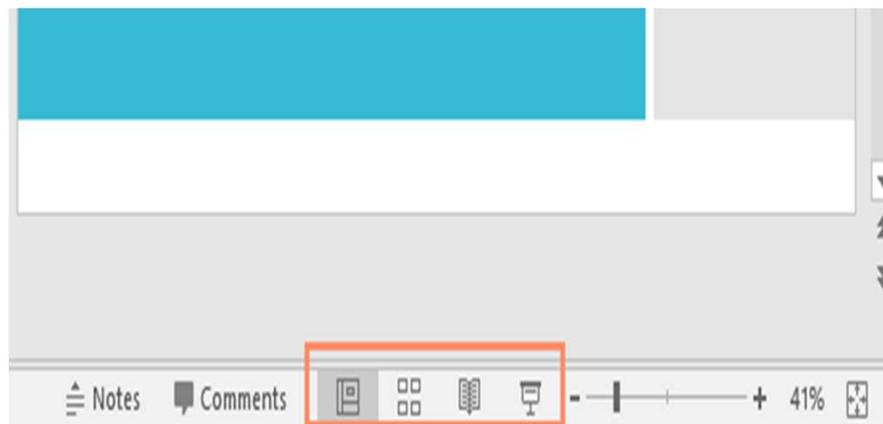


## **Zoom and other view options:**

PowerPoint has a variety of viewing options that change how your presentation is displayed. You can choose to view your presentation in Normal view, Slide Sorter view, Reading view, or Slide Show view. You can also zoom in and out to make your presentation easier to read.

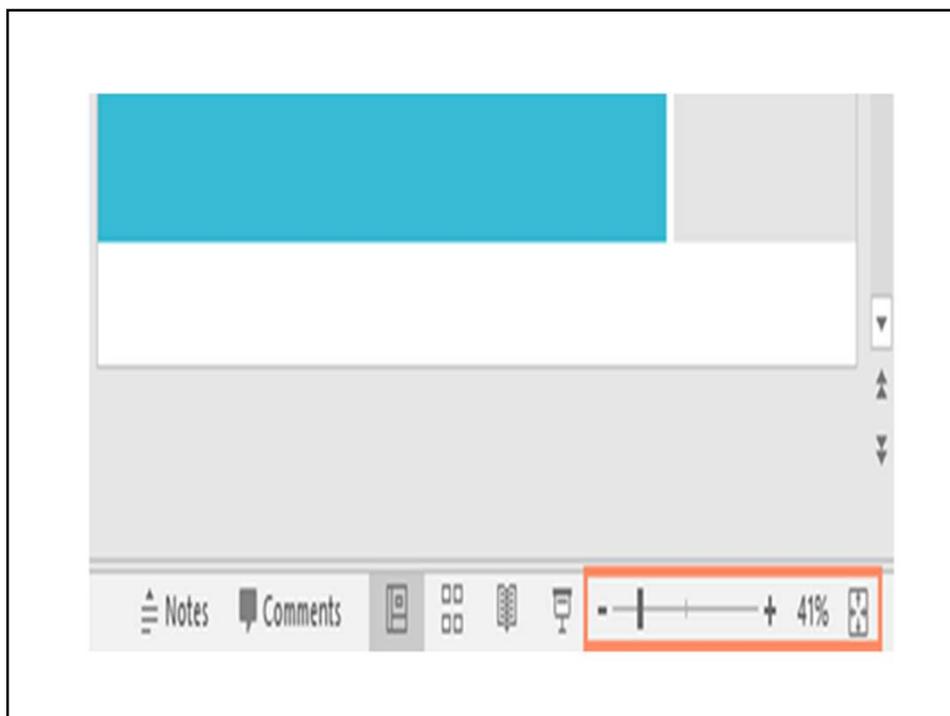
Switching slide views:

Switching between different slide views is easy. Just locate and select the desired slide view command in the bottom-right corner of the PowerPoint window.



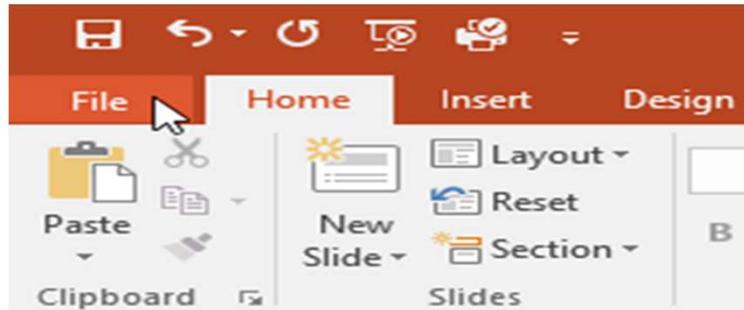
## Zooming in and out :

To zoom in or out, click and drag the zoom control slider in the bottom-right corner of the PowerPoint window. You can also select the + or - commands to zoom in or out by smaller increments. The number next to the slider displays the current zoom percentage, also called the zoom level.

