

Introduction to PowerPoint 2016

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 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.

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).

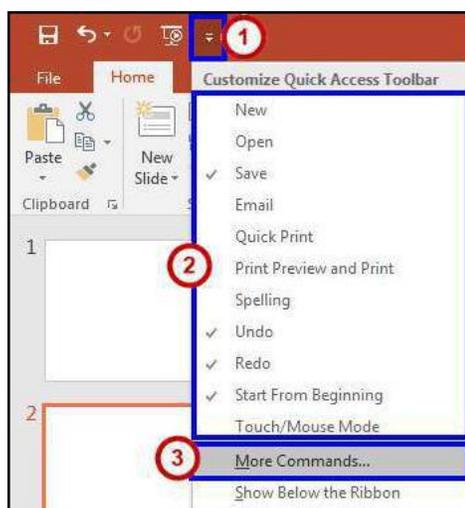


Figure 5 - Customize Quick Access Toolbar

- ❓ 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).

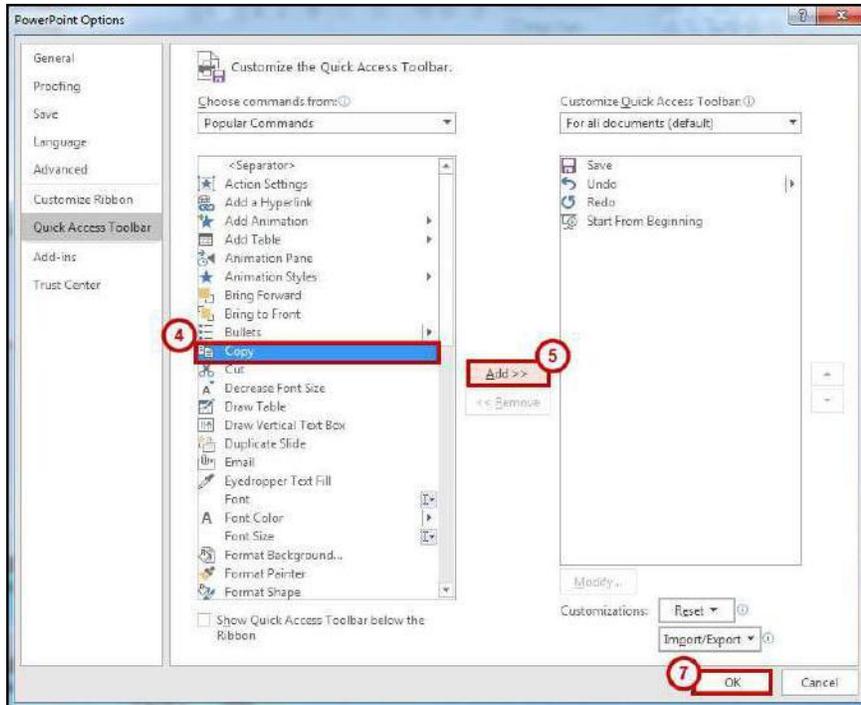


Figure 6 - Quick Access Toolbar Options