Guided Computer Tutorials

Learning Microsoft® PowerPoint® 2016

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Learning Microsoft PowerPoint 2016

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Getting Started With PowerPoint

Microsoft PowerPoint is a program that allows you to create multimedia presentations. These include electronic slide shows and screen displays. For your first presentation you will create a slide show for the Wattle Valley Animal Park, which is a make believe zoo that maintains animals in their natural habitat.

Starting a Presentation

1   Load Microsoft PowerPoint 2016 and you should receive the POWERPOINT START window.

2   Recently used documents are displayed at the left of the window or you can click on the OPEN OTHER PRESENTATIONS icon to open a saved document.

3   A range of preset presentation themes (Templates) can be selected from the main section of the window.

4   Click on the BLANK PRESENTATION icon to start a new presentation.
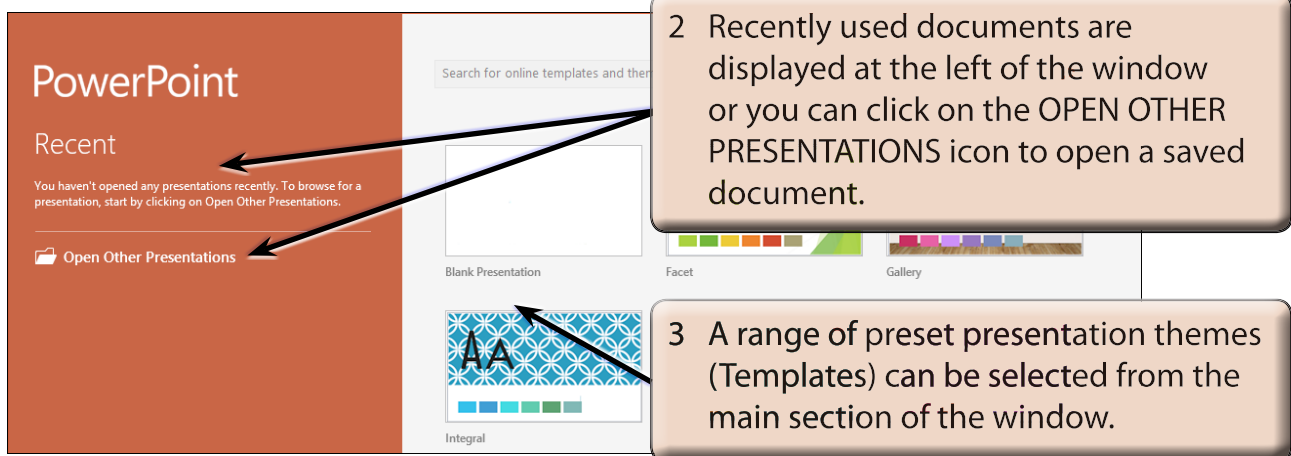
5   The POWERPOINT screen will open. Look at the labelled diagram at the top of the next page and refer to this diagram until you are fully familiar with the sections of the POWERPOINT screen.
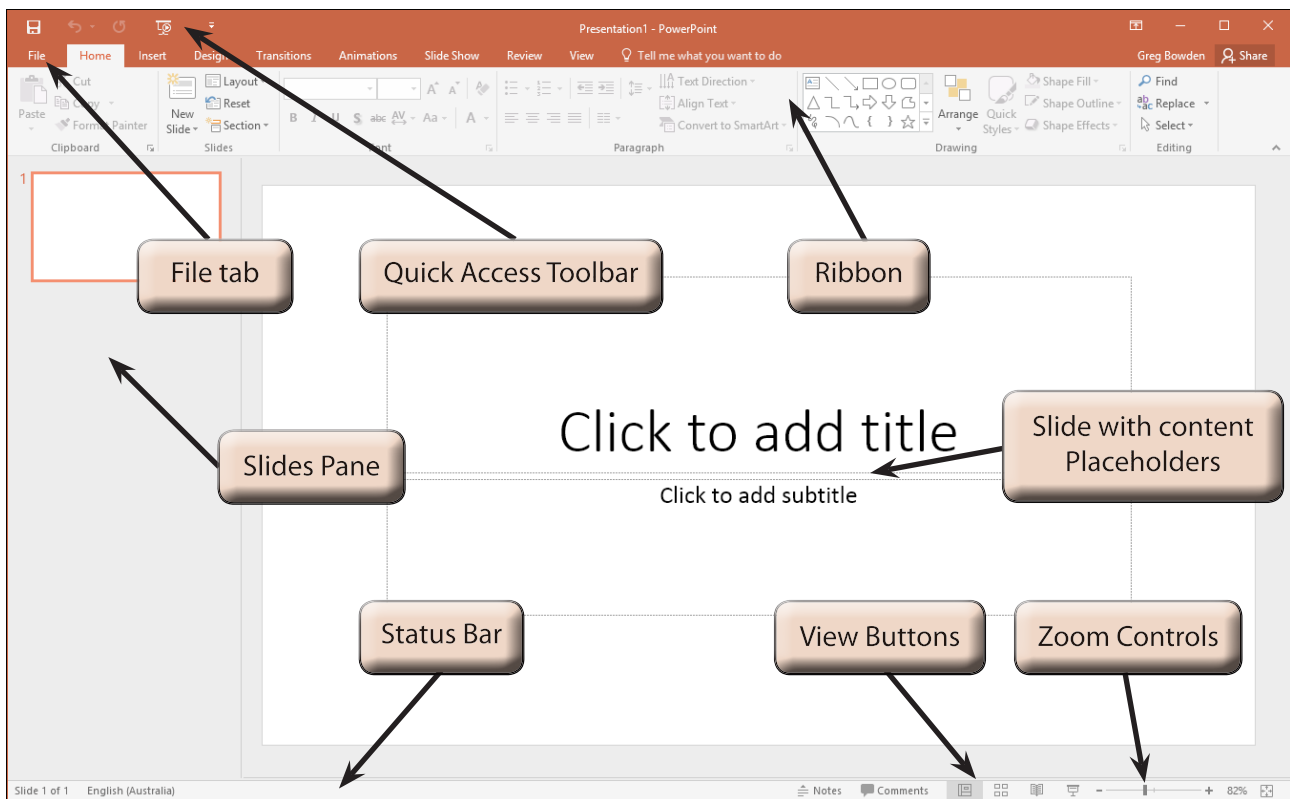
The PowerPoint Screen Sections

There are different sections to the PowerPoint screen that you will regularly use.

A   The Backstage View

1   Click on the FILE tab at the top left of the screen to open the BACKSTAGE VIEW.

2 In the BACKSTAGE VIEW sections are provided to save, open, print and close documents. Click on some of the categories.

3 The OPTIONS button has tools for controlling how Microsoft PowerPoint operates.
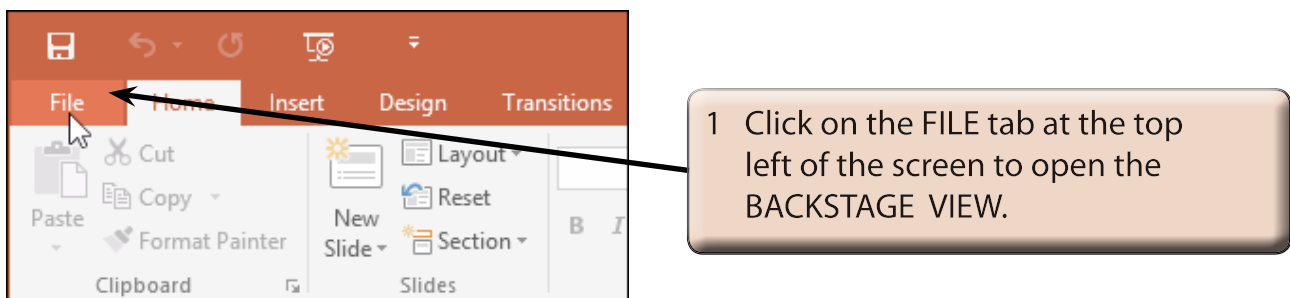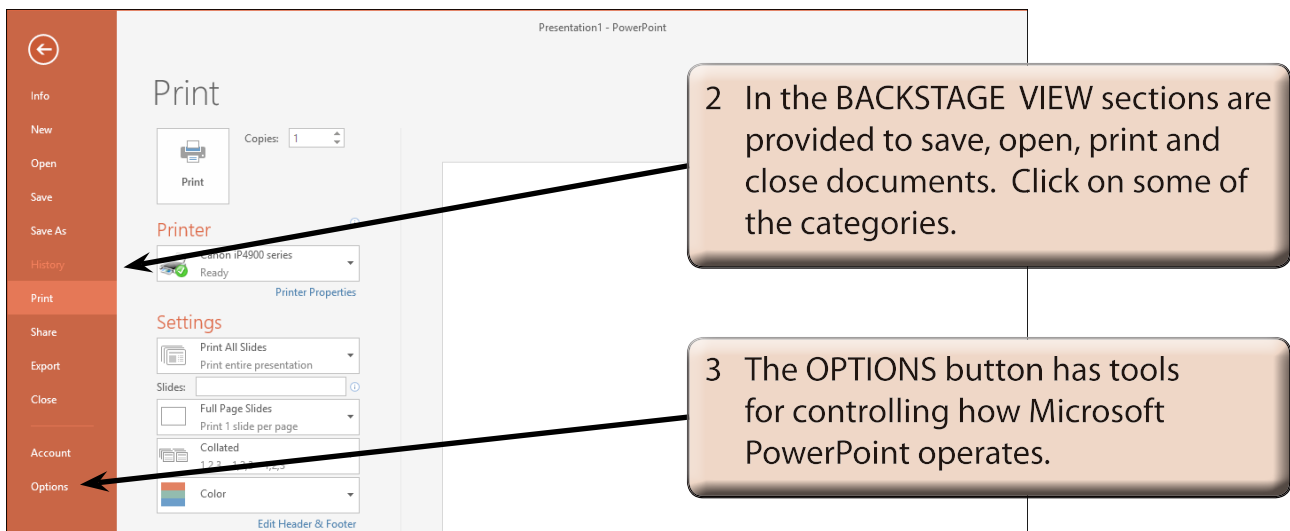
4 Click on the LEFT ARROW icon at the top left of the CATEGORIES to return to the PowerPoint screen.

B The Quick Access Toolbar

The QUICK ACCESS TOOLBAR is above the RIBBON at the top of the screen. It has buttons to save, undo or redo steps. You can add also common command buttons to it.

Click on the arrow at the right of the QUICK ACCESS TOOLBAR and a list of command options will be displayed. Select options that you may need, for example, it is handy to have the NEW and OPEN options displayed.
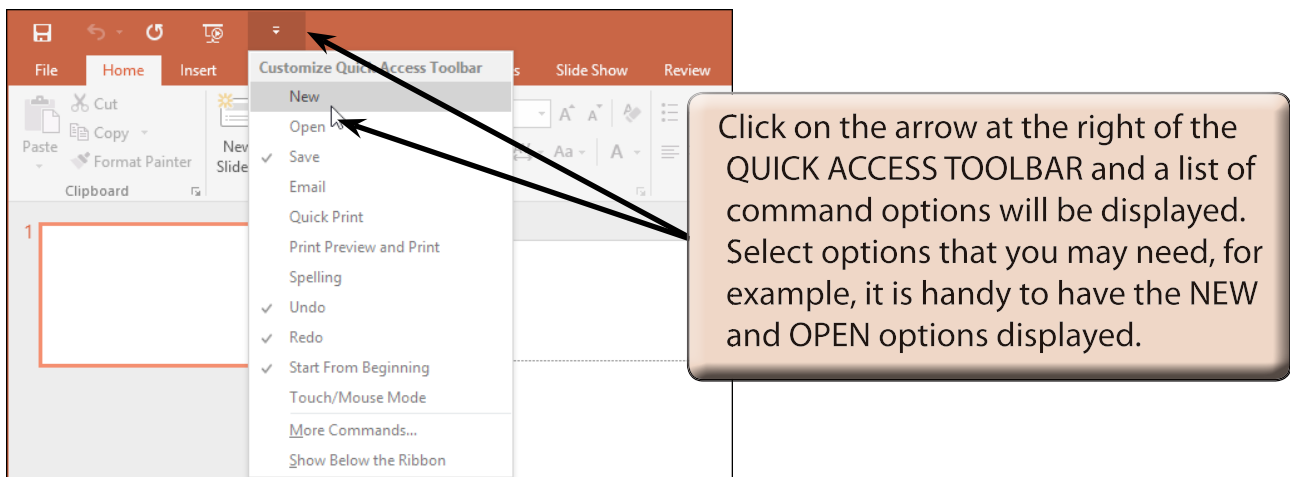
C   The Ribbon

The RIBBON across the top of the screen contains most of the PowerPoint commands in a variety of command TABS.

1 When you first load Microsoft PowerPoint the HOME tab of the RIBBON is open. It is broken up into GROUPS.
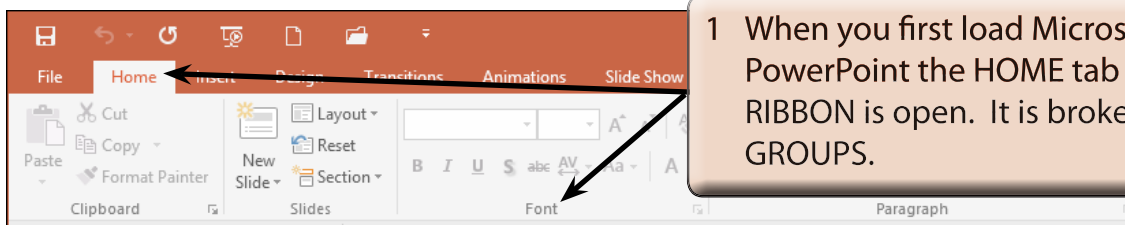
2   Click on each command TAB in turn to see what groups of commands they contain.

Home Tab: Contains the most common commands for formatting and editing slides.

Insert Tab: Contains commands for adding items to slides, for example, tables, graphics, headers and footers, etc.

Design Tab: Contains tools that control how slides look on the screen or when printed. These include page setup, slide orientation, themes, backgrounds, etc.

Transitions Tab: Contains tools for controlling how slides flow to other slides.

Animations Tab: Contains tools for adding animations to slides, such as animation effects, timings, etc.

Slide Show Tab: Contains tools to run the presentation. These include adding narrations, rehearsing a presentation, etc.

Review Tab: Contains tools for checking presentations. These include spell checking, thesaurus and adding comments.

View Tab: Contains tools to view documents on screen. These include zoom and master slide commands.

NOTE: Other tabs are added to the RIBBON when you select or add items to a presentation.

Using Graphics in Slides

Graphics can make presentations more interesting. In this chapter you will learn how to add images and photos to slides. This will involve creating slides about Jungle Safaris and Wild River Rides for the Wattle Valley Animal Park presentation.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating the New Slide

NOTE: New slides are added after the selected slide. If the first slide was selected, the new slide would be placed between the two slides.

Selecting the Slide Layout

For this new slide text and graphics will need to be placed side by side, so a suitable slide layout will need to be selected.

Select the TWO CONTENT slide layout to insert the new slide.
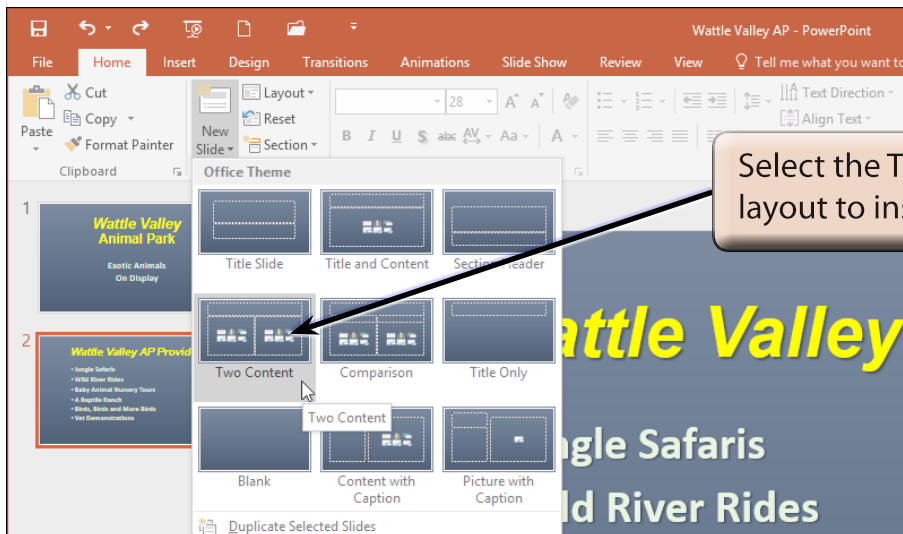
> **NOTE:**   **CONTENT is a term to represent text, pictures, SmartArt graphics, movie clips, etc.**

Entering the Slide Title

1   Click in the CLICK TO ADD TITLE frame and enter:

Jungle Safaris

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2 Highlight the text and set the FONT to ARIAL, the FONT SIZE to 54 point and the STYLE to BOLD, ITALIC, TEXT SHADOW and CENTRE.