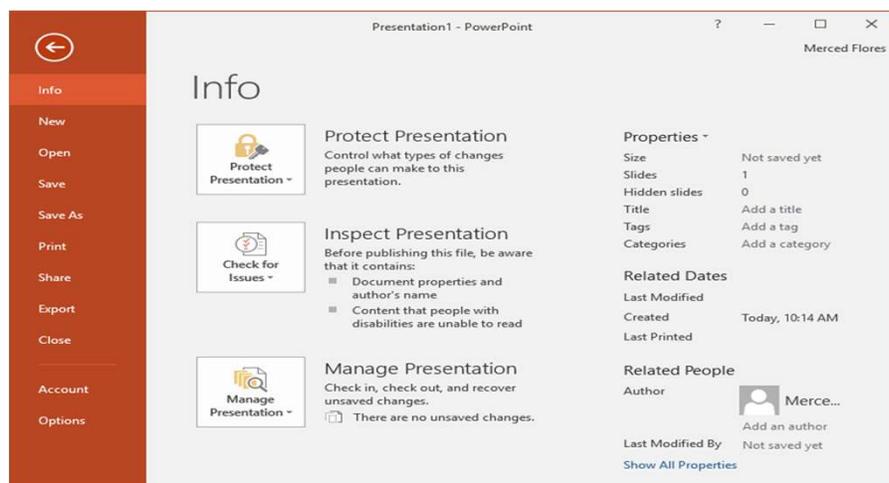


### Backstage view

Backstage view gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the File tab on the Ribbon.



Click the buttons in the interactive below to learn more about using Backstage view.



## Lesson 2: Understanding One Drive

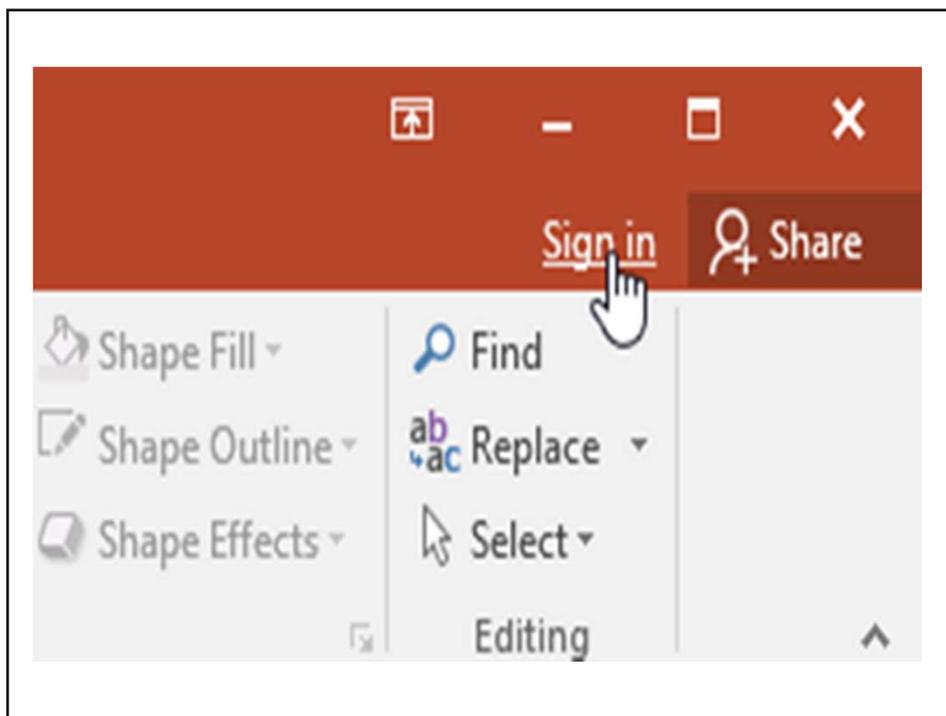
### Introduction

Many of the features in Office are geared toward saving and sharing files online. One Drive is Microsoft's online storage space that you can use to save, edit, and share your presentations and other files. You can access One Drive from your computer, smartphone, or any of the devices you use.

To get started with One Drive, all you need to do is set up a free Microsoft account if you don't already have one.

If you don't already have a Microsoft account, you can go to the Creating a Microsoft Account lesson in our Microsoft Account tutorial.

Once you have a Microsoft account, you'll be able to sign in to Office. Just click Sign in in the upper-right corner of the PowerPoint window.



## Benefits of using One Drive:

Once you're signed in to your Microsoft account, here are a few of the things you'll be able to do with One Drive:

