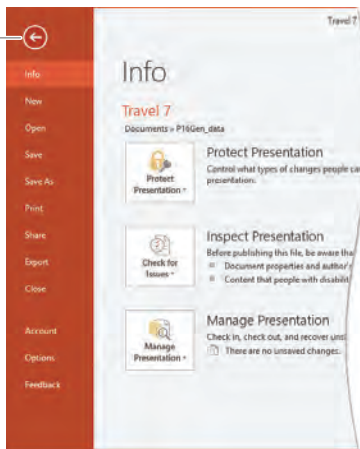


Microsoft® PowerPoint® 2016 Quick Reference

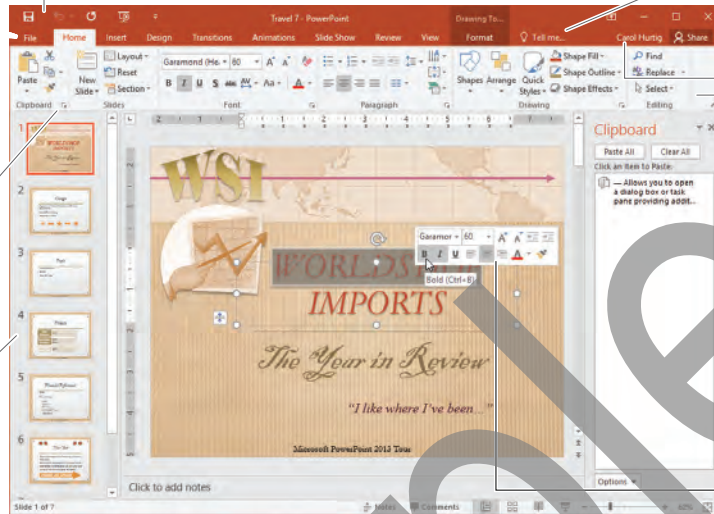


Exploring the Microsoft PowerPoint 2016 Interface

Backstage view – Provides access to pages from where you can create, open, save, print, share, and close presentations. You can also display presentation information, modify settings such as presentation protection and metadata (shown below), change PowerPoint options, and sign in to Office. Click the **File** tab to open the Backstage view. Click this button to return to the presentation.



Quick Access Toolbar – Provides quick access to button commands you use often. Click the button to enable or disable buttons you want to show or hide. Select **More Commands** to further customize the Quick Access Toolbar.



Tell Me – Allows you to apply commands and obtain help. Type what you want to accomplish, and then select the desired item from the suggested list of related commands and help topics.

Sign in link – Displays "Sign in" or the user name used to sign in to Office. Signing in provides access to online storage such as OneDrive (Microsoft account), OneDrive for Business, and SharePoint Online (Office 365 account).

Ribbon – Contains the commands used to perform tasks. It is organized into tabs, groups, and buttons (representing PowerPoint commands). To select a Ribbon command using the mouse, point to the desired item and click. To select a Ribbon command using the keyboard, press the **ALT** key followed by the letter or number key(s) associated with the desired tab and/or command. See the **"Contextual tabs"** topic below for additional information.

Rulers

- To display the Rulers (vertical and horizontal), enable the **Ruler** check box in the View > Show group.
- To insert a tab, click the **Tab Selector** button to select the desired tab alignment, and then click at the desired location on the horizontal Ruler.
- To change paragraph indents or tab positions, drag the appropriate marker to the desired location on the Ruler.
- To delete tab positions, drag the unwanted tabs down off the Ruler.
- Note that inserting and changing tab settings and other paragraph formatting affects only the selected paragraph(s).

Thumbnails pane – Allows you to navigate and manage your presentation in Normal view. For example, to rearrange slides, drag the slide thumbnails. You can also right-click thumbnails to insert, duplicate, and delete slides, as well as change a slide's layout and background, create sections, and perform other actions. Click the **Normal** button in the Status bar to toggle between the Thumbnails and Outline panes.

Dialog Box Launcher – Allows you to open a dialog box or task pane providing additional functionality associated with its Ribbon group. Click a group's **Dialog Box Launcher** button (where available) as required.



Mini toolbar – Appears automatically as a small floating toolbar above selected text. It provides direct access to frequently used text formatting and editing commands.

Contextual tabs – Appears on the Ribbon in addition to the standard tabs when certain slide elements are selected; and contain groups and buttons specific to the elements. For example, the SmartArt Tools contextual tab appears when a SmartArt graphic is selected. In some cases, sub-tabs will be available within a contextual tab, as shown below.



Status bar

Click the **Notes** button to open/close the Notes pane. Click the **Comments** button to open/close the Comments pane. Click the **Normal, Slide Sorter, Reading View, or Slide Show** buttons to change the view.



Slide Number and **Zoom area** – To change the zoom level, drag the **Zoom** slider, click in the **Zoom** bar, or click the **Zoom Out, Zoom In, Zoom level, or Fit slide to current window** buttons.

Featured Objectives

PAGE 1

Exploring the Microsoft PowerPoint 2016 Interface

- Learn about the PowerPoint 2016 user interface, including its screen components and how to use them.

PAGE 2

Getting Started

- Learn how to launch and close PowerPoint 2016, as well as create, open, save, print, and close presentations.

Selecting Text, Objects, and Slides

- Learn how to most effectively select text, words, paragraphs, and slides; and select slide elements using the Selection pane.

PAGE 3

Inserting Slide Elements

- Learn how to insert text, text boxes, and other slide elements including pictures, video, audio, shapes, tables, SmartArt, WordArt, and slide footers.

PAGE 5

Editing Slide Elements

- Learn how to modify slide elements including moving/copying, resizing, rotating, reordering, grouping/ungrouping, trimming video, cropping graphics, rearranging slide elements and more.

PAGE 6

Formatting Slide Elements

- Learn how to apply formatting, styles, and effects to text, graphics, and video; as well as how to copy formatting using Format Painter. Also learn how to apply layouts, backgrounds, quick styles, themes, and theme variants to slides, change video brightness and contrast, as well as add poster frames to videos.

PAGE 8

Producing Slide Shows

- Learn how to prepare, rehearse, and run a presentation as a slide show including adding transitions, hyperlinks, actions, and notes.