3 Click on the FONT COLOUR icon arrow and set the colour to the same yellow that was used in previous slides.
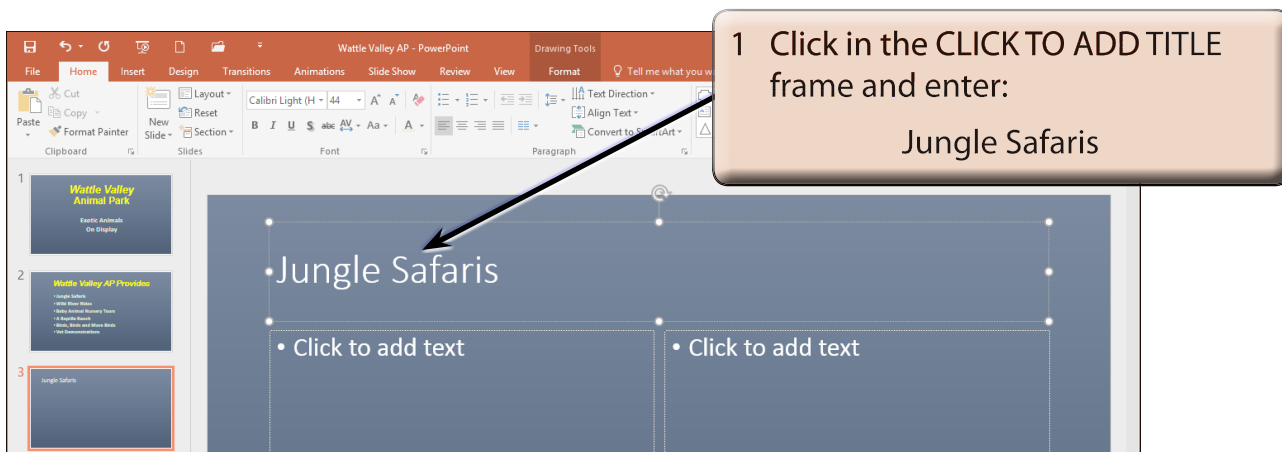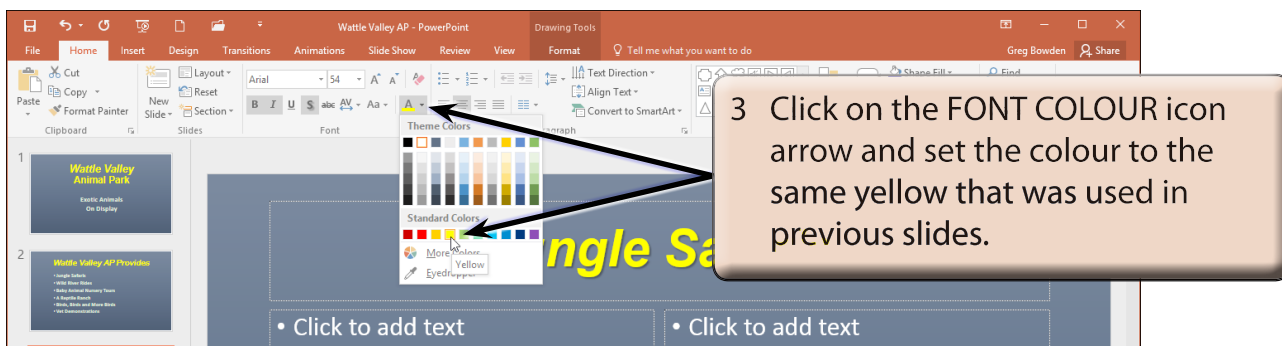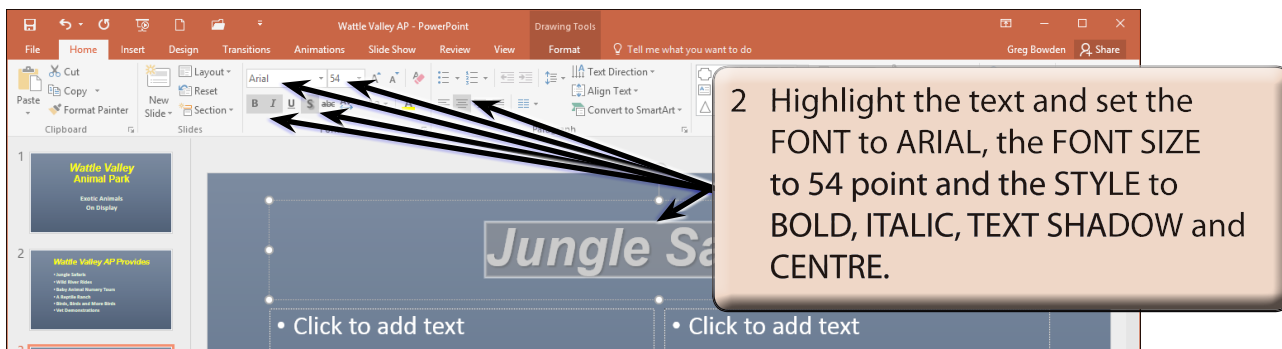
Inserting an Image

Microsoft PowerPoint allows Photos and ClipArt images to be imported into slides. These will be imported from the PP2016 SUPPORT FILES. You might need to find out where those files are located on your system from your teacher. Or you can substitute photos from your school's graphics library.

1 Click on the PICTURES icon in the bottom row of the icons in the left placeholder.

2   Navigate to the PP2016 SUPPORT FILES and open the CHAPTER 2 folder.

3   Select the TIGER photo and click on INSERT.
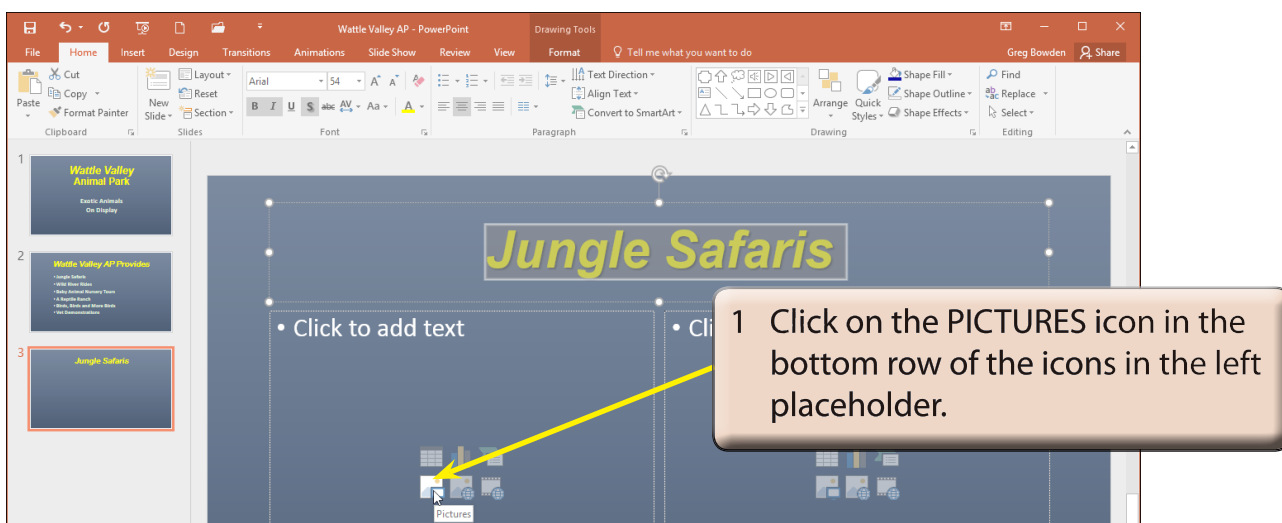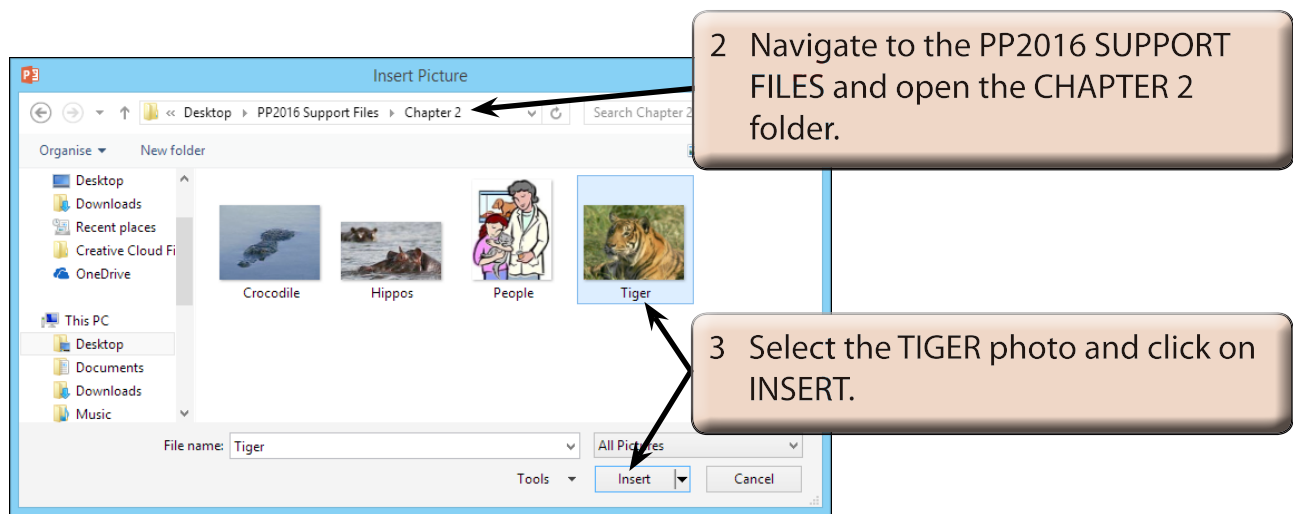
Adjusting the Image

The size and position of the image can be adjusted.

1   Move the pointer over the bottom right 'handle' until it changes to diagonal arrows and drag the 'handle' up and to the left to adjust its size.
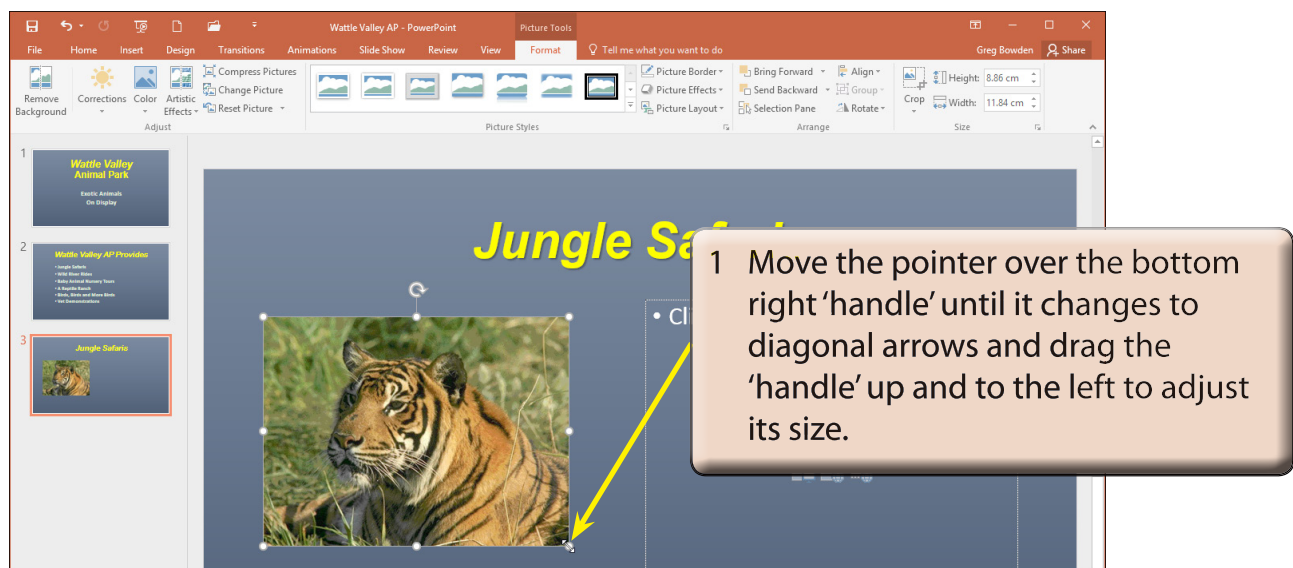
NOTE: A DESIGN IDEAS pane may open at the right of the screen. You can submit your slide to Microsoft if you wish to. Once you move or resize the image the pane is closed.

Using Transitions

Transitions allow you to phase the change from one slide to the next using a selected animation. You can apply a transition to one slide or to a group of slides.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Applying a Transition to One Slide

1   Click on the second slide in the SLIDES pane.

2   Open the TRANSITIONS tab of the RIBBON and click on some of the transitions in the TRANSITION TO THIS SLIDE group to see their effect.
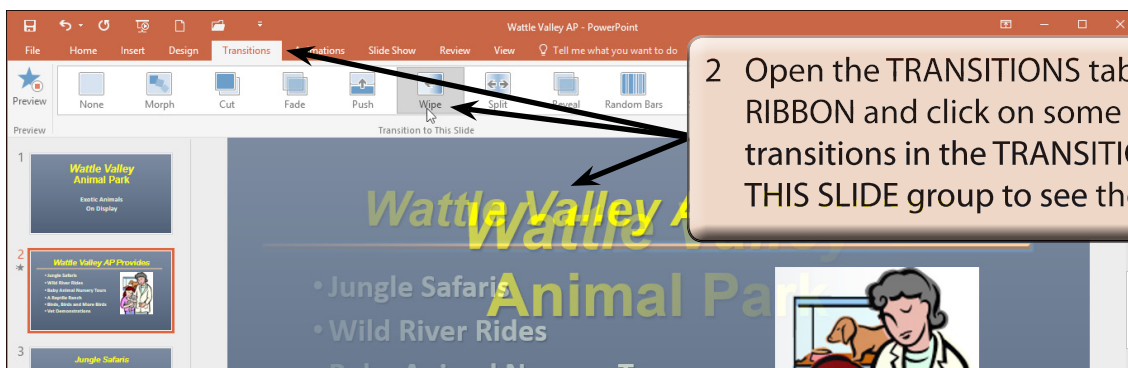
3   Click on the MORE icon at the bottom right the TRANSITION TO THIS SLIDE group in the TRANSITIONS tab.
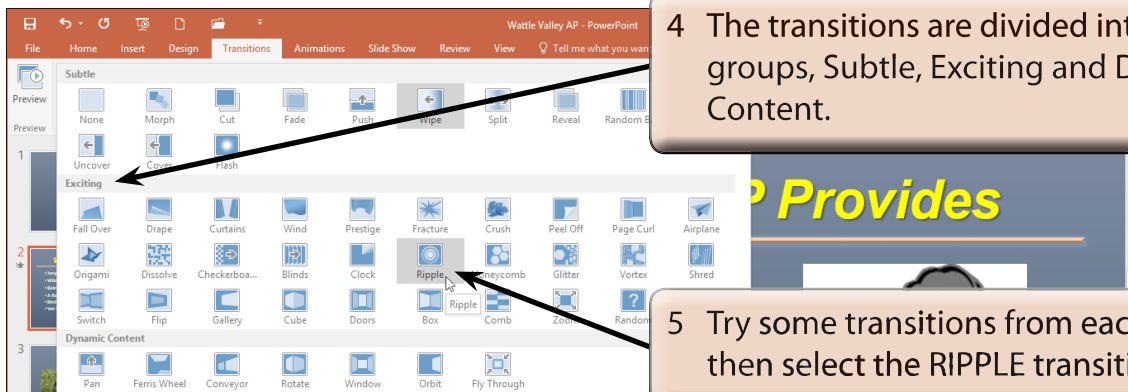
4   The transitions are divided into 3 groups, Subtle, Exciting and Dynamic Content.

5   Try some transitions from each group then select the RIPPLE transition.

Effect Options

There are effects that can be applied to selected transitions. These effects vary depending on the transition you select.

Click on the EFFECT OPTIONS icon in the TRANSITIONS tab and select an effect.

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Animation Effects

You can enhance the appearance of slides though the use of animation effects. For example, you can make text fly onto the screen one point at a time, dim it after it has been viewed, make graphics move around the screen or fade in and out, and add sounds to objects.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Adding Animation Effects

You can quickly apply effects to placeholders to animate their contents.

2   Open the ANIMATIONS tab of the RIBBON and click on some of the animation icons in the ANIMATION group.

3   The animation is previewed on the HIIPPOS placeholder each time.
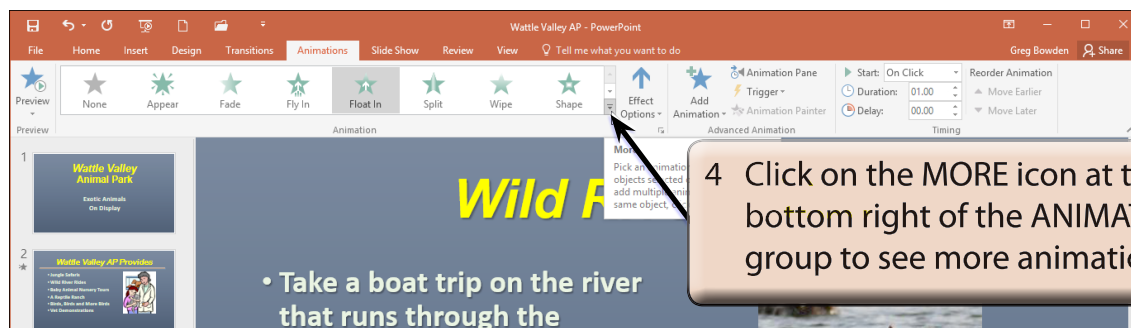
4   Click on the MORE icon at the bottom right of the ANIMATION group to see more animations.
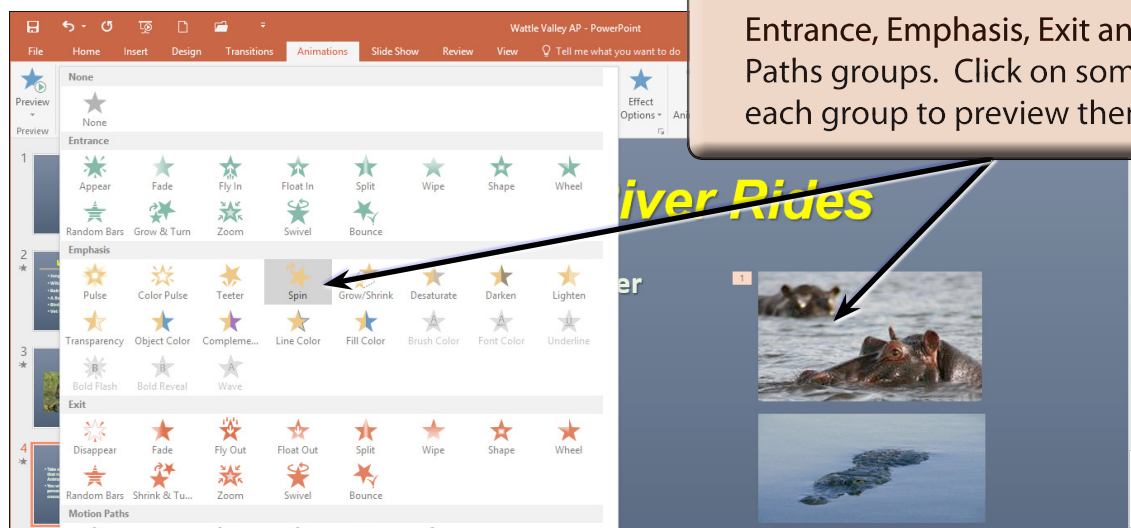
5   The animations are divided into Entrance, Emphasis, Exit and Motion Paths groups. Click on some from each group to preview them.