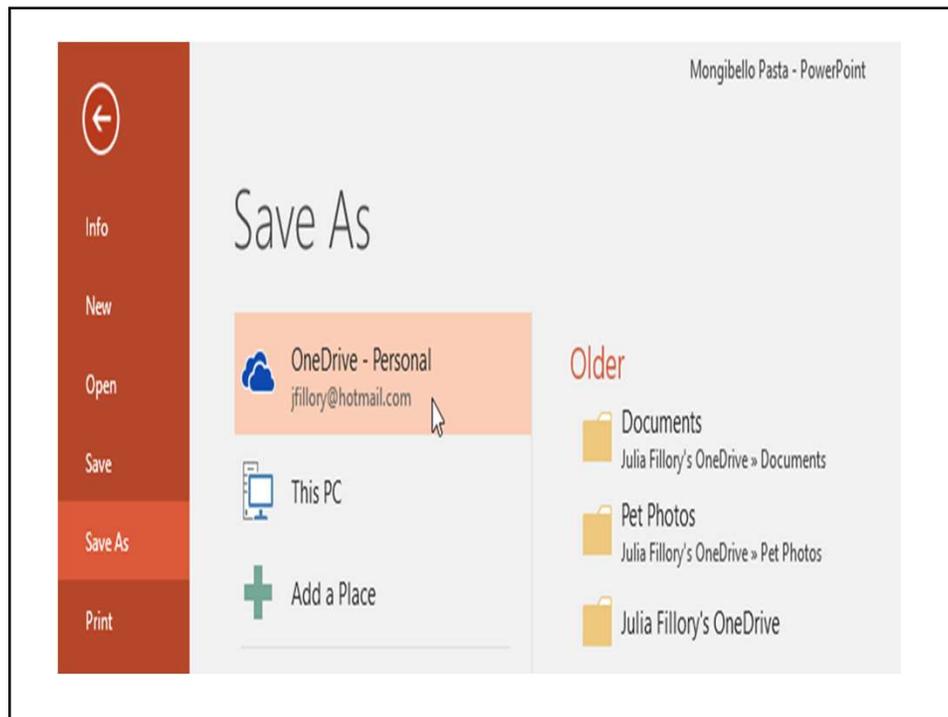
- **Access your files anywhere:** When you save your files to One Drive, you'll be able to access them from any computer, tablet, or smartphone that has an Internet connection. You'll also be able to create new presentations from One Drive.
- **Back up your files:** Saving files to One Drive gives them an extra layer of protection. Even if something happens to your computer, One Drive will keep your files safe and accessible.
- **Share files:** It's easy to share your One Drive files with friends and coworkers. You can choose whether they can edit or simply read files. This option is great for

collaboration because multiple people can edit a presentation at the same time (also known as co-authoring).

**Saving and opening files**

When you're signed in to your Microsoft account, One Drive will appear as an option whenever you save or open a file. You still have the option of saving files to your computer. However, saving files to your One Drive allows you to access them from any other computer, and it also allows you to share files with friends and coworkers.

For example, when you click Save As, you can select either One Drive or This PC as the save location.

