

*Teach Yourself*  
**VISUALLY™**

# PowerPoint® 2016

The Fast and Easy Way to Learn



Barbara Boyd  
With Ray Anthony

**Visual**  
A Wiley Brand

*Teach Yourself*  
**VISUALLY**

PowerPoint® 2016

Barbara Boyd With Ray Anthony



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**Barbara Boyd** is the author of *Innovative Presentations For Dummies* with Ray Anthony and was a contributor to *Killer Presentations with Your iPad*, written by Ray Anthony and Bob LeVitus. She is also the author of *iPhone All-In-One For Dummies* and *Macs All-In-One For Dummies*, both with Joe Hutsko. She writes about technology, food, travel, and country life in Italy. When not writing, she divides her time between Rome and an olive farm in Calabria.

**Ray Anthony** is a dynamic keynote speaker and a national leading authority in advanced presentation engineering, training, consulting, and executive coaching. He founded and is president of the Anthony Innovation Group in The Woodlands, Texas. Ray's clients include numerous Fortune 500 companies, the CIA, NASA, and the military. An expert in business creativity and innovation, he has a passion for helping people use creativity in ways that will boost their careers, bring prosperity to their organizations, and enrich their lives.

# Authors' Acknowledgments

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# How to Use This Book

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## Who This Book Is For

This book is for the reader who has never used this particular software application but is familiar with the workings of PCs in general and specifically the Windows operating system. It is also for readers who want to expand their knowledge about PowerPoint 2016.

## The Conventions in This Book

### 1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

### 2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

### 3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

### 4 Tips

Tips offer additional information, including warnings and shortcuts.

### 5 Bold

**Bold** type shows command names, options, and text or numbers you must type.

### 6 Italics

*Italic* type introduces and defines a new term.

Although themes have slide layout templates, a template is a boilerplate presentation that you use repeatedly, with certain information changing with each use. Templates include a presentation design theme plus reusable content such as often-used slides for a particular type of presentation. For example, for a presentation for selling to a purchasing group's clients, content about the group does not change from client to client, so you would have slides about the group in the template along with slides to tailor for each client. You can save a lot of time by using templates for repeatable presentations.

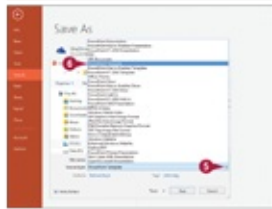
Save a Template

- 1 Click the File tab to show Backstage view.
- 2 Click Save As.
- 3 Click This PC.
- 4 Click Browse.
- 5 Click Save.

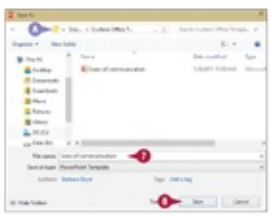


The Save As dialog box appears.

- 1 Click the Save as type down arrow.
- 2 Click PowerPoint Template.



- 2 This is the default folder location for themes and templates.
- 3 Note: It is best not to change this folder location. Your templates appear in the templates gallery because they are in this folder location, which is the same as the theme folder location.
- 4 Type a filename.
- 5 Click Save.



PowerPoint saves the presentation as a template.

- 6 Click the File tab to show Backstage view.
- 7 Click New.
- 8 Hover the mouse pointer above the gallery, next to Featured, and click Custom.
- 9 Click the Custom Office Template folder.



Any presentations you save as a templates appear here.

Note: You may need to close and open PowerPoint for the template to appear in the Custom template list.

TIP

What is the difference between using a template and using a regular presentation as a template? A PowerPoint presentation has a .pptx file extension and a template has a .potx file extension. If a template (.potx) is in the Template folder, it appears in the template list — you simply click it and PowerPoint creates a new presentation from a copy of the template. If you double-click a presentation (.pptx) in Windows Explorer or on your desktop, it opens. If you double-click a template (.potx), it creates and opens a copy of itself. The original is protected from unintentional changes because it does not open. To change a template (.potx), you must open it through the Open dialog box.

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# CHAPTER 1

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## Starting with PowerPoint Basics

Whether you want to convey ideas to your staff, convince a new client to hire you, or give a Technology, Entertainment, Design (TED) talk, PowerPoint provides the tools for creating visuals to support your words and help your audience remember you. This chapter covers PowerPoint basics, then explains the parts of the PowerPoint window, different views, and more.



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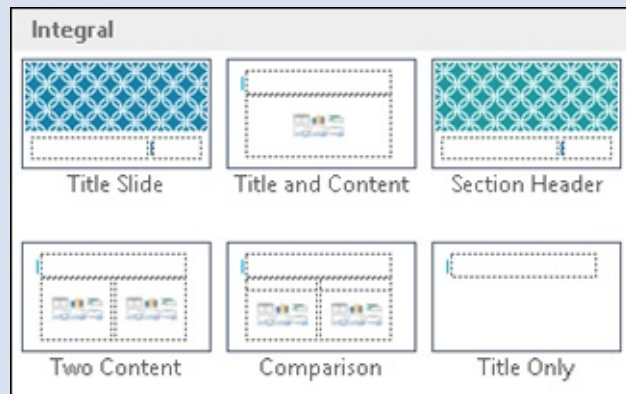
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# Introducing PowerPoint

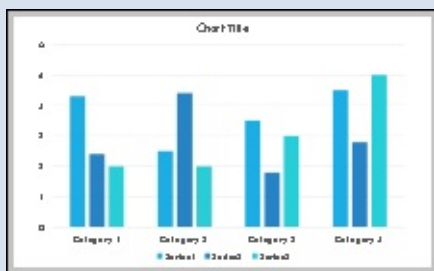
With PowerPoint, you can create a compelling, professional-looking slide show. The PowerPoint program provides tools you can use to build presentations that include graphics, charts, video, sound, animations, and an assortment of ways to transition from slide to slide. It provides various views to create, organize, view, and display your presentation. Many tasks start in Backstage view. To access this view, click the **File** tab on the Ribbon. For more on creating presentations, see [Chapter 2](#).