6 Select an ENTRANCE animation such as WHEEL.
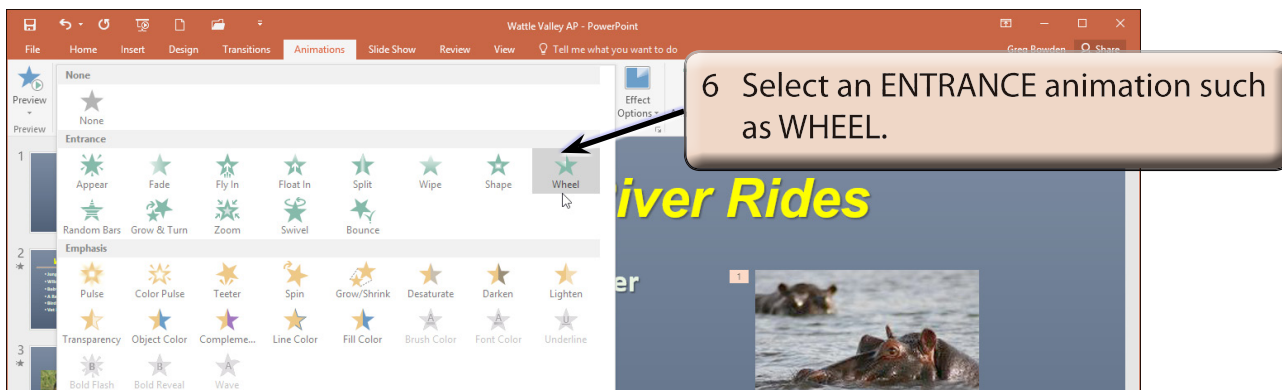
Effect Options

Most effects have a series of options that can be applied to them. These effects vary for different animations.

1 Click on the EFFECT OPTIONS icon in the ANIMATIONS tab and try selecting each effect to preview them.
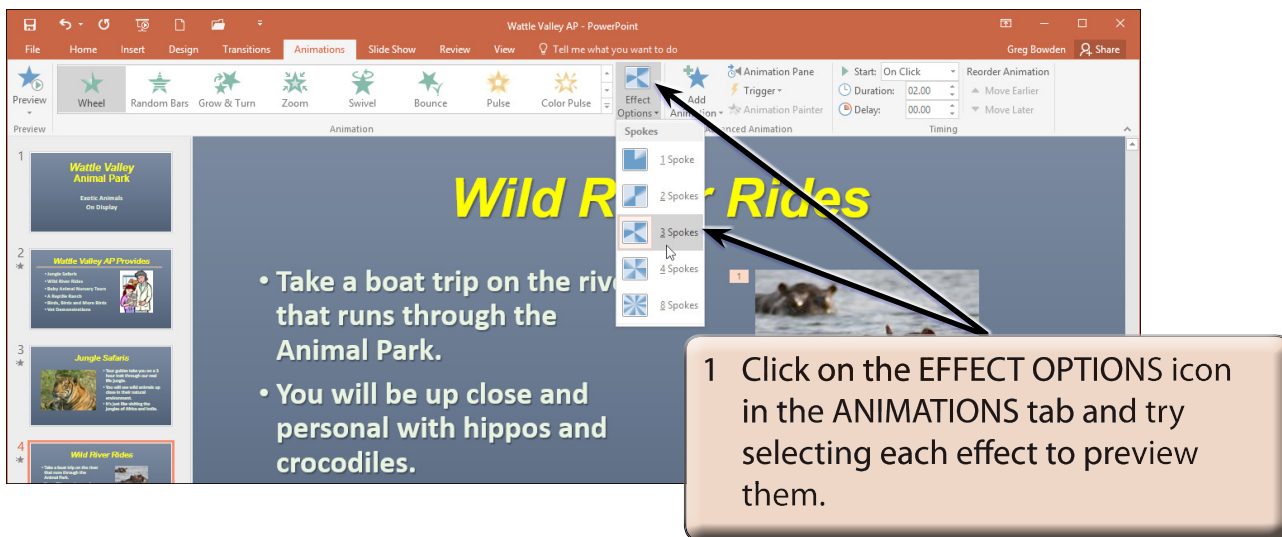
2 Select an effect that you like.

Adding Animation Effects

You can apply more than one animation effect to a placeholder. Additional animations play in the order that you apply them. Let's add an exit animation to the HIPPOS placeholder.

1   Check that the HIPPPOS placeholder is selected then click on the ADD ANIMATION icon in the ANIMATIONS tab of the RIBBON.

2   In the list of animations select an EXIT ANIMATION such as FADE.
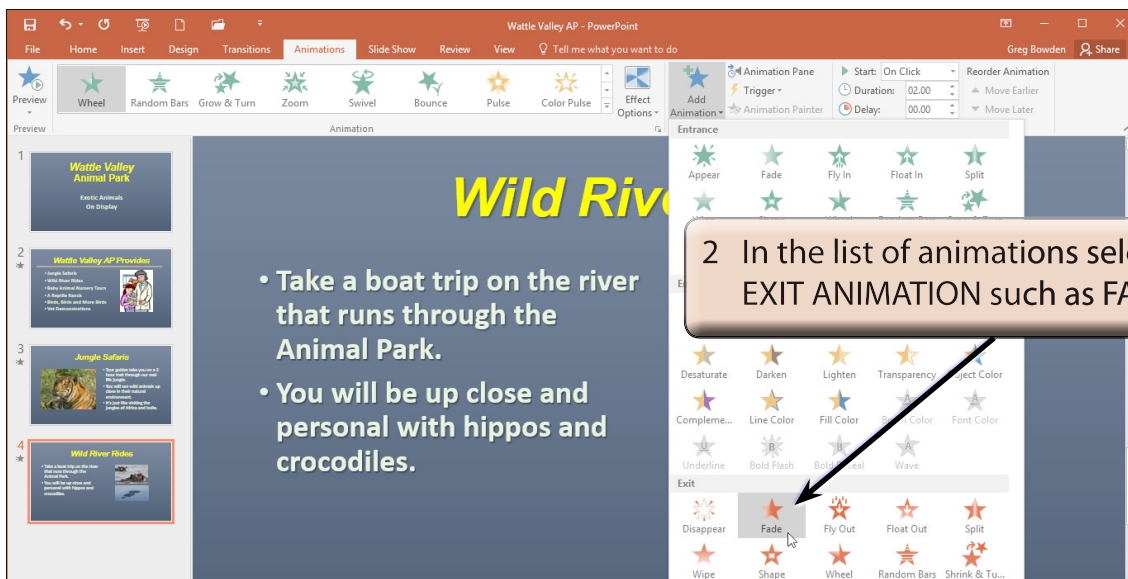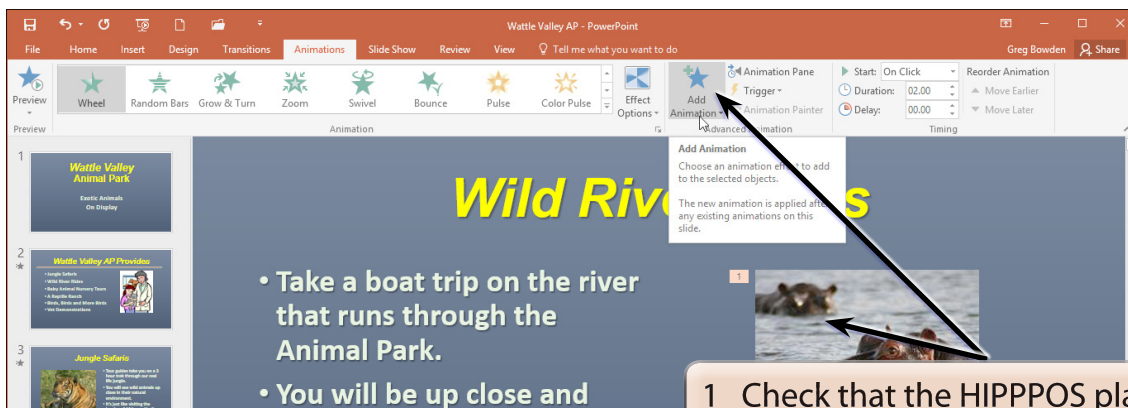
NOTE: Exit animations are usually set to operate at the end of a slide.

Adding Movie Clips to Slides
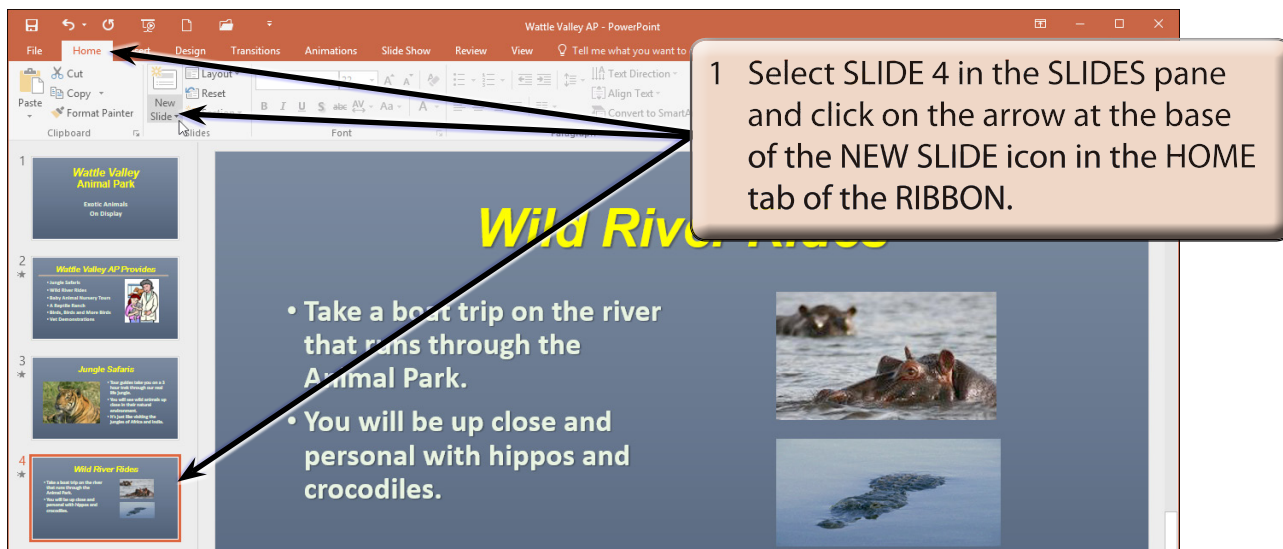
Movie clips can be included in slides and set to play when the slide is viewed or when the mouse is clicked on the clip. The movie clip can also be formatted and edited from within PowerPoint.

Loading the Presentation

1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

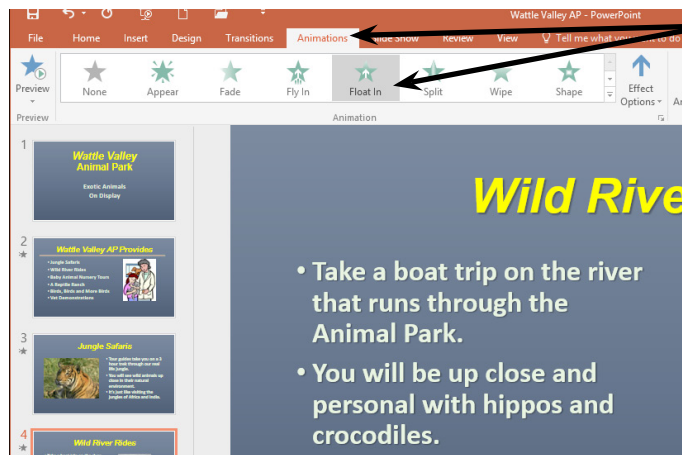3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A   Selecting the Layout

1 Select SLIDE 4 in the SLIDES pane and click on the arrow at the base of the NEW SLIDE icon in the HOME tab of the RIBBON.

2 Select the TWO CONTENT slide layout.

B   Entering the Slide Title

1 Click in the CLICK TO ADD TITLE placeholder and enter the title:

Baby Animal Nursery Tours

2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

Adding Diagrams to Slides

PowerPoint provides a large range of diagrams that can be included in slides. These include organisation charts, flow charts, process diagrams and relationship diagrams. In this case a slide containing an organisation chart about the different types of reptiles at the Wattle Valley Animal Park will be created.

Loading the Presentation
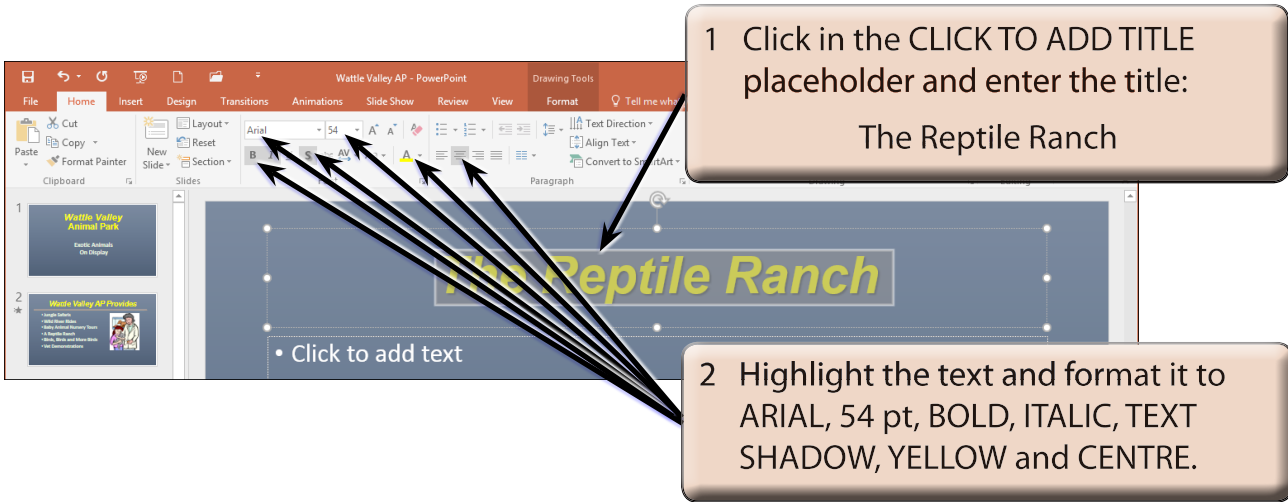
1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A   Selecting the Layout

Open the BABY ANIMAL NURSERY TOURS slide then click on the arrow at the base of the NEW SLIDE icon in the HOME tab and select the TITLE AND CONTENT layout.
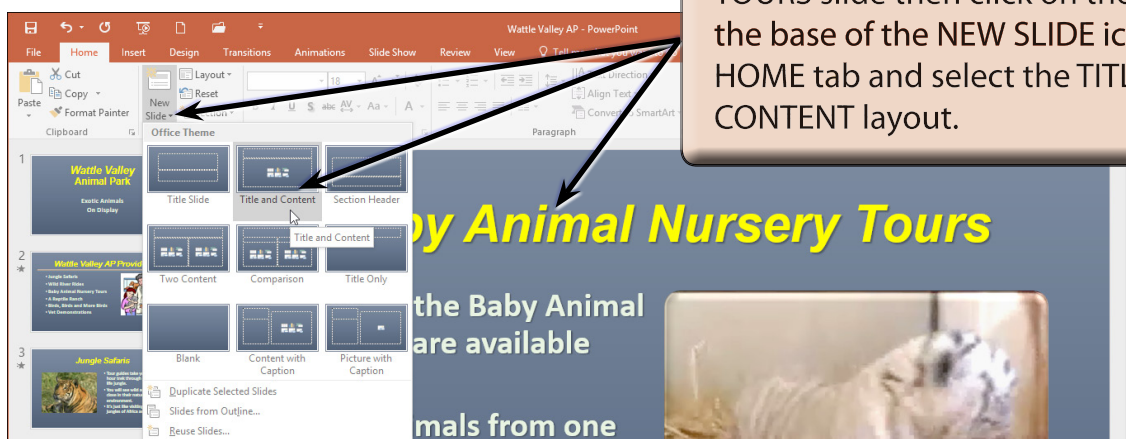
B   Adding the Title