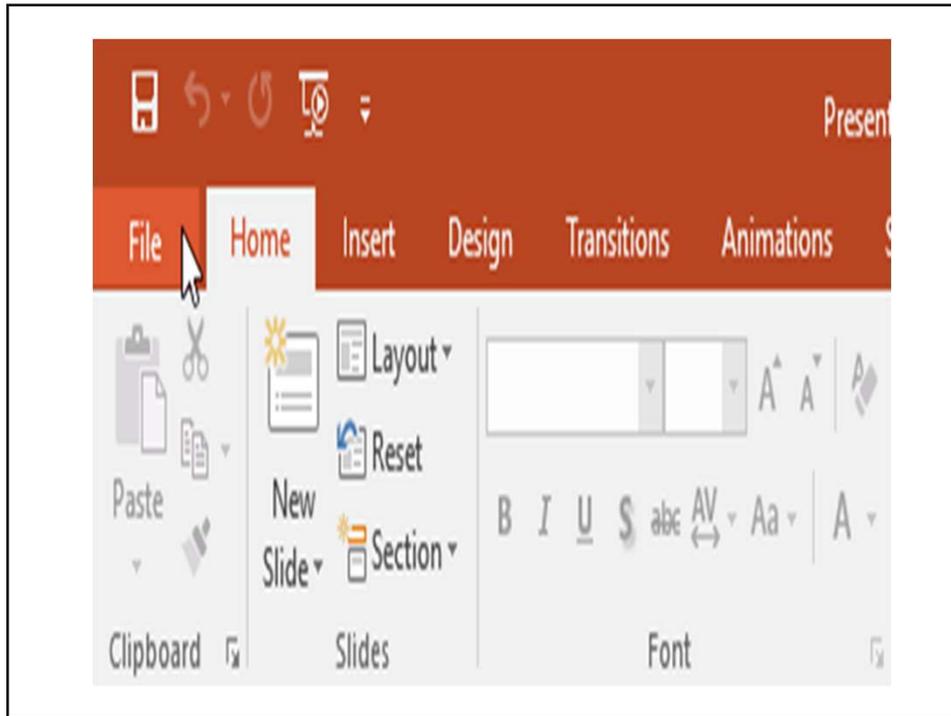


## Lesson 3: Creating and Opening Presentations

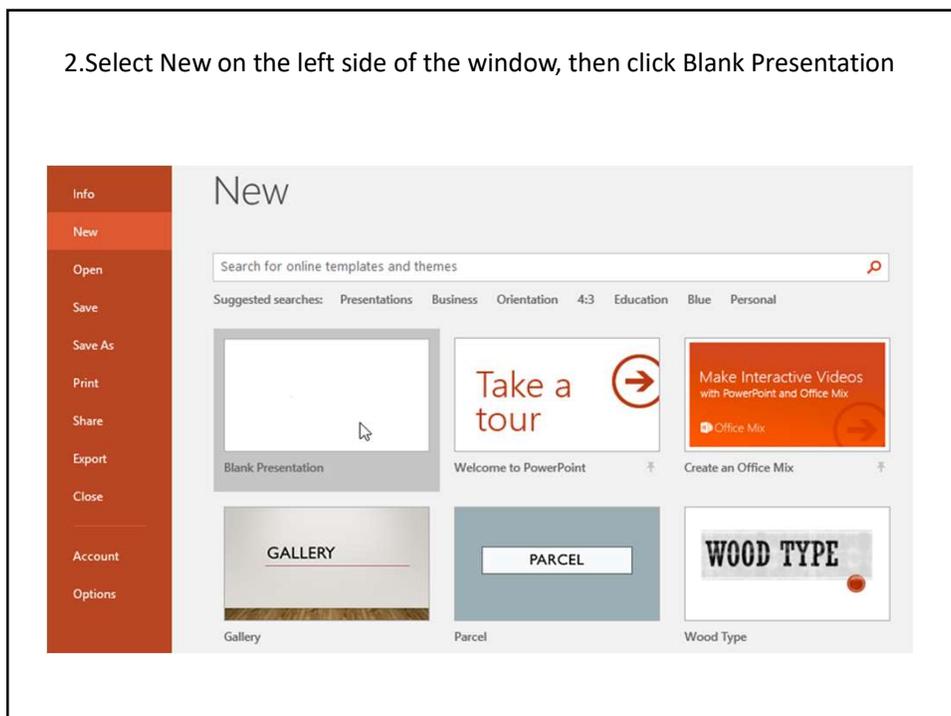
### Introduction

**PowerPoint files are called presentations. Whenever you start a new project in PowerPoint, you'll need to create a new presentation, which can either be blank or from a template. You'll also need to know how to create a new presentation.**

1. Select the File tab to go to Backstage view.



2. Select New on the left side of the window, then click Blank Presentation



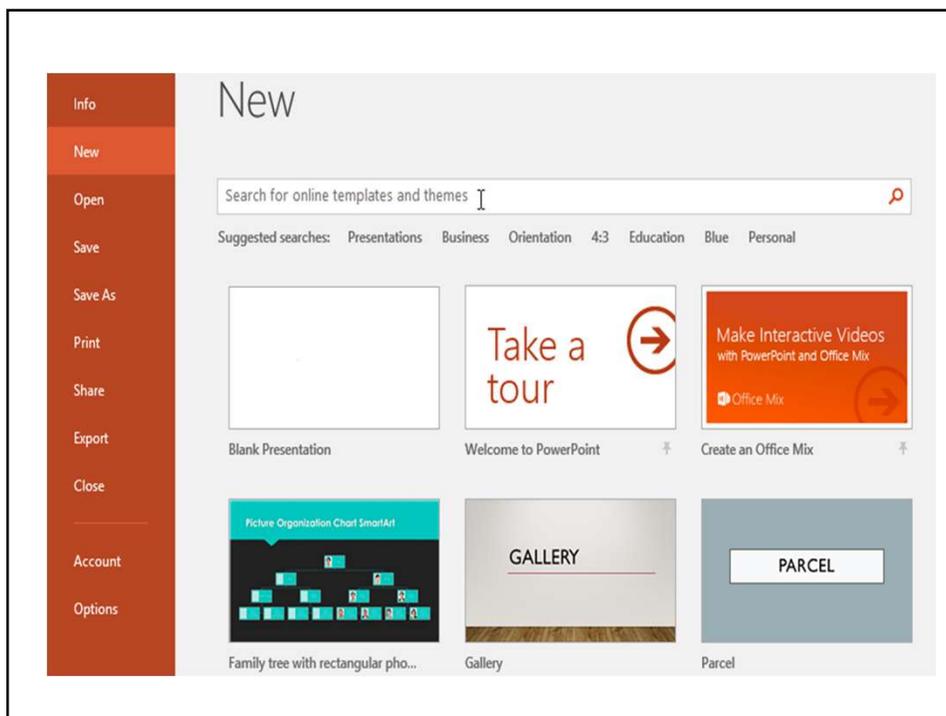
3. A new presentation will appear.

To create a new presentation from a template:

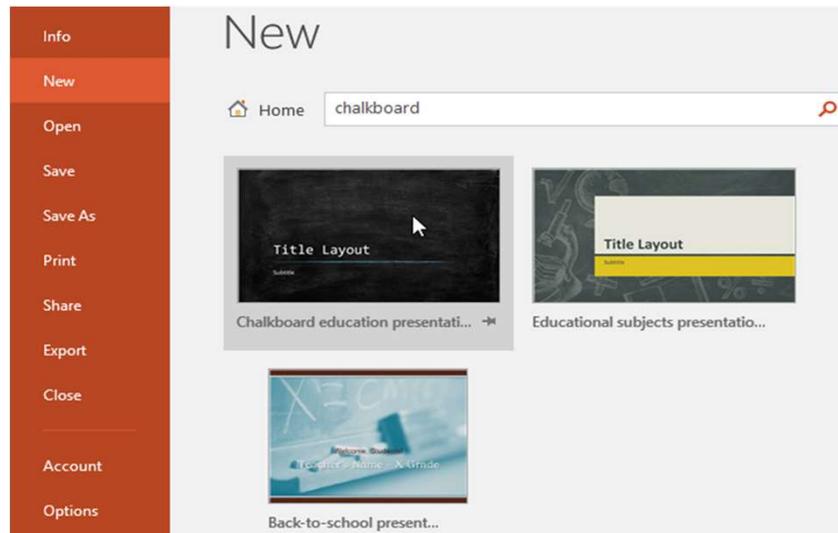
A template is a predesigned presentation you can use to create a new slide show quickly. Templates often include custom formatting and designs, so they can save you a lot of time and effort when starting a new project.

1. Click the File tab to access Backstage view, then select New.

2. You can click a suggested search to find templates or use the search bar to find something more specific. In our example, we'll search for the keyword chalkboard.



3. Select a template to review it.



4. A preview of the template will appear, along with additional information on how the template can be used.

5. Click Create to use the selected template.



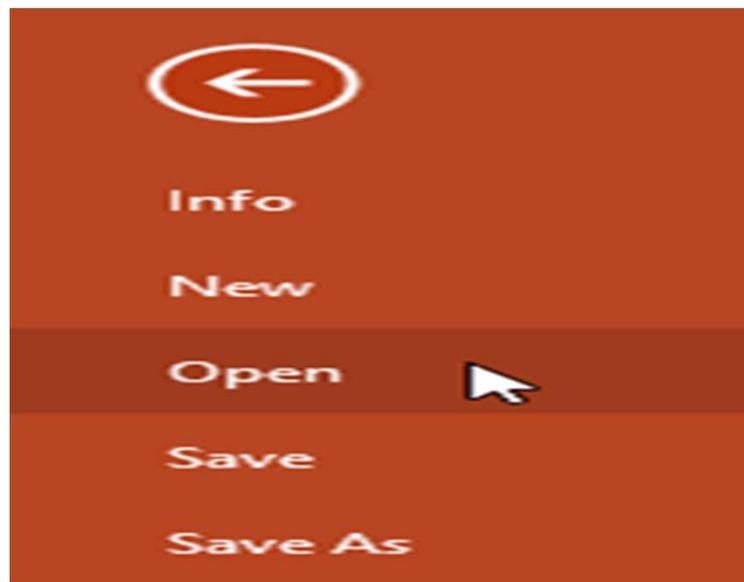
6. A new presentation will appear with the selected template.

It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.

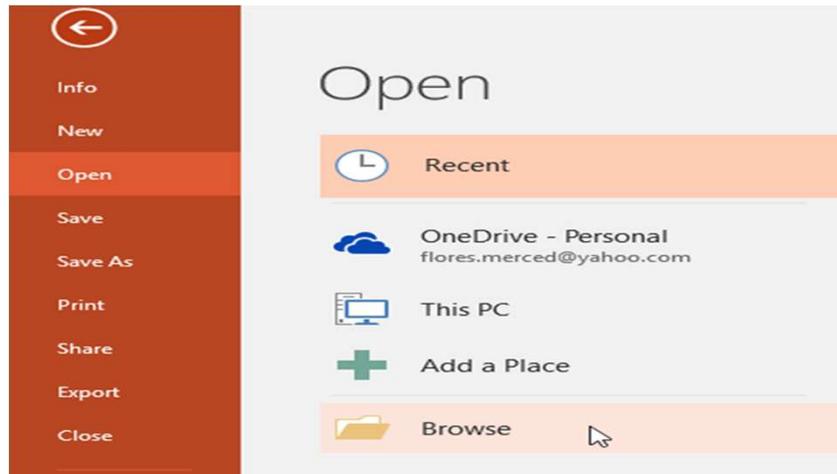
To open an existing presentation:

In addition to creating new presentations, you'll often need to open a presentation that was previously saved.

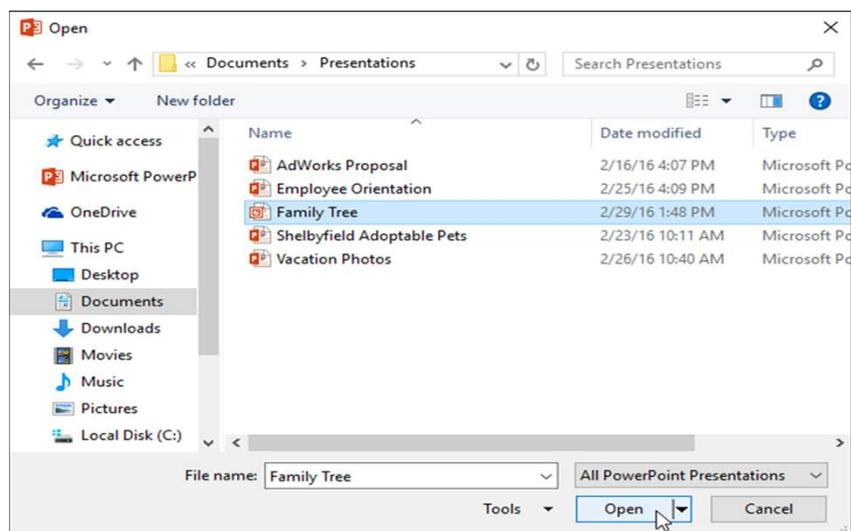
1. Select the File tab to go to Backstage view, then click Open.