1   Click in the CLICK TO ADD TITLE placeholder and enter the title:

The Reptile Ranch

2   Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

Inserting the Diagram

1   Click on the INSERT A SMARTART GRAPHIC icon in the top row of buttons at the centre of the CONTENT placeholder.

2   Select the HIERARCHY category, click on the ORGANISATION CHART layout and select OK to insert the chart.

Formatting and Aligning Slide Content
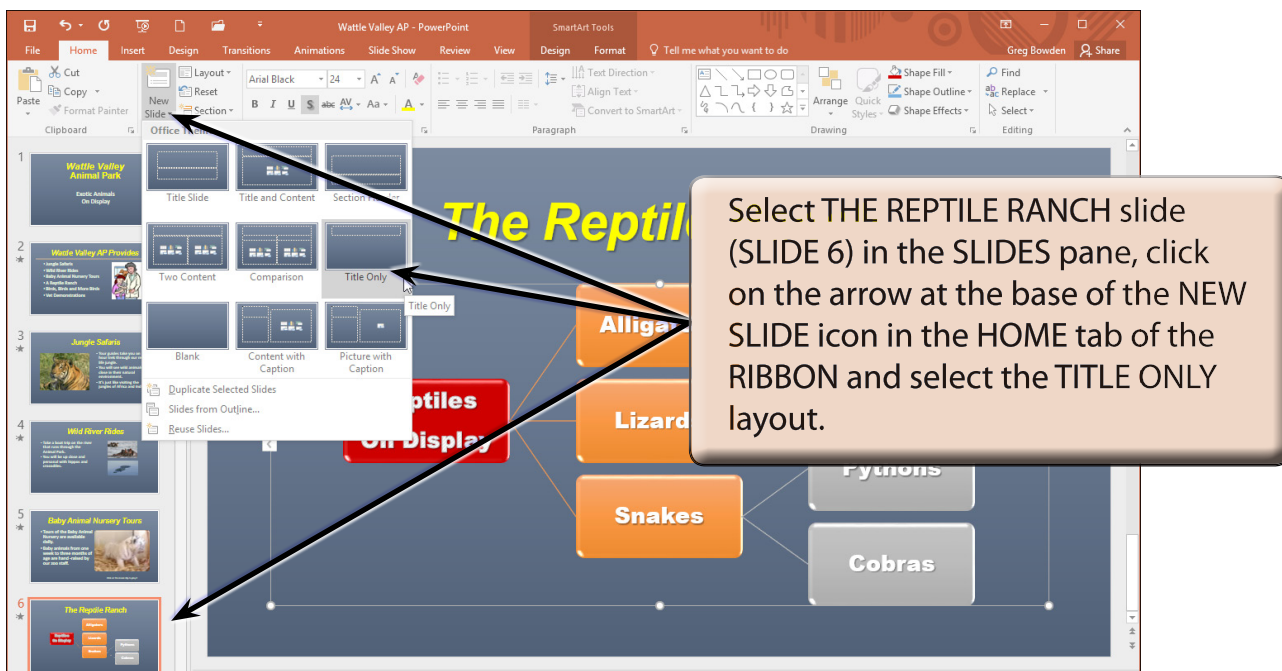
When you want to include multiple items such as photos on a slide it is important to ensure that they are formatted in a similar fashion and aligned neatly. In this case a slide will be created for the Wattle Valley Animal Park that includes multiple photographs of birds.
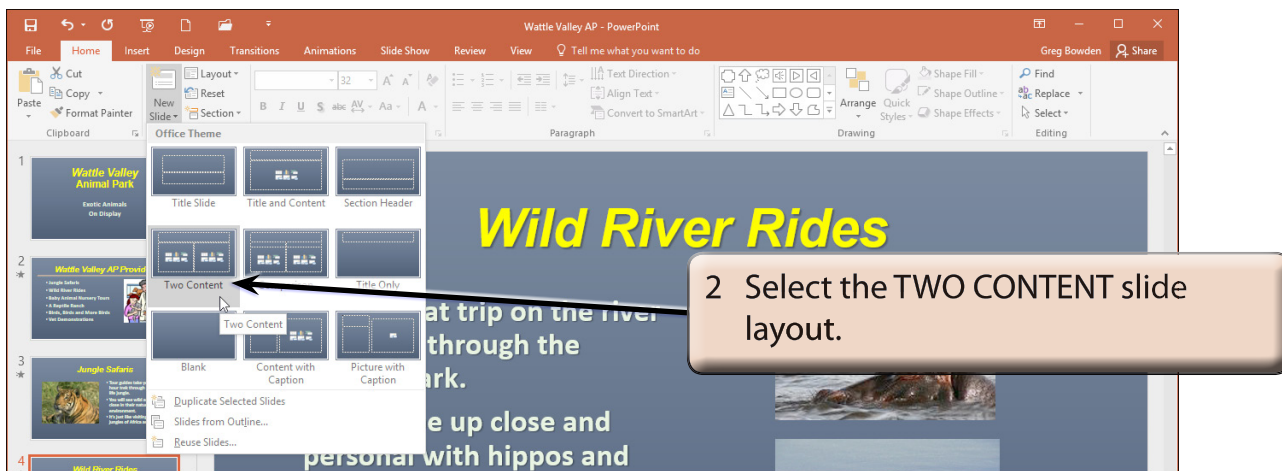
Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.
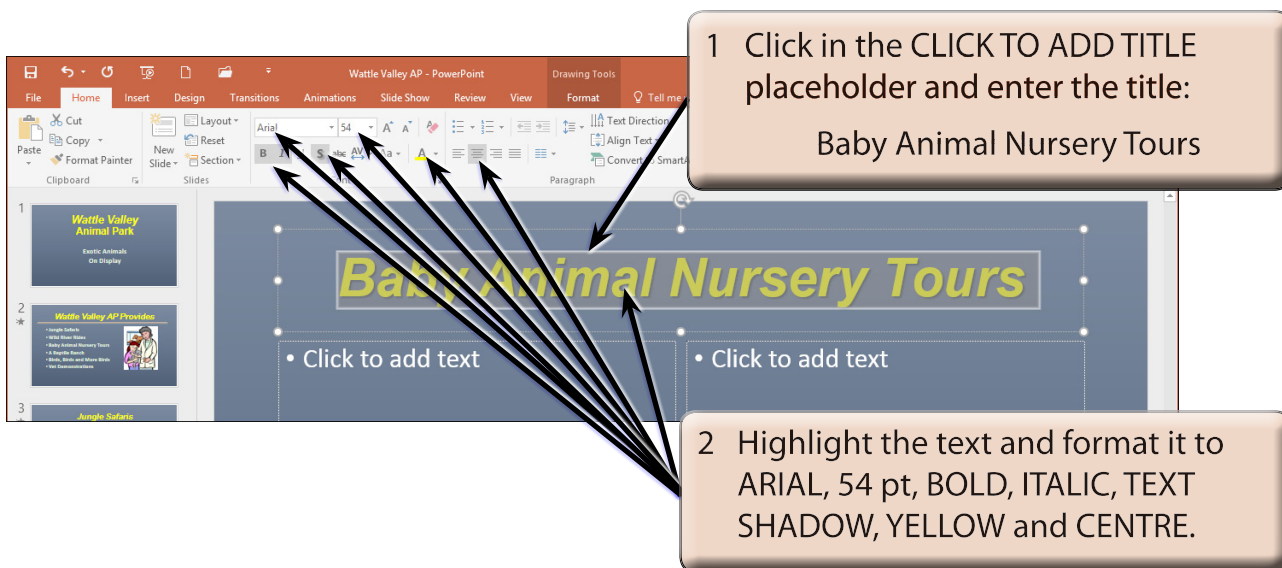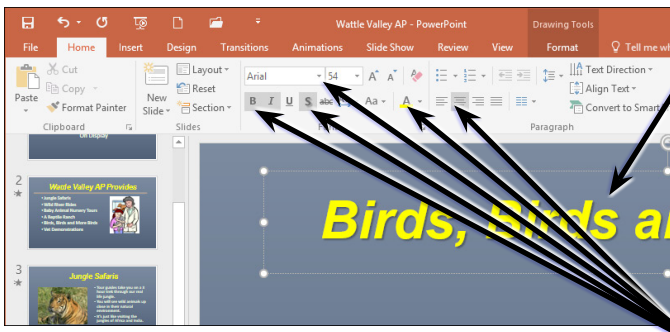
Creating a New Slide

A   Selecting the Layout

Select THE REPTILE RANCH slide (SLIDE 6) in the SLIDES pane, click on the arrow at the base of the NEW SLIDE icon in the HOME tab of the RIBBON and select the TITLE ONLY layout.

B   Entering the Slide Title

1 Click in the CLICK TO ADD TITLE placeholder and enter the title:
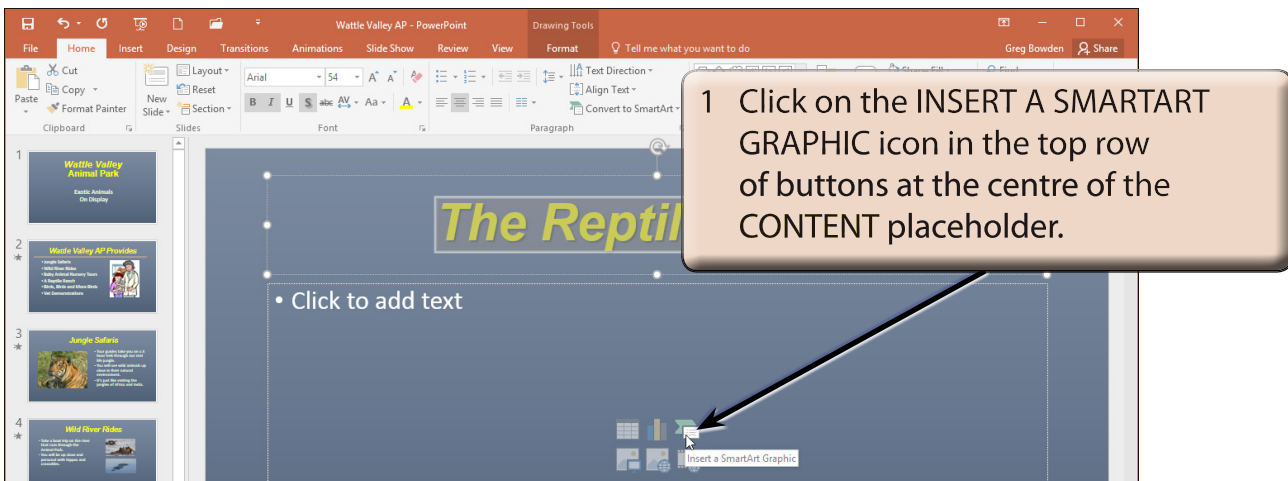
Birds, Birds and More Birds

2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

The First Photograph

Photographs will be inserted from the PP2016 SUPPORT FILES, resized, moved and formatted.

A   Inserting the Photograph

1 Open the INSERT tab of the RIBBON and click on the PICTURES icon.

2 Navigate to the CHAPTER 7 folder of the PP2016 SUPPORT FILES, select the DOVE photo and click on INSERT.

B   Adjusting the Shape Height

The size of the photograph can be adjusted by setting the SHAPE HEIGHT.

1 In the FORMAT tab of the PICTURE TOOLS enter 6 cm in the SHAPE HEIGHT box and press <enter>.

2 Move the photo to the top left of the slide under the title. The arrow keys can be used to nudge it into position.
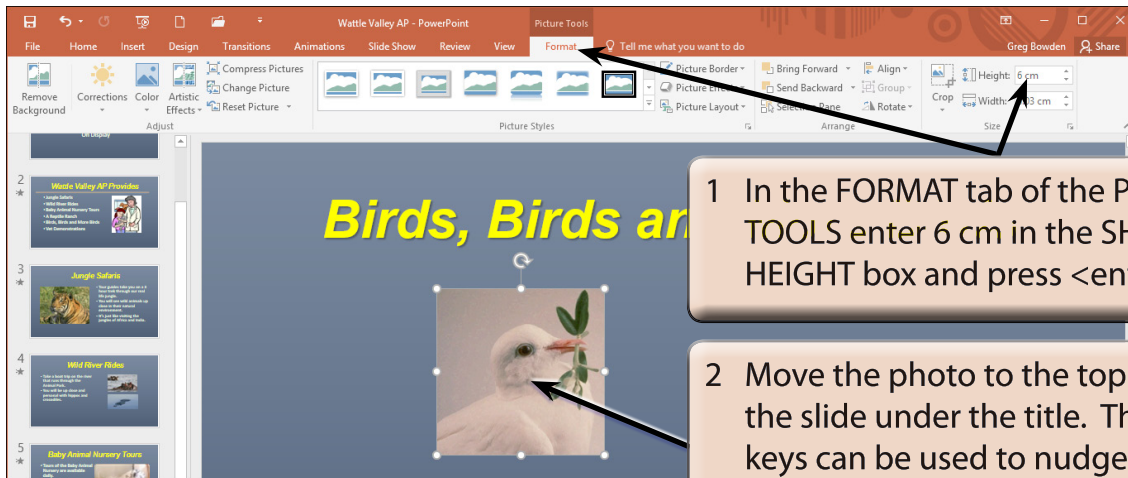
NOTE: When you set the SHAPE HEIGHT, the SHAPE WIDTH is also adjusted to keep the dimensions of the object proportional. If you don't want this to occur, click on the arrow to the right of the SIZE group label in the FORMAT tab to display the SIZE AND POSITION dialogue box and turn off LOCK ASPECT RATIO.

C   Formatting the Photograph

1 Click on the MORE icon at the right of the PICTURE STYLES group in the FORMAT tab and select a style for the photograph.
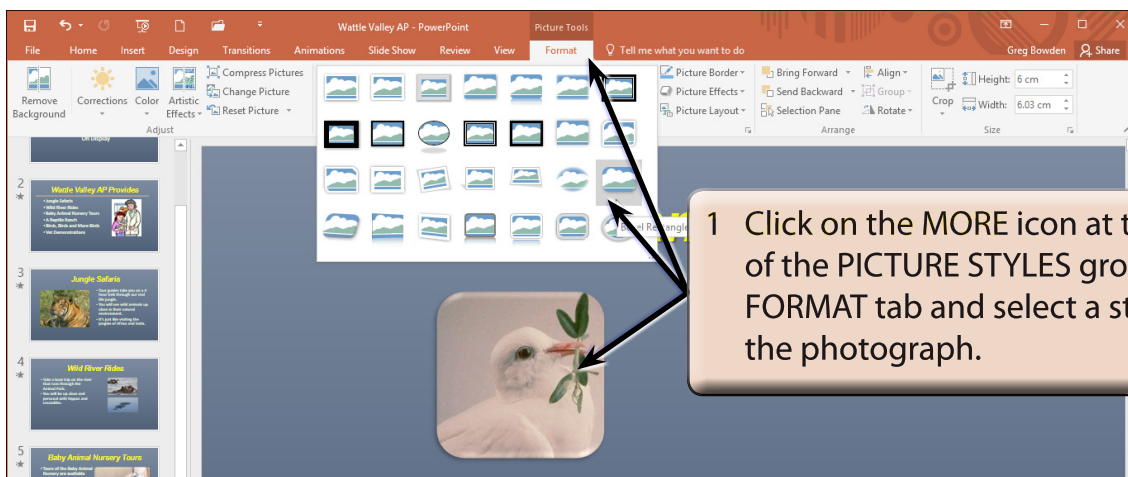
2   You can also add some effects to the photograph using the PICTURE EFFECTS icon in the FORMAT tab of the PICTURE TOOLS if you wish to.

The Second Photograph

A   Inserting the Photograph

1   Open the INSERT tab of the RIBBON and click on the PICTURES icon.

2   Navigate to the CHAPTER 7 folder of the PP2016 SUPPORT FILES, select the PARROT photo and click on INSERT.

3   In the FORMAT tab of the RIBBON enter 6 cm in the SHAPE HEIGHT box and press <enter>.

4   Move the photo to the top right of the slide under the title

NOTE: Guide lines are displayed between objects when you move objects close to each other to allow you to quickly align objects.
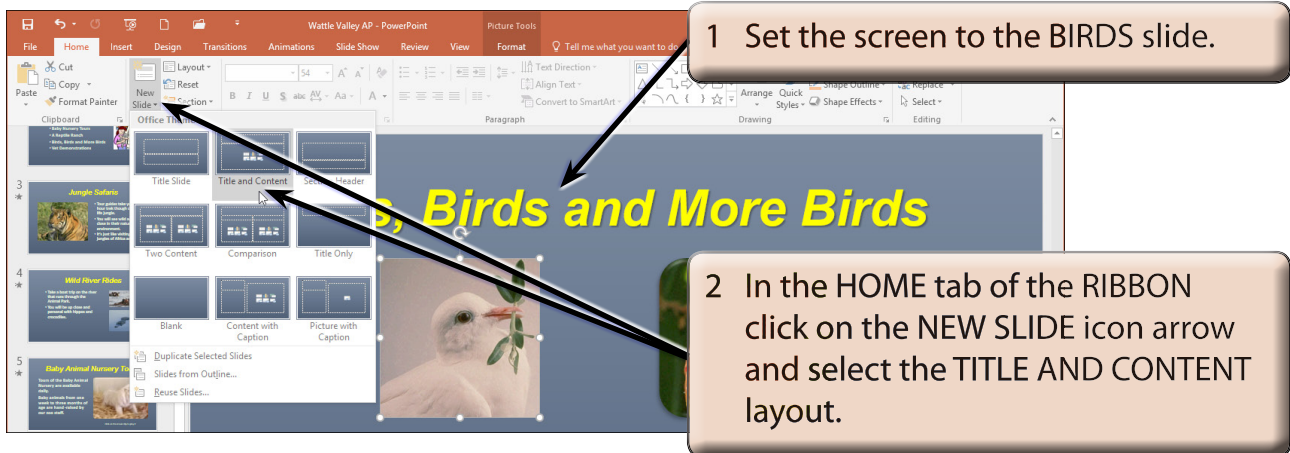
Inserting Tables in Slides

Tables allow you to place text in rows and columns. They are an excellent way to display detailed information neatly. Let's provide a table for the Wattle Valley Animal Park that indicates the times and locations that the Vet demonstrations take place.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Selecting the Layout

1 Set the screen to the BIRDS slide.

2 In the HOME tab of the RIBBON click on the NEW SLIDE icon arrow and select the TITLE AND CONTENT layout.

Entering the Slide Title

1 Click in the title placeholder and add the title:
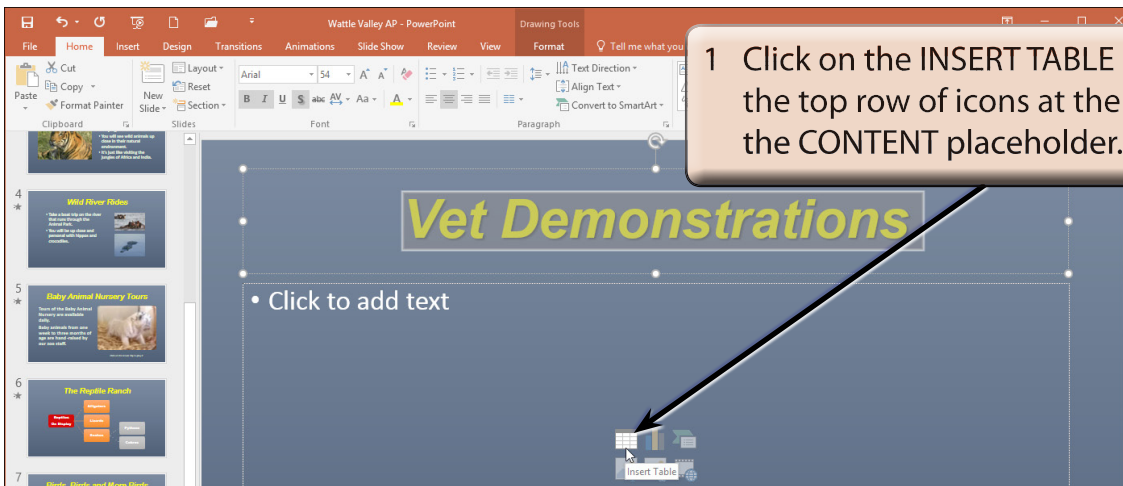
    Vet Demonstrations

2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.
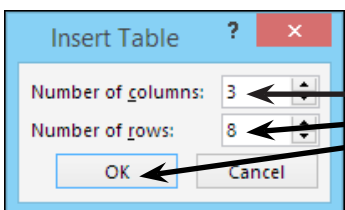
Adding the Table

A table with 3 columns and 8 rows will be required.