2. Click Browse. Alternatively, you can choose One Drive to open files stored on your OneDrive.



3. The Open dialog box will appear. Locate and select your presentation, then click Open.

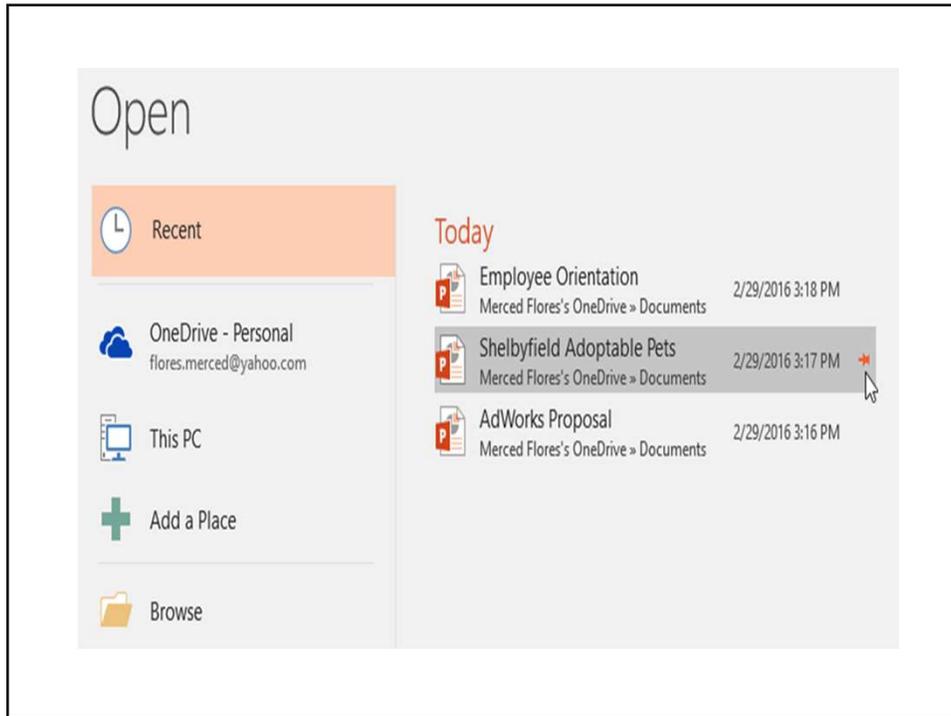


Most features in Microsoft Office, including PowerPoint, are geared toward saving and sharing documents online. This is done with One Drive, which is an online storage space for your documents and files. If you want to use One Drive, make sure you're signed in to PowerPoint with your Microsoft account.

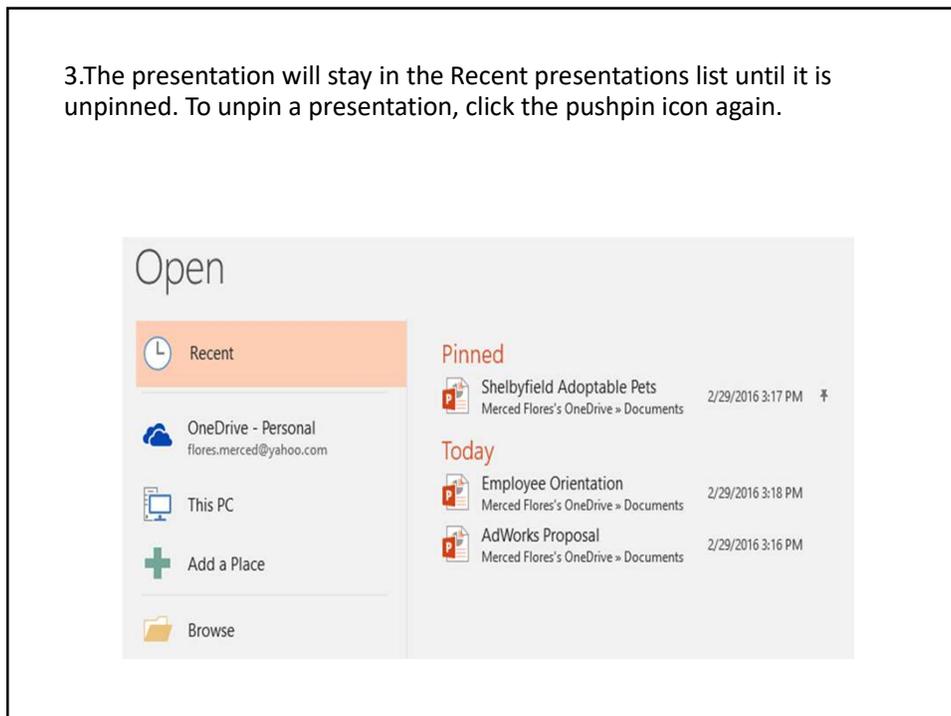
**To pin a presentation:**

If you frequently work with the same presentation, you can pin it to Backstage view for easy access.

1. Select the File tab to go to Backstage view, then click Open. Your Recent Presentations will appear.
2. Hover the mouse over the presentation you want to pin, then click the pushpin icon.



3.The presentation will stay in the Recent presentations list until it is unpinned. To unpin a presentation, click the pushpin icon again.