1 Click on the INSERT TABLE icon in the top row of icons at the centre of the CONTENT placeholder.

2 In the INSERT TABLE dialogue box enter 3 in the COLUMNS box and 8 in the ROWS box then select OK to create the table.

> **NOTE:** You can also insert a table into a slide using the TABLE icon in the INSERT tab of the RIBBON.
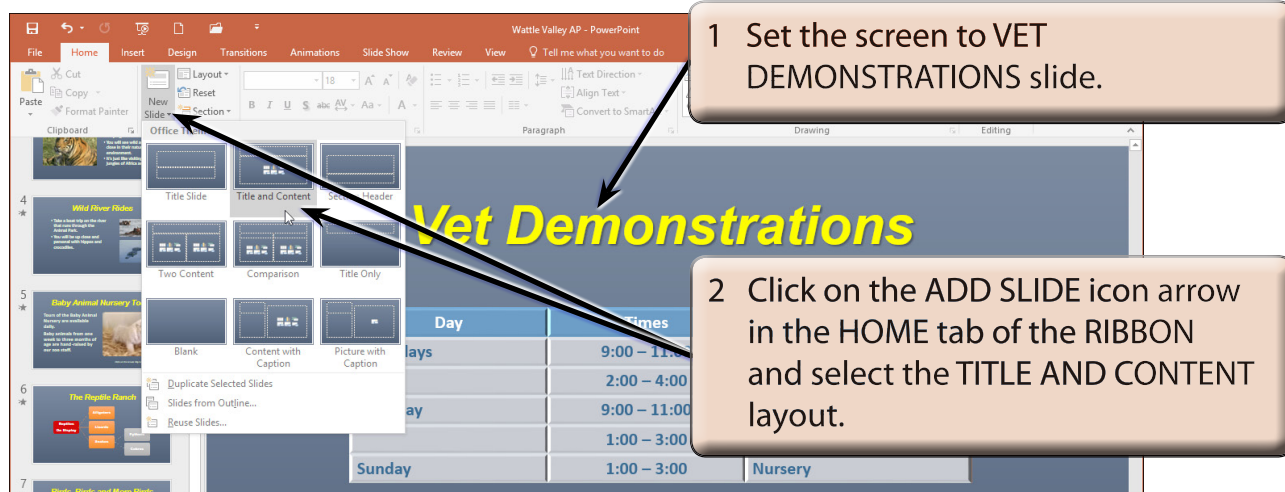
Inserting Charts into Slides

Another way to display information in slides is though the use of a chart (or graph). Let's create a chart that shows the number of visitors to the Wattle Valley Animal Park over a three year period.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

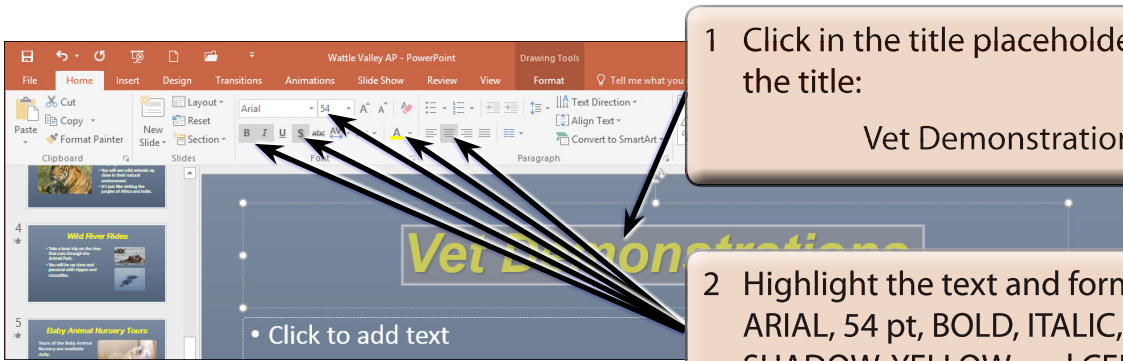3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Selecting the Slide Layout

1   Set the screen to VET DEMONSTRATIONS slide.

2   Click on the ADD SLIDE icon arrow in the HOME tab of the RIBBON and select the TITLE AND CONTENT layout.

Entering the Slide Title
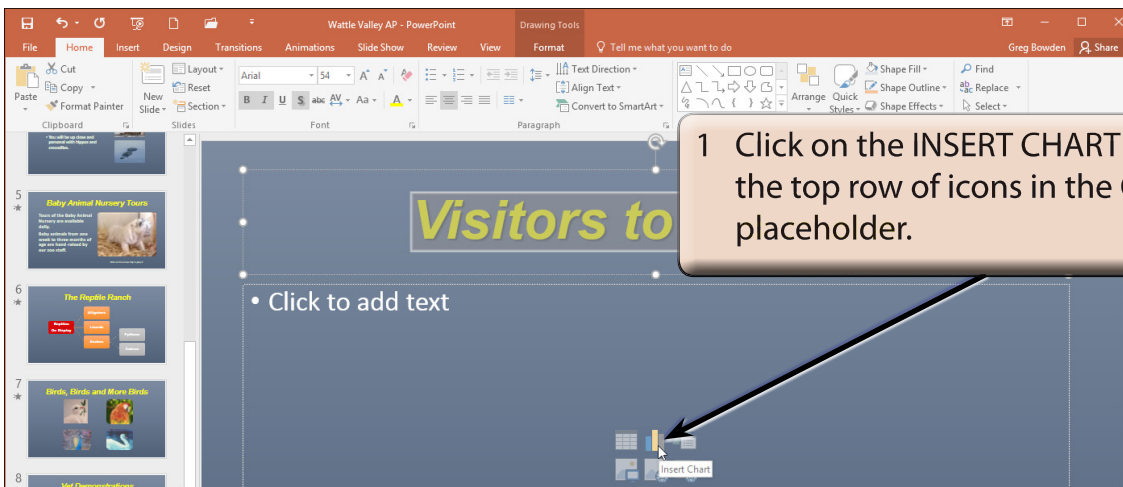
1 Click in the TITLE placeholder and add the title:

Visitors to the Park

2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

Inserting the Chart

1 Click on the INSERT CHART icon in the top row of icons in the CONTENT placeholder.

NOTE: You can also insert a chart into a slide by clicking on the CHART icon in the INSERT tab of the RIBBON.
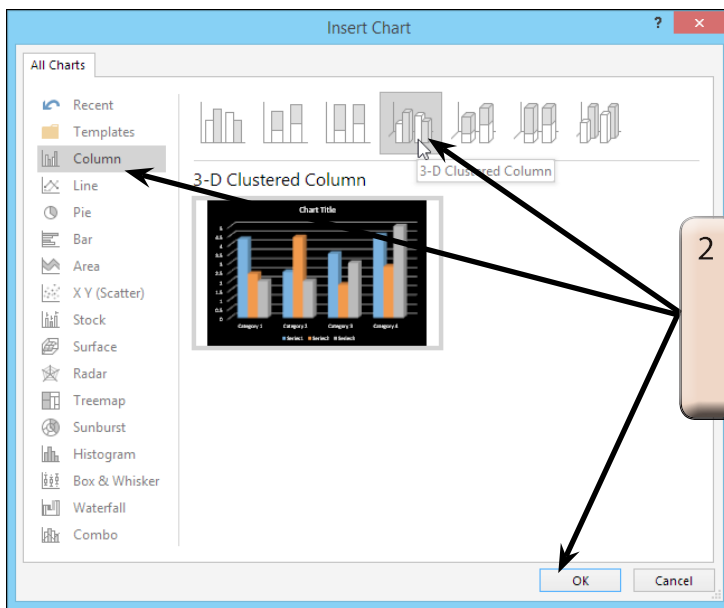
2   In the INSERT CHART dialogue box leave the COLUMN category selected, select the 3-D CLUSTERED COLUMN CHART and select OK.
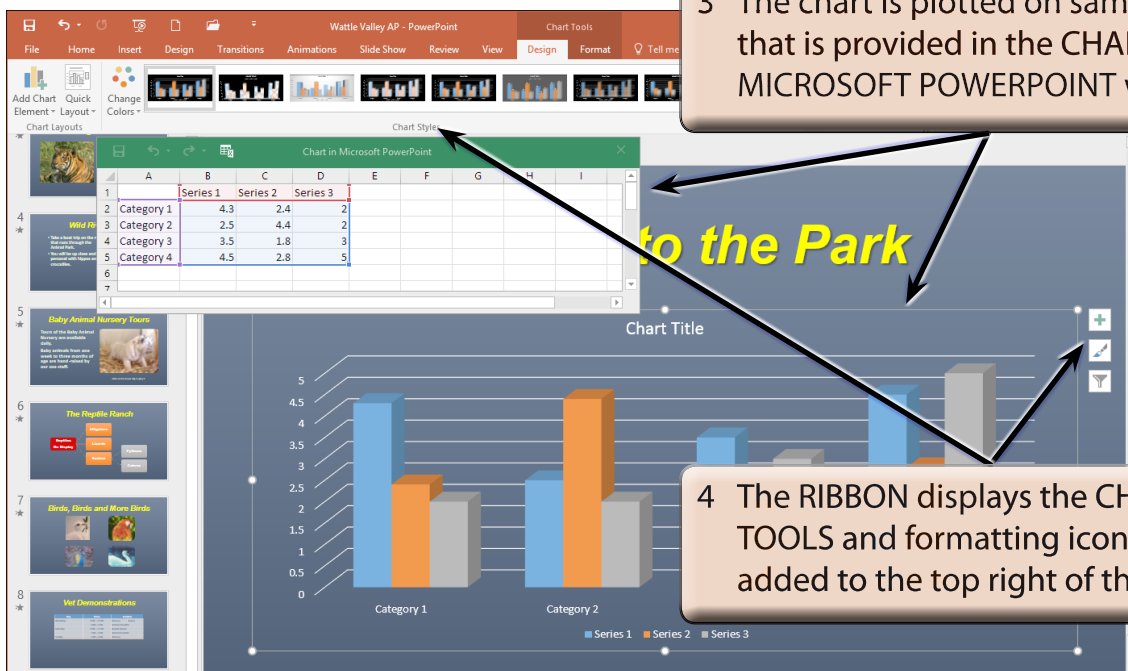
3   The chart is plotted on sample data that is provided in the CHART IN MICROSOFT POWERPOINT window.

4   The RIBBON displays the CHART TOOLS and formatting icons are added to the top right of the chart.

NOTE: All charts created in Microsoft Office 2016 programs use the charting functions from within Microsoft Excel to produce the chart.

Entering the Chart Data

The chart data is entered in the Excel pane.

1 Click on the SERIES 1 cell and enter 2014, click on the SERIES 2 cell and enter 2015, click on the SERIES 3 cell and enter 2016 and the LEGEND in the chart is updated.

2 In the second and third rows of the CHART IN MICROSOFT POWERPOINT pane enter the labels and values shown for the ADULTS and CHILDREN visitors to the Park.

	A	B	C	D	E	F
1		2014	2015	2016		
2	Adults	11556	22602	26447		
3	Children	26289	27528	29063		
4	Category 3	3.5	1.8	3		
5	Category 4	4.5	2.8	5		
6						

NOTE: i   **The chart is updated in the PowerPoint pane as you enter the data.**

ii   **The top row in the CHART IN MICROSOFT POWERPOINT pane is the LEGEND values, the left column is the X-AXIS values and values in the centre of the spreadsheet are the Y-AXIS values.**

Action Buttons

You can set graphics in PowerPoint to carry out a variety of commands. When graphics are used in this fashion they are said to be ACTION BUTTONS. PowerPoint provides some preset ACTION BUTTONS or you can set a Shape, a Clip Art graphic or text to be an ACTION BUTTON.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

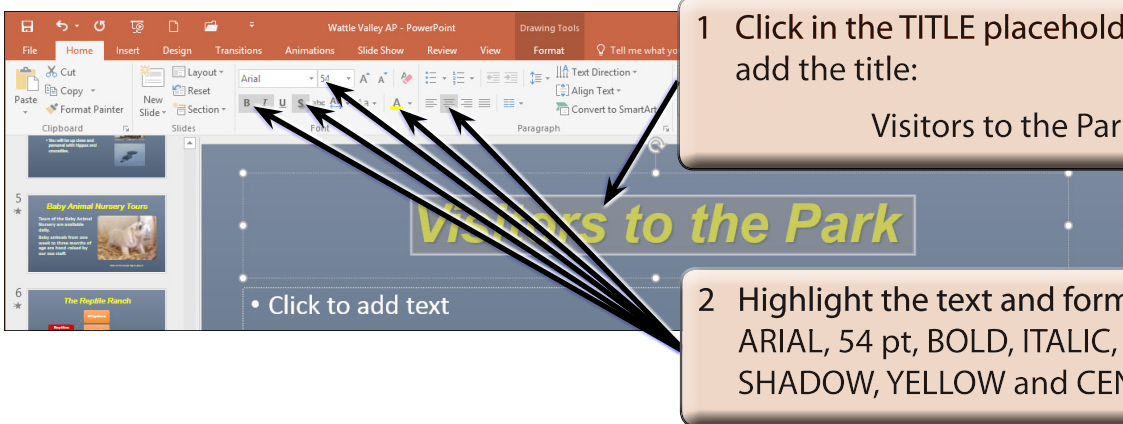3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Navigation Buttons
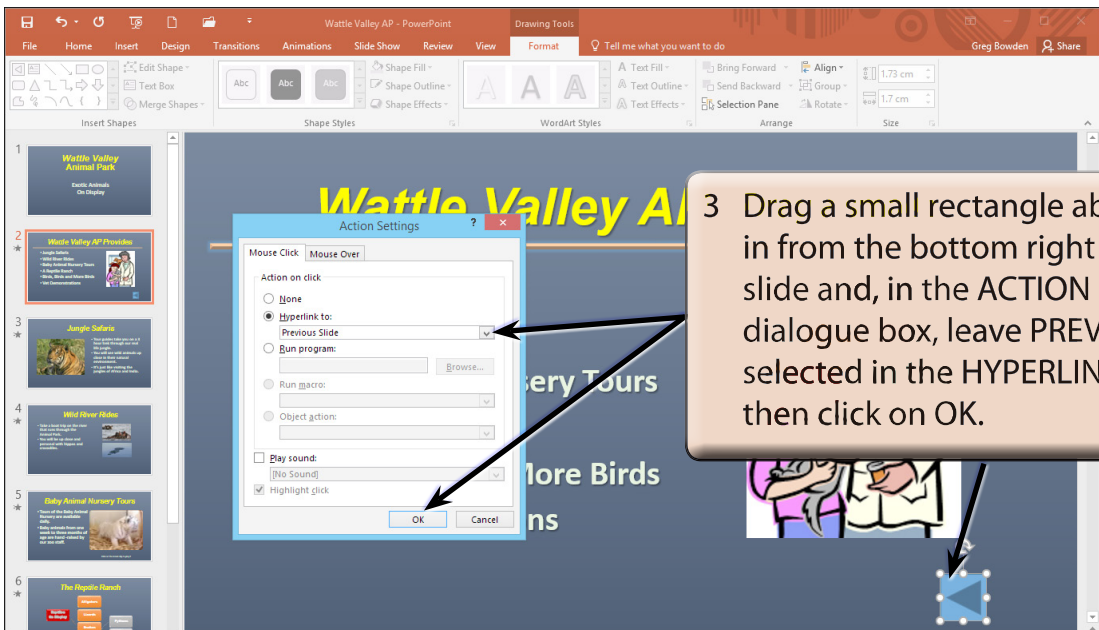
Buttons can be added to slides to allow users of the presentation to move from slide to slide.