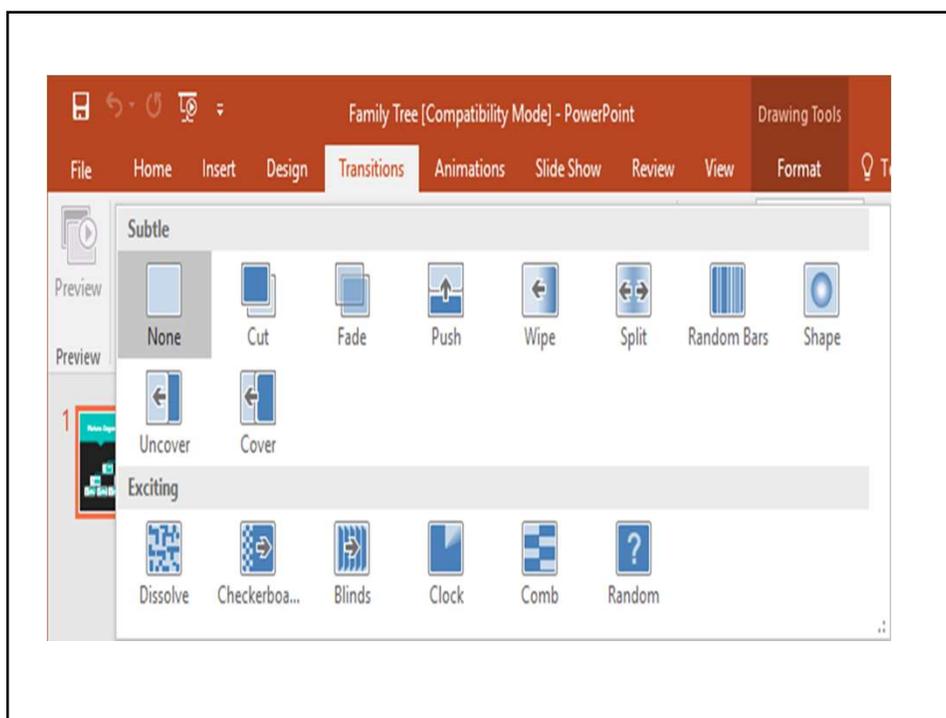


## **Compatibility Mode**

Sometimes you may need to work with presentations that were created in earlier versions of PowerPoint, like PowerPoint 2003 or PowerPoint 2000. When you open these types of presentations, they will appear in Compatibility Mode.

Compatibility Mode disables certain features, so you'll only be able to access commands found in the program that was used to create the presentation. For example, if you open a presentation created in PowerPoint 2003, you can only use tabs and commands found in PowerPoint 2003.

In the image below, you can see at the top of the window that the presentation is in Compatibility Mode. This will disable some PowerPoint 2016 features, including newer types of slide transitions.



To exit Compatibility Mode, you'll need to convert the presentation to the current version type. However, if you're collaborating with others who only have access to an earlier version of PowerPoint, it's best to leave the presentation in Compatibility Mode so the format will not change.

You can review this support page from Microsoft to learn more about which features are disabled in Compatibility Mode.

To convert a presentation:

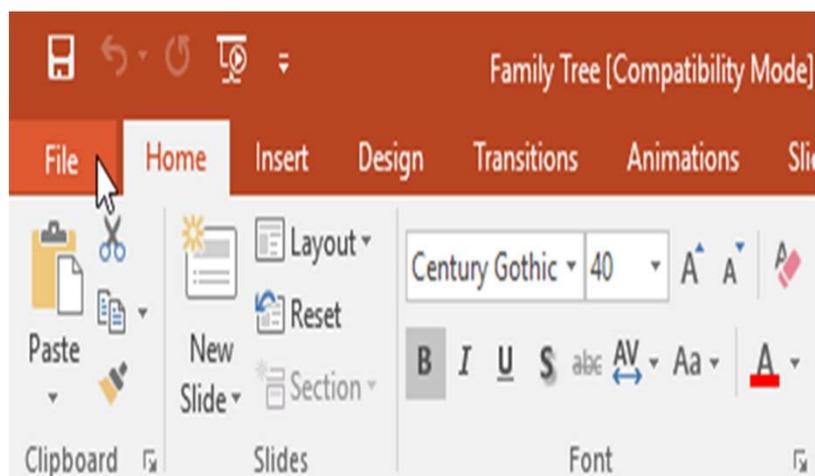


To convert a presentation:

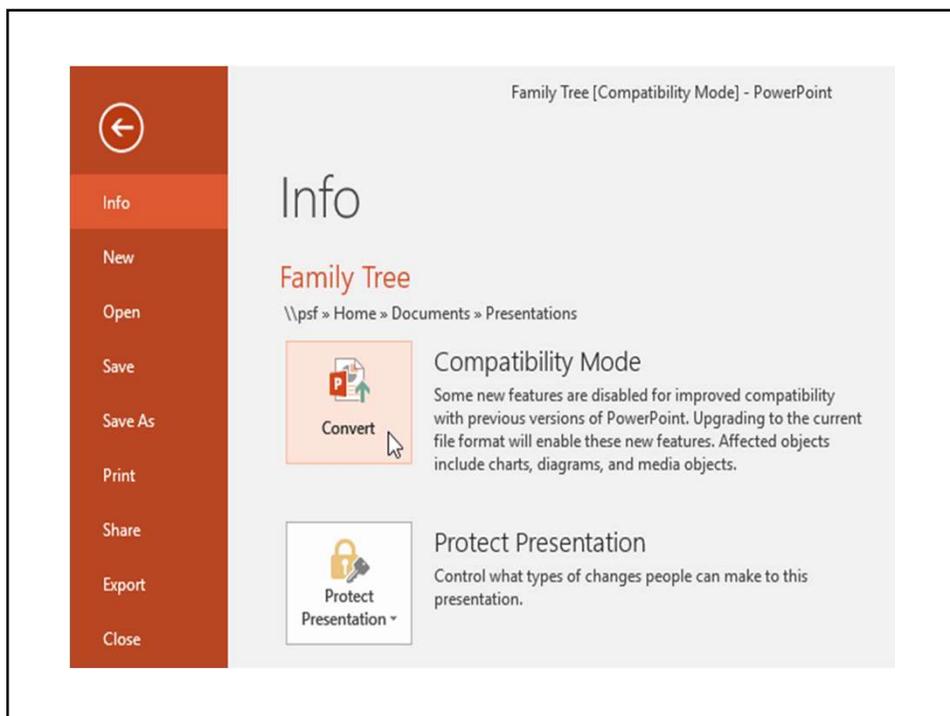
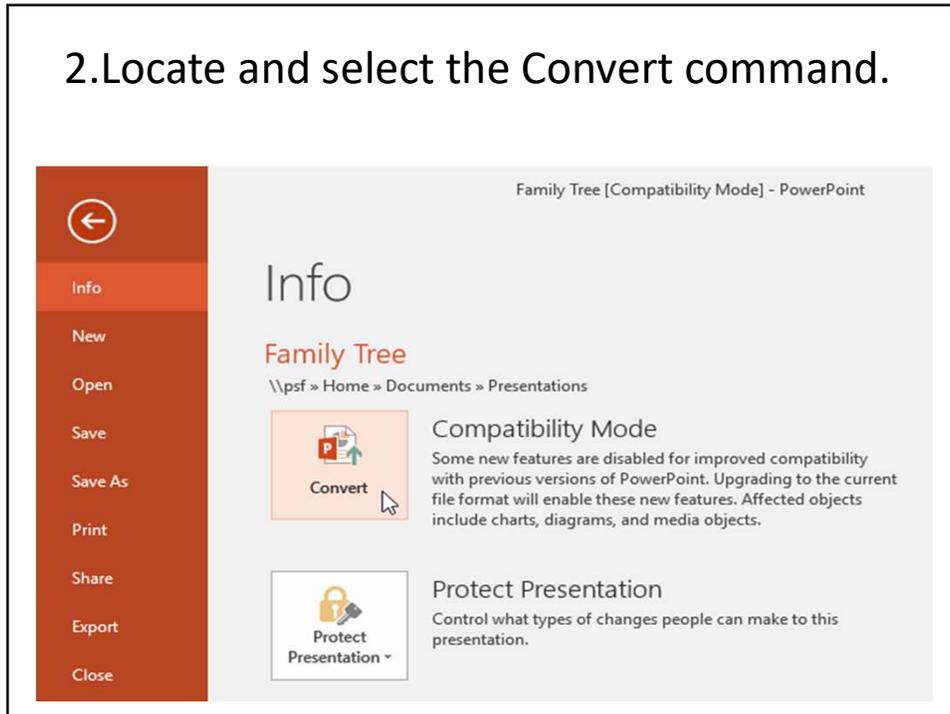
If you want access to all PowerPoint 2016 features, you can convert the presentation to the 2016 file format.

Note that converting a file may cause some changes to the original layout of the presentation.

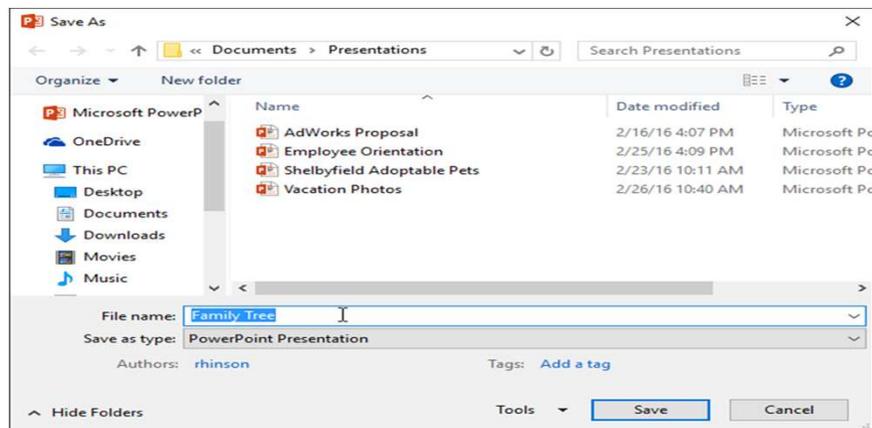
1. Click the File tab to access Backstage view.



## 2. Locate and select the Convert command.



3.The Save As dialog box will appear. Select the location where you want to save the presentation, enter a file name, and click Save.



4.The presentation will be converted to the newest file type.