A   The Previous Slide Button

1   Set the screen to SLIDE 2.

2   Open the INSERT tab of the RIBBON, click on the SHAPES icon and select the ACTION BUTTON: BACK OR PREVIOUS icon from the ACTION BUTTONS section.

3 Drag a small rectangle about 2 cm in from the bottom right of the slide and, in the ACTION SETTINGS dialogue box, leave PREVIOUS SLIDE selected in the HYPERLINK TO box, then click on OK.

NOTE: You can set a button to activate when the mouse button is clicked on it, or by simply moving the mouse pointer over it.

4 Preview the slide by pressing SHIFT+F5.

5 Click on the button and slide 1 should be opened.

6 Press the ESC key to exit the slide show and return SLIDE 2 to the screen.

B   The Next Slide Button

1   Click on the SHAPES icon in the INSERT tab and select the ACTION BUTTON: FORWARD OR NEXT button.

2   Drag a small rectangle to the right of the previous button. Leave NEXT SLIDE selected in the ACTION SETTINGS dialogue box and click on OK.
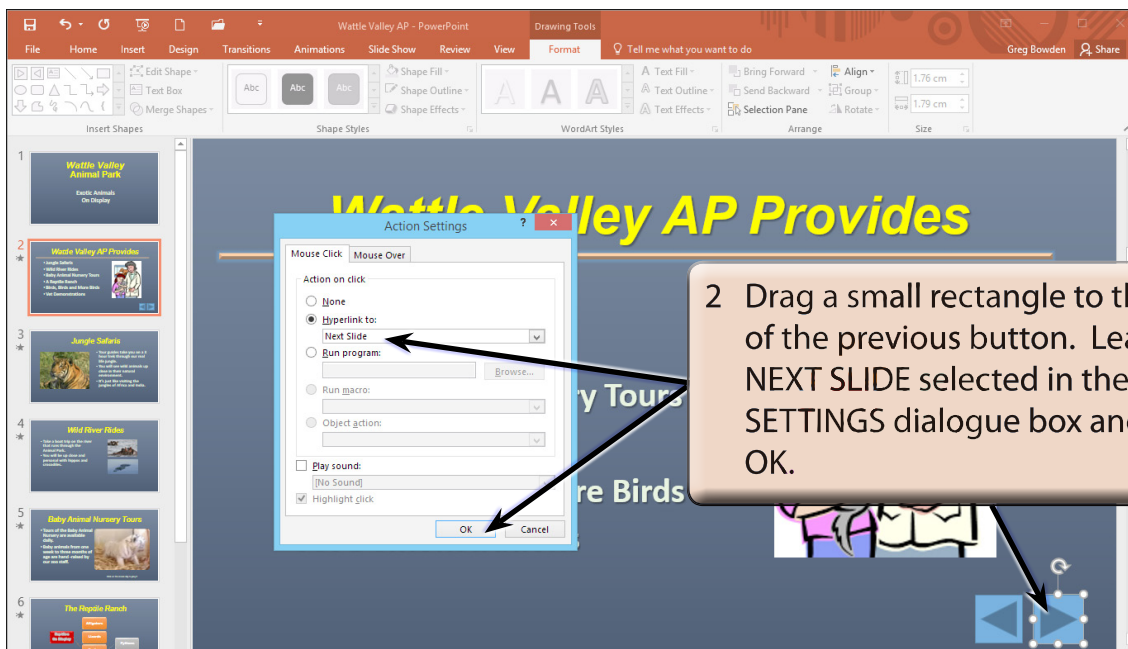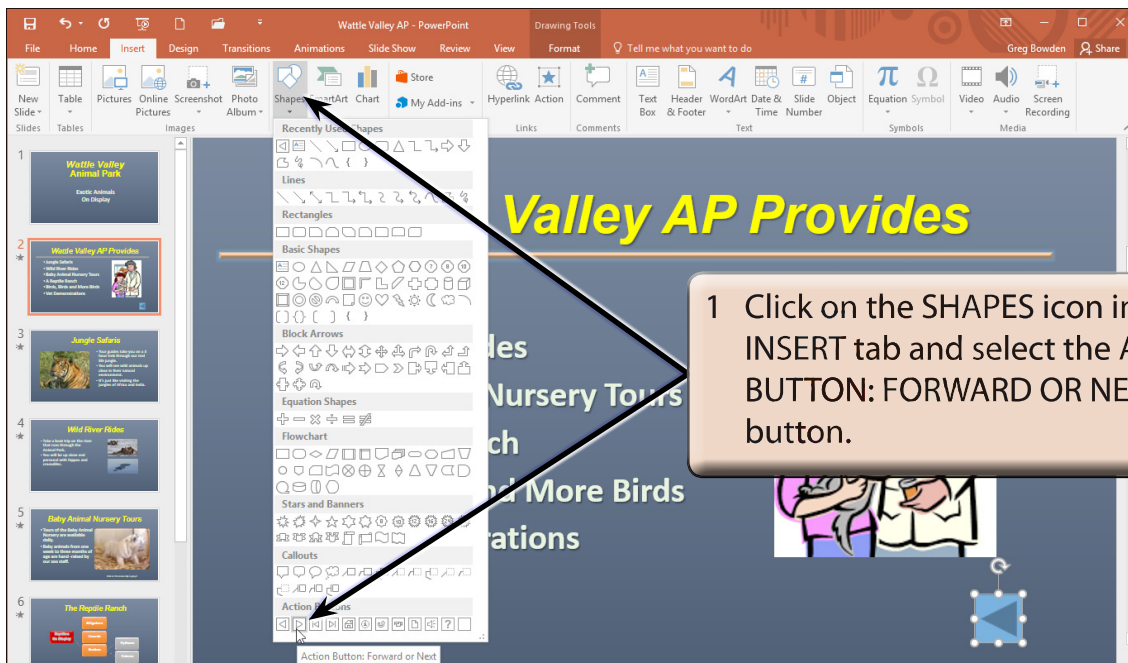
3   Preview the slide by holding down the SHIFT key and pressing F5.

4   Click on the NEXT OR FORWARD button and slide 3 should be opened.

5   Press the ESC key to return to the slides and return SLIDE 2 to the screen.

NOTE: These buttons could be copied to each slide, but you will see how to do that more efficiently in the SLIDE MASTERS chapter.

Buttons That Open Specific Slides

You can set buttons that allow the user to open specified slides. In this presentation SLIDE 2 is basically a menu for the rest of the presentation so we can add buttons to it to open any of the other slides.

The SHAPES icon will be used to create the custom screen buttons.

A   The Jungle Safaris Button

1   Click on the SHAPES icon in the INSERT tab and select the RIGHT ARROW shape in the BLOCK ARROWS section.

2   Drag a small arrow to the right of the JUNGLE SAFARIS text.
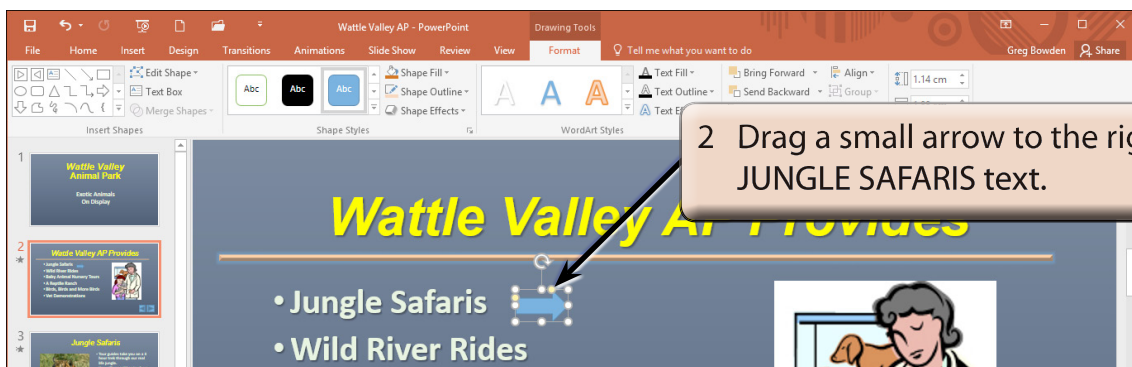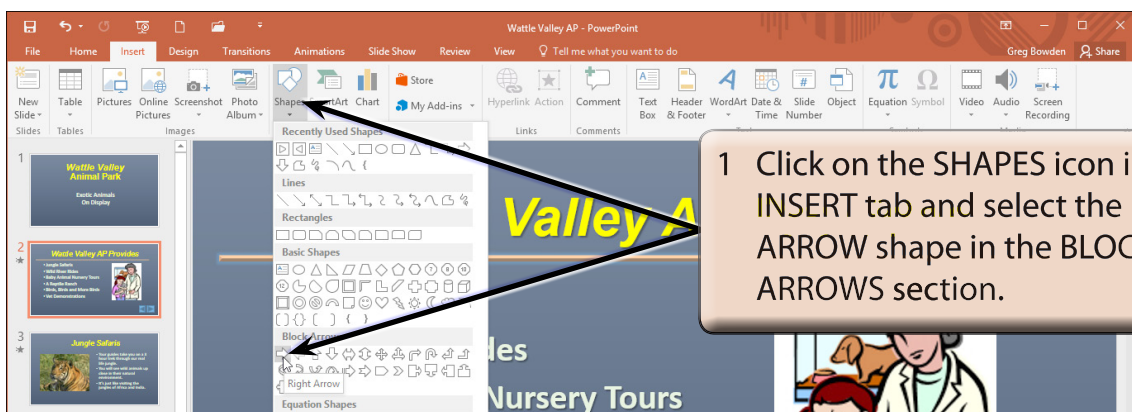
Text Formatting

PowerPoint offers an extensive array of text formatting tools that are very similar to those found in Microsoft Word. In this chapter you will look at ways to improve the appearance of text in your presentations. It will include adding sub-points, changing bullets, line spacing and spell checking tools.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating Sub-Points

So far you have entered single bullets. When you have a paragraph of text as a point it is usually better for the viewer of your presentation to have that paragraph split into sub-points with bullets highlighting those sub-points. To illustrate this let's change the text in the BABY ANIMAL NURSERY TOURS slide to have sub-points.

A   Entering the Text

3   Enter the text shown in the diagram, pressing <enter> after each line.

B   Setting the Sub-Points

1   Highlight just the second and third dot points.

2   Press the TAB key and the two points will be converted into sub-points, indented and reduced in size.
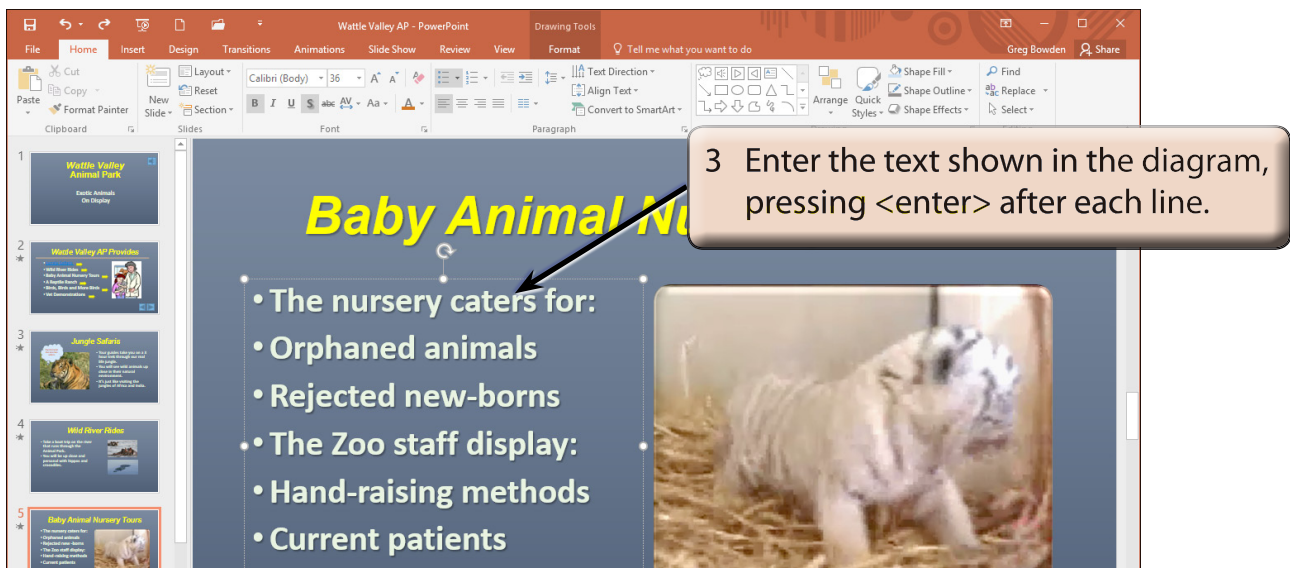
3 Highlight the last two points and press the TAB key to convert them to sub-points.
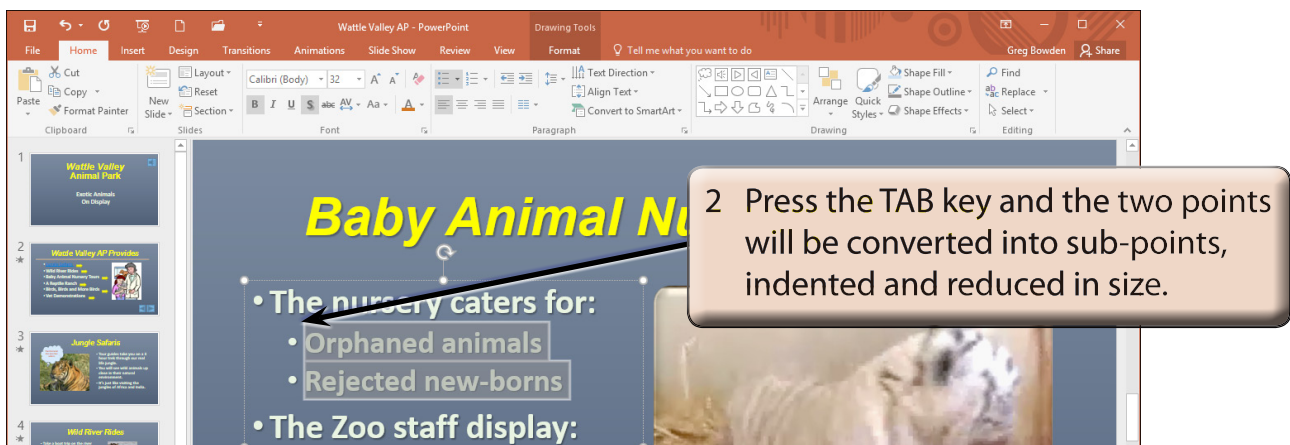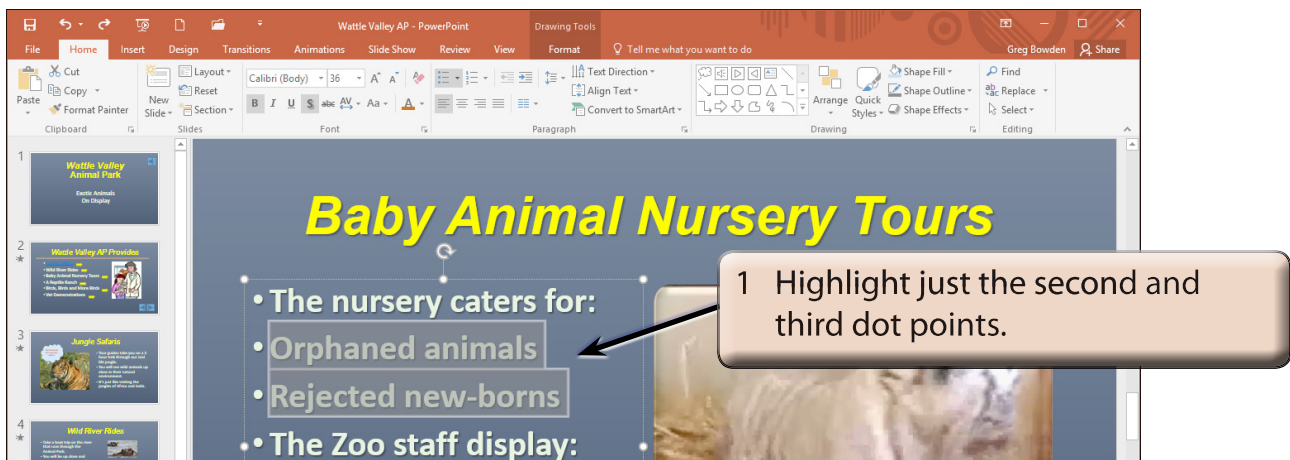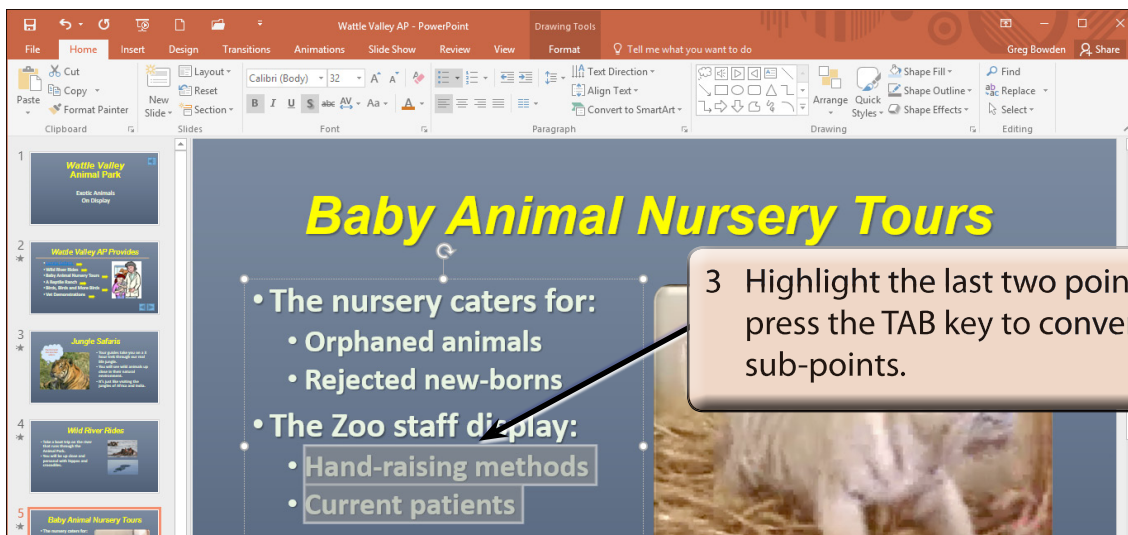
NOTE:　**i**　**Pressing the TAB key again would set the points to a third level sub-point.**

　　　ii　**Sub-points can be returned to normal points by highlighting them and pressing SHIFT+TAB.**

Bullet Formats

By default, bullets are set to solid dots. You can change this.

1 Click anywhere in the first text point:

The nursery cares for:

2 Click on the arrow next to the BULLETS icon in the HOME tab of the RIBBON and select a bullet format, for example, a STAR BULLET.

3 Click on the second main text point and select the same bullet format.
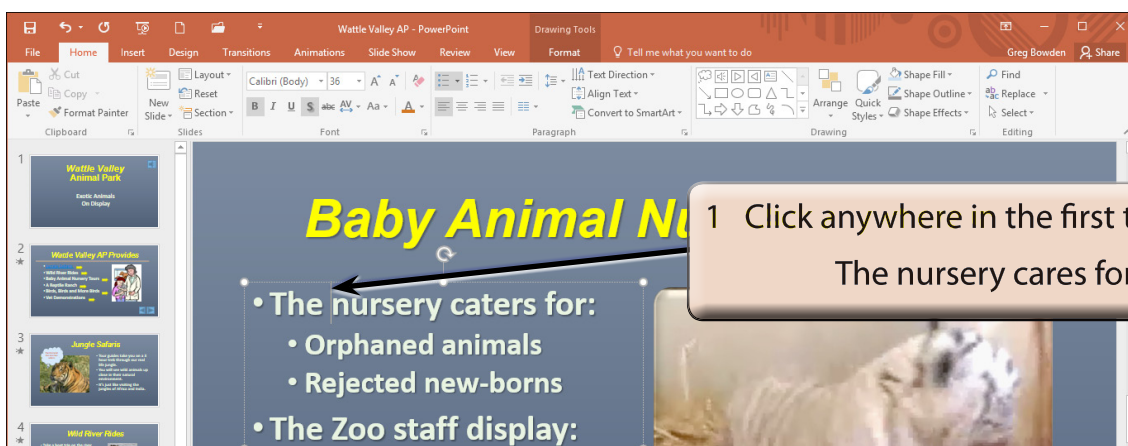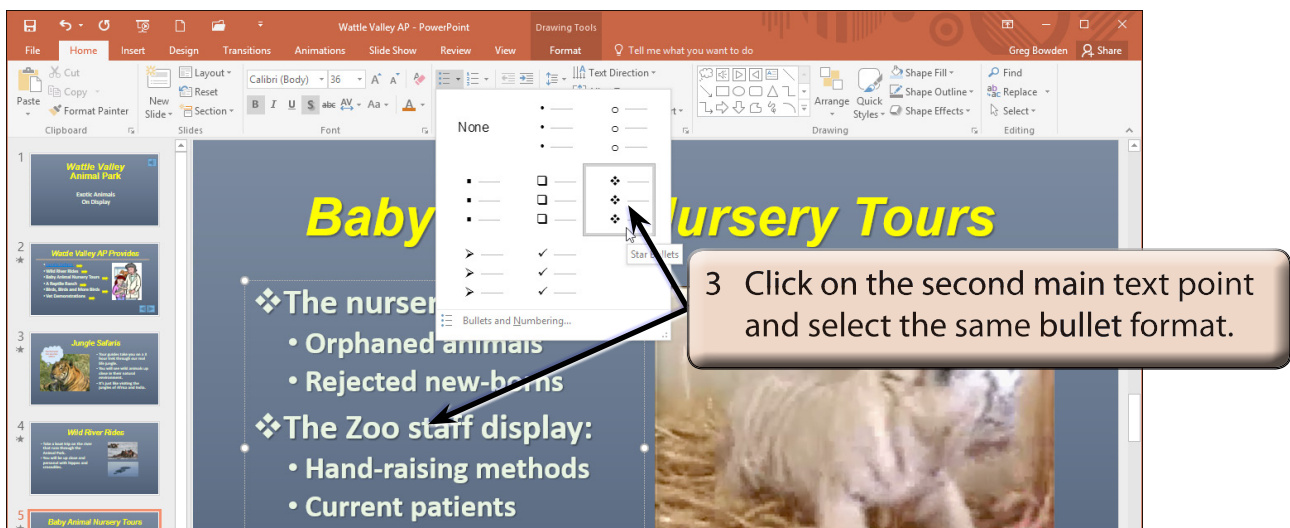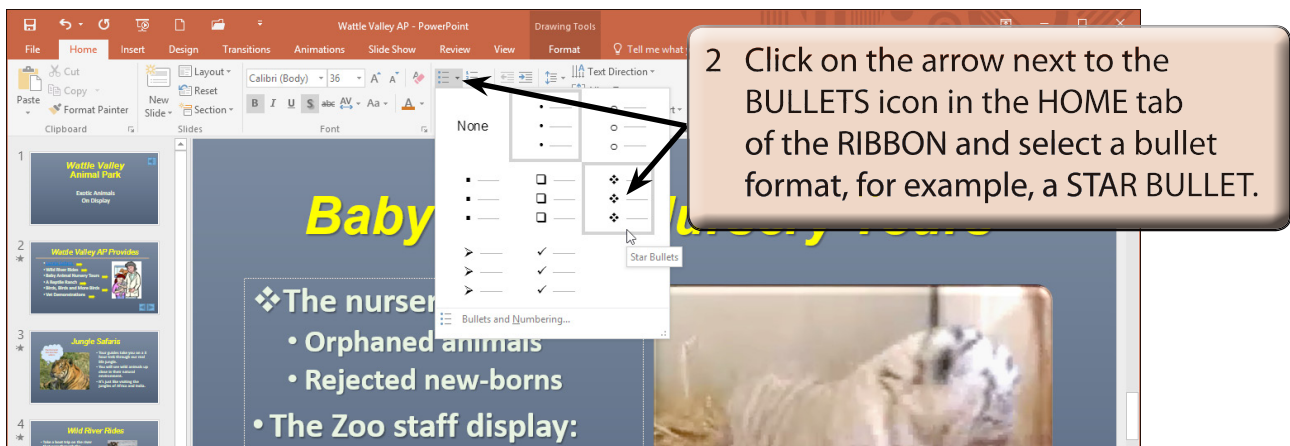
NOTE: Once you have set a bullet format you can press CTRL+Y as a shortcut to repeat the previous step.

Self-Running Shows

PowerPoint allows you to create self-running shows that play over and over without the need to click the mouse button. Animations, sounds and narrations (voice comments) can be added to enhance the show.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Setting the PowerPoint Show

When setting up a PowerPoint show you need to teach PowerPoint how long you want each slide to stay on the screen. In this case you will leave a slide on the screen for about 5 to 6 seconds. In an actual show you might want to leave each slide on the screen for longer periods.

A   Rehearsing the Timings

1   Open the SLIDE SHOW tab of the RIBBON and click on the REHEARSE TIMINGS icon.

2   A TIMER panel will be displayed at the top left corner of the slide. It will time how long the slide has been on the screen.
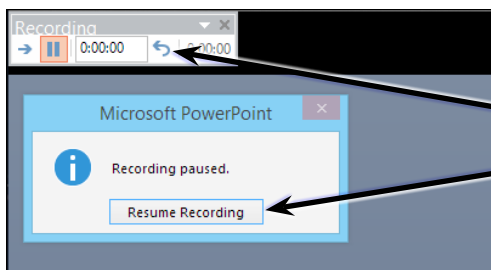
3 Click on the REPEAT button to reset the timer, click on RESUME RECORDING and leave the first slide on the screen for about 5 or 6 seconds.
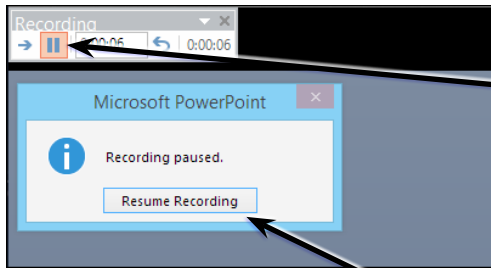
4 Click on the PAUSE button to stop the time. This lets you prepare for the next slide.

5 Click on the RESUME RECORDING button and click on the NEXT slide button.
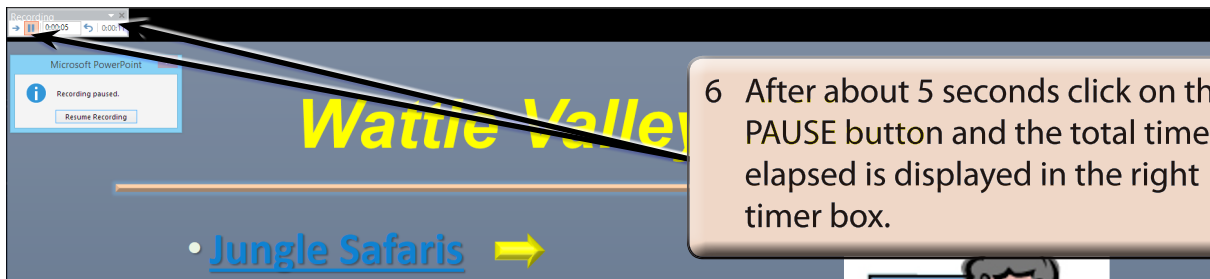
6 After about 5 seconds click on the PAUSE button and the total time elapsed is displayed in the right timer box.

7 Resume the recording, click on the NEXT button for each slide when it reaches about 5 seconds. You need to click the mouse button for slides that have animations set on their content.

NOTE: **i** **You might like to escape from the slide show, select NO to keep the timings and start the timings again.**

ii **You don't need to pause at the end of a timing. You can click directly on the NEXT slide button to finish the timing of a slide. The PAUSE button is used to temporarily halt the rehearsal.**

Delivering Presentations

So far you have simply run presentations. PowerPoint provides a number tools to help improve the delivery of your presentation. These include screen tools, speakers notes and handout notes.

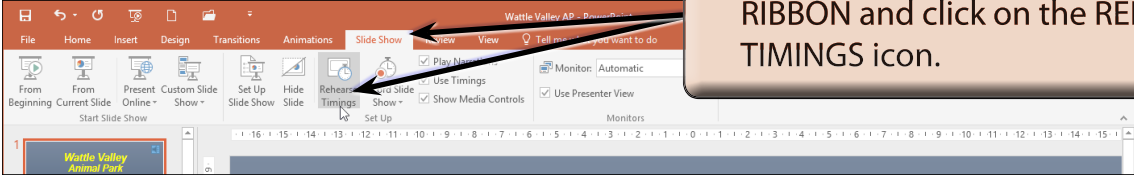## Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
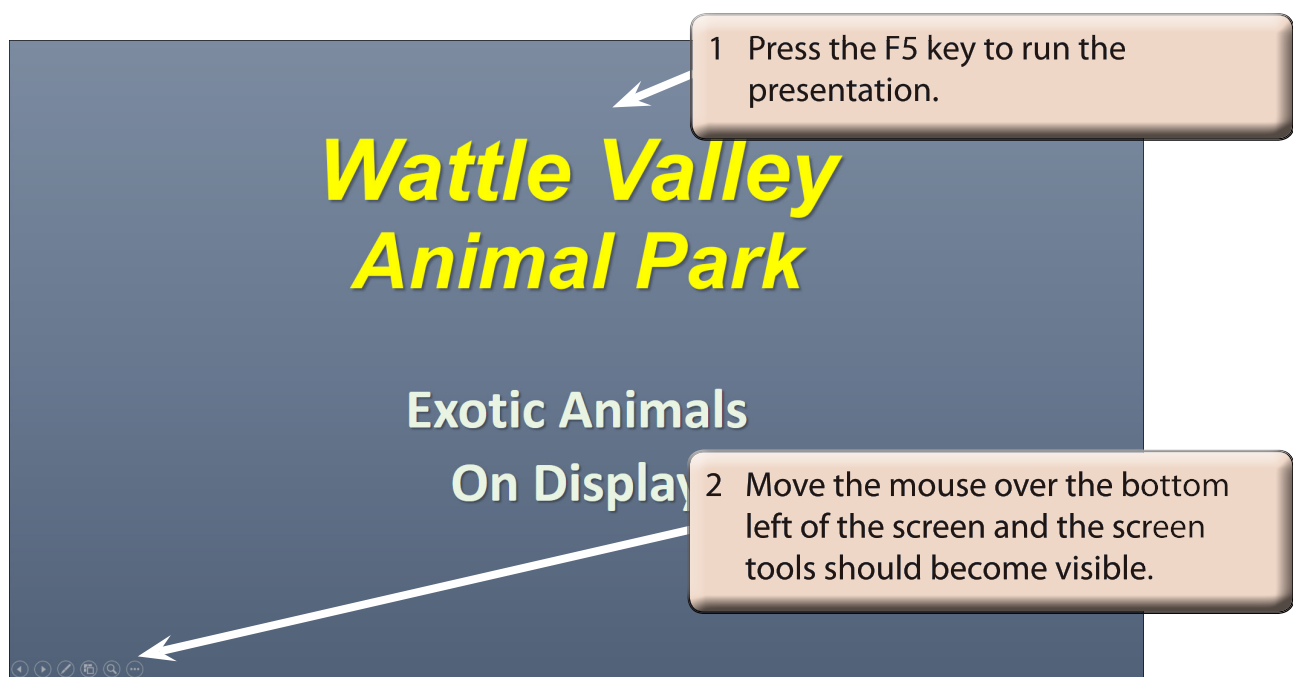
3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.
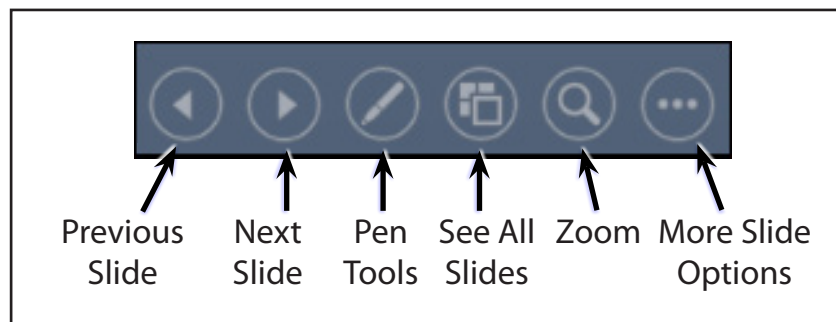
Screen Tools

The screen tools allow you draw over your presentation as it is being delivered. You can also skip to any slide in the presentation.

1   Press the F5 key to run the presentation.

Wattle Valley Animal Park

Exotic Animals

On Display

2   Move the mouse over the bottom left of the screen and the screen tools should become visible.

A   Identifying the Screen Tools

The tools have the following meaning:

B   Using the Pen Tools

When delivering a presentation you can use the PEN TOOLS to highlight key points or even write words on the screen. The PEN TOOLS do not alter your slides.

> **NOTE:**   **You can also click the right mouse button on the screen to display the screen tools.**

3 Click on the PEN TOOLS icon again and select a bright highlight colour, for example, orange or yellow.

4 Drag the highlighter pen over some text, for example, JUNGLE, to make the text stand out.

5 Select the PEN TOOLS icon again and select PEN. Set the INK COLOUR to YELLOW and draw a line under WILD ANIMALS.

C   The Eraser Tool

Pen marks on slides can easily be removed.

2   Click on the ORANGE highlight to remove it.

NOTE: **i**   **The ERASE ALL INK ON SLIDE tool can be used to remove all pen markings in one go.**

ii   **You can select the LASER POINTER from the PEN TOOLS if you want the mouse pointer to be turned into a laser pointer in presentations so that viewer can see the pointer more clearly. You can also hold down the CTRL key and click the left mouse button during a presentation to convert the mouse pointer into the laser pointer.**

Slide Masters

When you need to change the style of all the slides in a presentation you do not want to have to go to each slide and make those changes. PowerPoint lets you change the formats of all slides using the SLIDE MASTER VIEW. This also helps you ensure consistency throughout your presentation. For example, if you wish to include a company logo on each slide, the graphic can be inserted in the SLIDE MASTER VIEW and it will then be displayed on all the slides.

To see some of the many advantages of using the SLIDE MASTER VIEW you will adjust the title text, add an image and some footer items to a presentation on the Wattle Park Animal Park. When you format the content of slides they over write settings set to the SLIDE MASTERS so a copy of the Wattle Park presentation has been prepared for you without any text formats.

Loading the Presentation

1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3 Browse to the PP2016 SUPPORT FILES, open the CHAPTER 14 folder and open the WATTLE VALLEY AP 2 file.

4 Click on the FILE tab, select SAVE AS, navigate to your STORAGE folder and save the presentation under the same name.

Opening the Slide Master View

1 Open the VIEW tab of the RIBBON and click on the SLIDE MASTER icon.
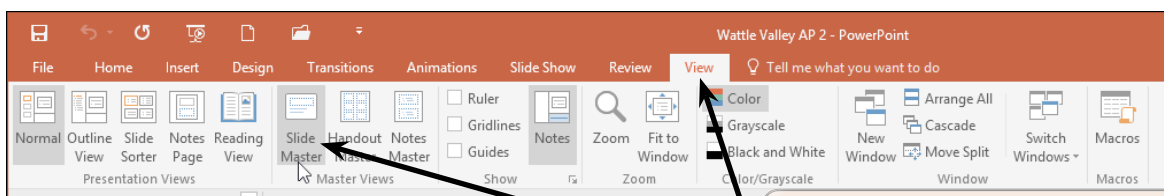
2 The SLIDE MASTER tab is opened in the RIBBON.

3 The first slide in the SLIDE pane is the SLIDE MASTER that controls all sides.

Click to edit Master title style

4 Each different slide layout has its own SLIDE MASTER where you can change formats for slides just set to that layout.

Looking at the Slide Masters

1 Move the pointer over the top SLIDE MASTER and the label tells you that it is used by SLIDES 1 to 8.

2 Move the pointer over the second SLIDE MASTER and the label tells you that it is the TITLE SLIDE LAYOUT and it is used by SLIDE 1.

3 Move the pointer over the third SLIDE MASTER and the label tells you that it is the TITLE AND CONTENT LAYOUT and it is used by SLIDES 2, 6, 7 and 8.

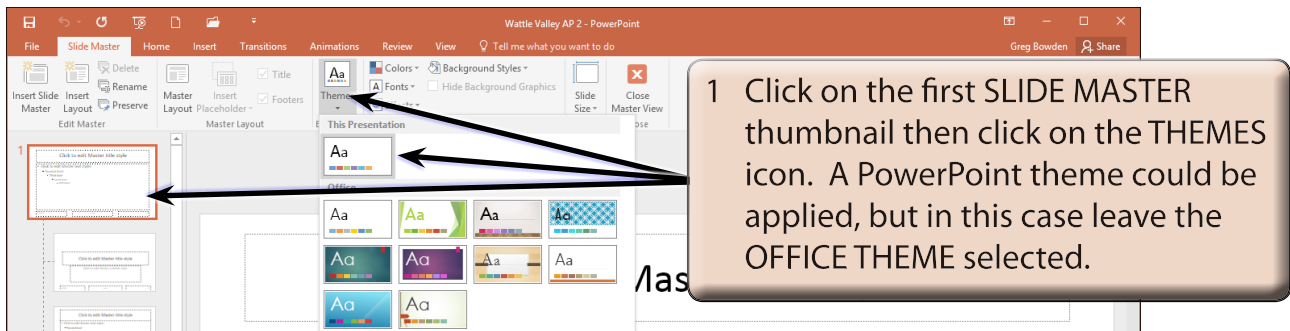4 Move the pointer over the fourth SLIDE MASTER and the label tells you that it is the SECTION HEADER LAYOUT and it is not used by any slides.
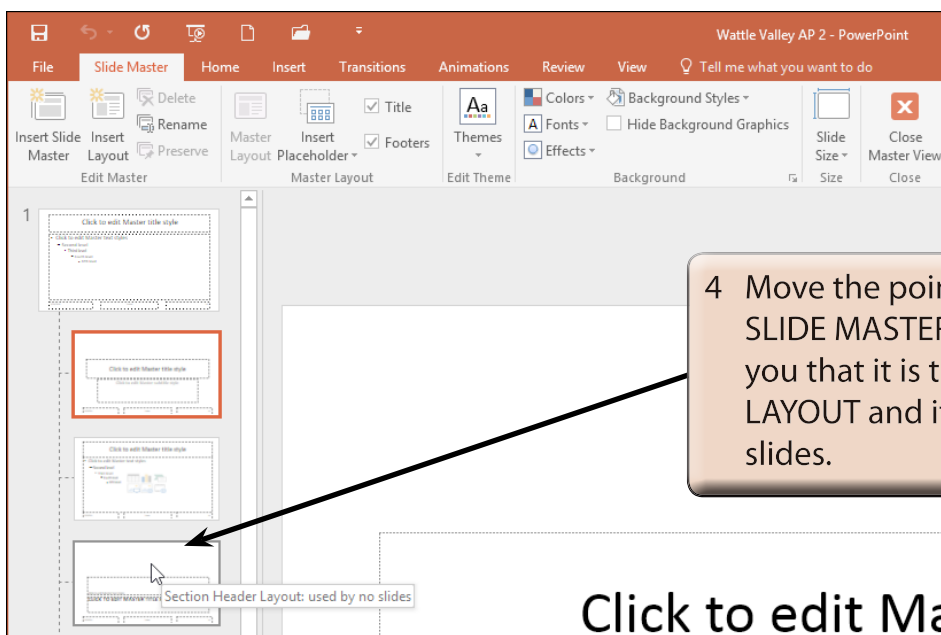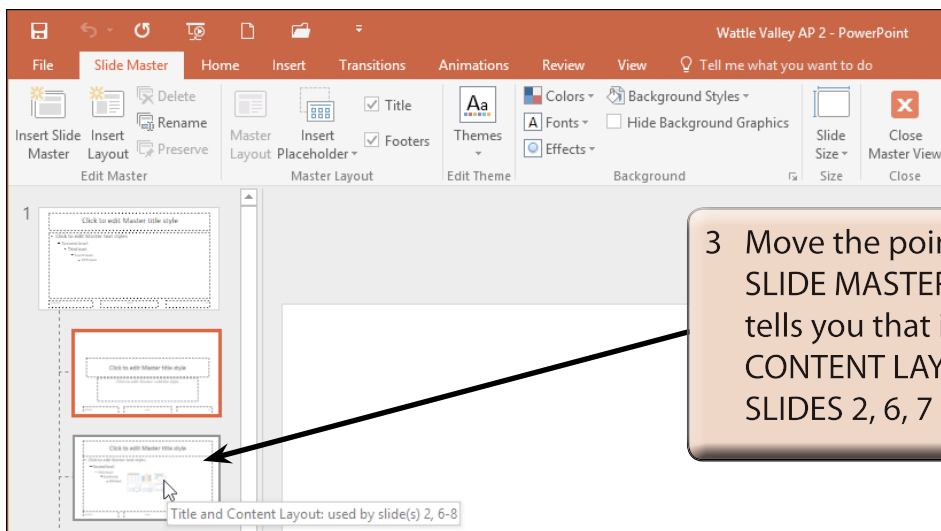
5   Move the pointer over the other SLIDE MASTERS and see which slides they control.

Setting the Background of the Slides

A background and colour scheme can be applied to all the slides. This can be one of the themes that PowerPoint provides or a custom background that you create. In this case a custom background will be created.

1 Click on the first SLIDE MASTER thumbnail then click on the THEMES icon. A PowerPoint theme could be applied, but in this case leave the OFFICE THEME selected.

NOTE: You can use the COLOURS, FONTS and EFFECTS icons in the BACKGROUND group of the SLIDE MASTER tab to apply colour, font and effect themes to the slides.

2 Click on the BACKGROUND STYLES icon and select FORMAT BACKGROUND.
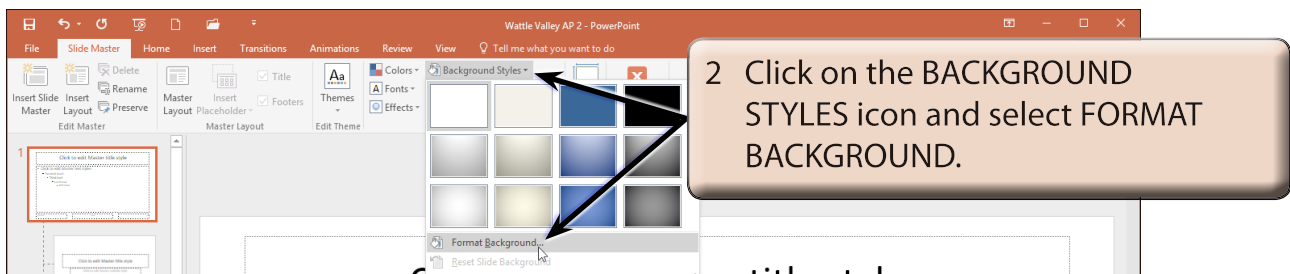
3 The FORMAT BACKGROUND TASK PANE is opened. It allows you to customise the background using fill colours, gradients, pictures, textures, patterns and effects. In this case a simple gradient will be applied.

Audio and Video Files

Microsoft PowerPoint provides many media tools. These include adding a music sound track and exporting the presentation to a video file that can be placed on the internet.
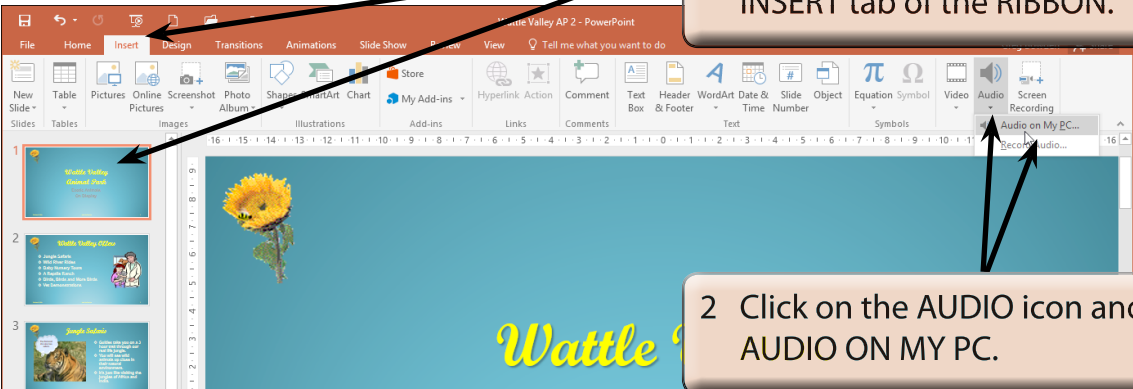
Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP 2 file.

Adding a Music Sound Track

You can add a music sound track to a presentation. This sound track can be set to play automatically on the first slide or throughout the whole presentation.
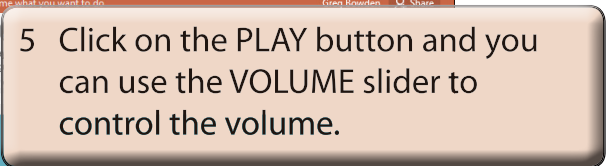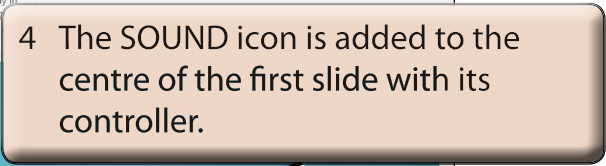
A   Inserting a Music File

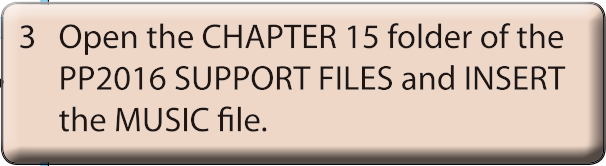A 40 second piece of music has been prepared for you and it needs to be inserted from the PP2016 SUPPORT FILES.

1   Set the screen to NORMAL VIEW, open SLIDE 1 and click on the INSERT tab of the RIBBON.

2   Click on the AUDIO icon and select AUDIO ON MY PC.

3 Open the CHAPTER 15 folder of the PP2016 SUPPORT FILES and INSERT the MUSIC file.

4 The SOUND icon is added to the centre of the first slide with its controller.

5 Click on the PLAY button and you can use the VOLUME slider to control the volume.

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<div style="text-align:right">
Chapter

16
</div>

Useful Features

To complete this unit we will look at a few of the useful features that PowerPoint provides. This will include merging shapes, the Eyedropper tool, screen size and the Comments pane.

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

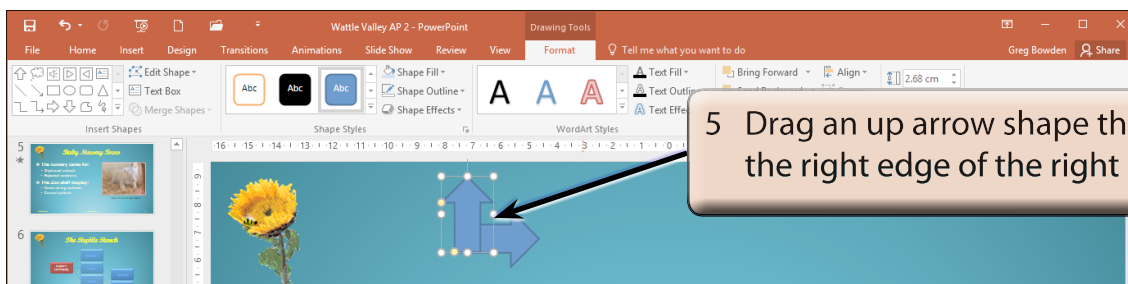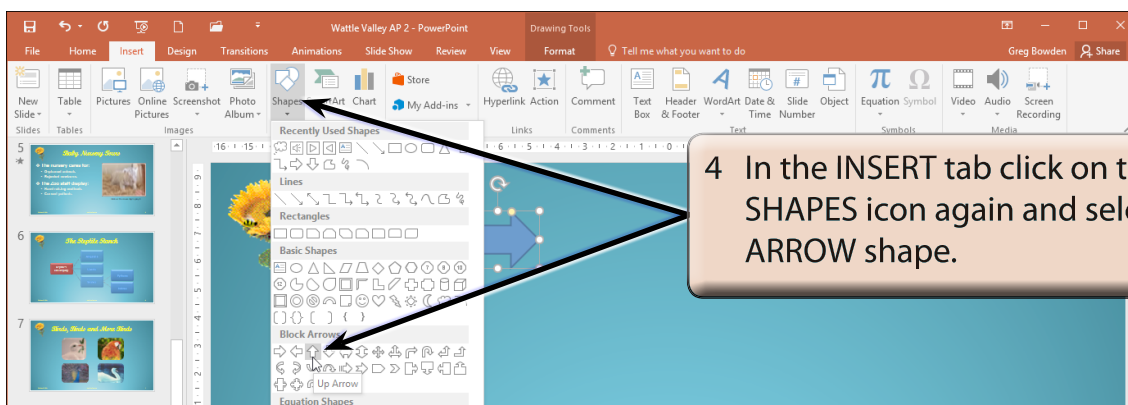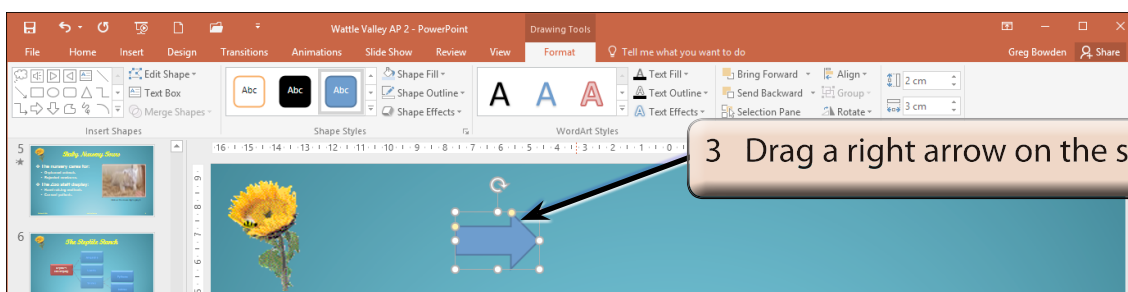3   Browse to your STORAGE folder and open the WATTLE VALLEY AP 2 file.
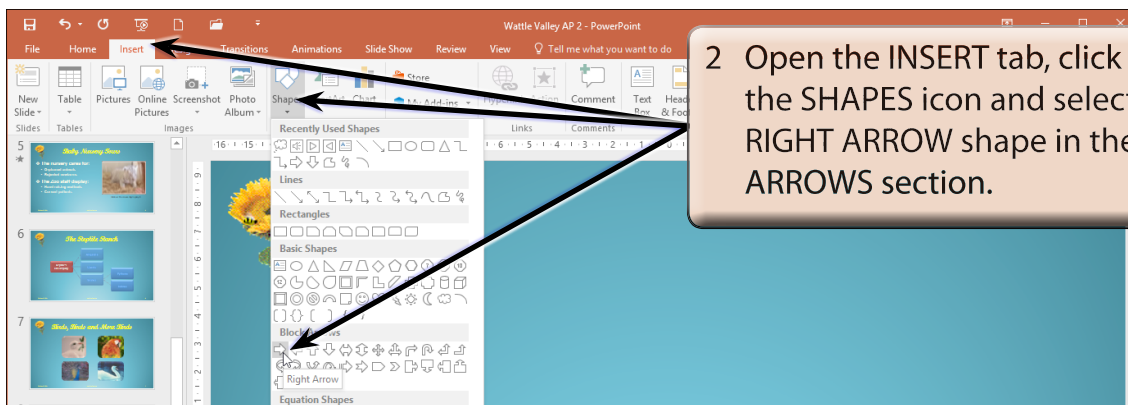
Merging Shapes

Shapes can be merged to create your own custom shapes. This also includes merging text boxes.

A   Adding Shapes Together

Shapes can be merged into one shape. The process is called UNION.

1   Open SLIDE 8 then click on the NEW SLIDE icon in the HOME tab and select BLANK to add a blank side.

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2   Open the INSERT tab, click on the SHAPES icon and select the RIGHT ARROW shape in the BLOCK ARROWS section.

3   Drag a right arrow on the slide.

4   In the INSERT tab click on the SHAPES icon again and select the UP ARROW shape.

5   Drag an up arrow shape that covers the right edge of the right arrow.

NOTE: **You can hold down the ALT key and drag an object to over-ride the grid so that the edges of the objects are aligned.**