## Choose a Slide Theme and Layout



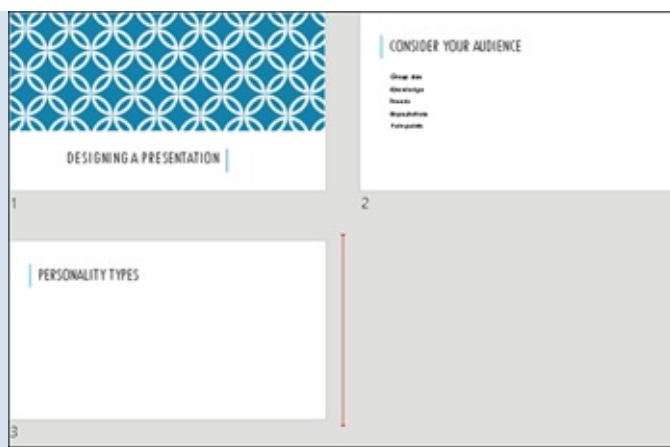
A slide *theme* applies preset design elements such as colors, background graphics, and text styles to a slide. A particular slide *layout* applied to a slide determines what type of information that slide includes. For example, a Title Slide layout has a title and subtitle. A Title and Content layout includes a title, plus a placeholder that holds a list of bullet points, a table, or other graphic elements. For more on themes and layouts, see [Chapter 3](#).

## Add Content and Media



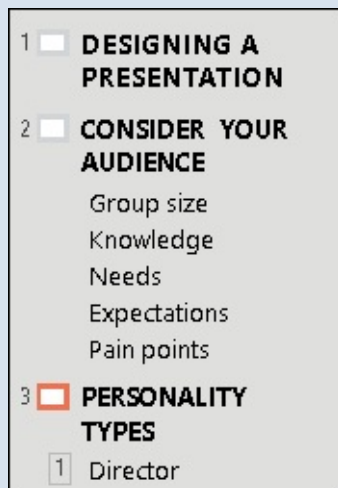
You can create original text, charts, graphs, and graphics in PowerPoint or import a media file, such as a photo, logo, or video, created in another app. Normal view displays all the elements of your slide. The Slides pane shows miniature versions of all your slides, whereas the Outline pane displays only the text of each slide. You can insert text boxes that enable you to add slide text that does not appear in the presentation outline. For more on content and media, see [Chapters 4 to 7](#). For more on adding animation, see [Chapter 8](#).

## Organize Slides



After creating several slides, you may need to reorganize them to create the proper sequence for your presentation. You can reorder slides in Slide Sorter view. This view shows slide thumbnails that you can move, delete, duplicate, or hide. You can also perform these actions on the Slides pane in Normal view. For more on organizing slides, see [Chapter 9](#).

## Build an Outline



You can type text in outline form to build slides for your presentation. In the Outline pane in Normal view, an icon represents each slide, and each slide contains a slide title next to the icon. Second-level lines of text on the outline appear as bullet points on the slide. These bullets convey the main points you want to make about each topic. For more on building outlines, see [Chapter 10](#).

## Work with Masters

## CLICK TO EDIT MASTER TITLE STYLE

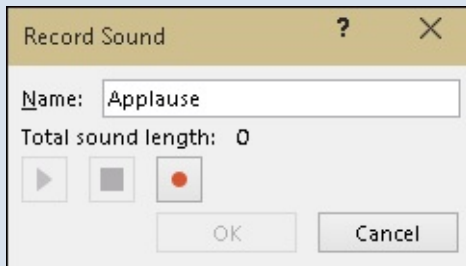
### Edit Master text styles

- Second level
- Third level
- Fourth level
- Fifth level



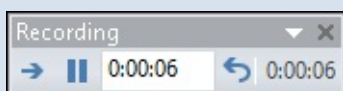
A set of slide themes and layouts combines to create a set of *master* slides. Masters enable you to change design elements and add content that you want to appear in a particular location on all slides that use that template. This saves you from having to add repeating content, such as your company logo, to each slide. For example, you can set up the master so an identical footer appears on every slide. For more on working with masters see [Chapter 11](#).

## Set Up Your Show and PowerPoint Options



You can add audio, animations, and transitions to your slides. You can record a narration that plays when you give your presentation. Use animation to move an element on-screen, such as a ball bouncing onto the screen. Transitions control how a new slide appears on-screen — for example, a slide can fade in over the previous slide. For more on setting up a show, see [Chapter 12](#). For more on customizing PowerPoint to fit your needs, see [Chapter 16](#).

## Present or Share a Slide Show

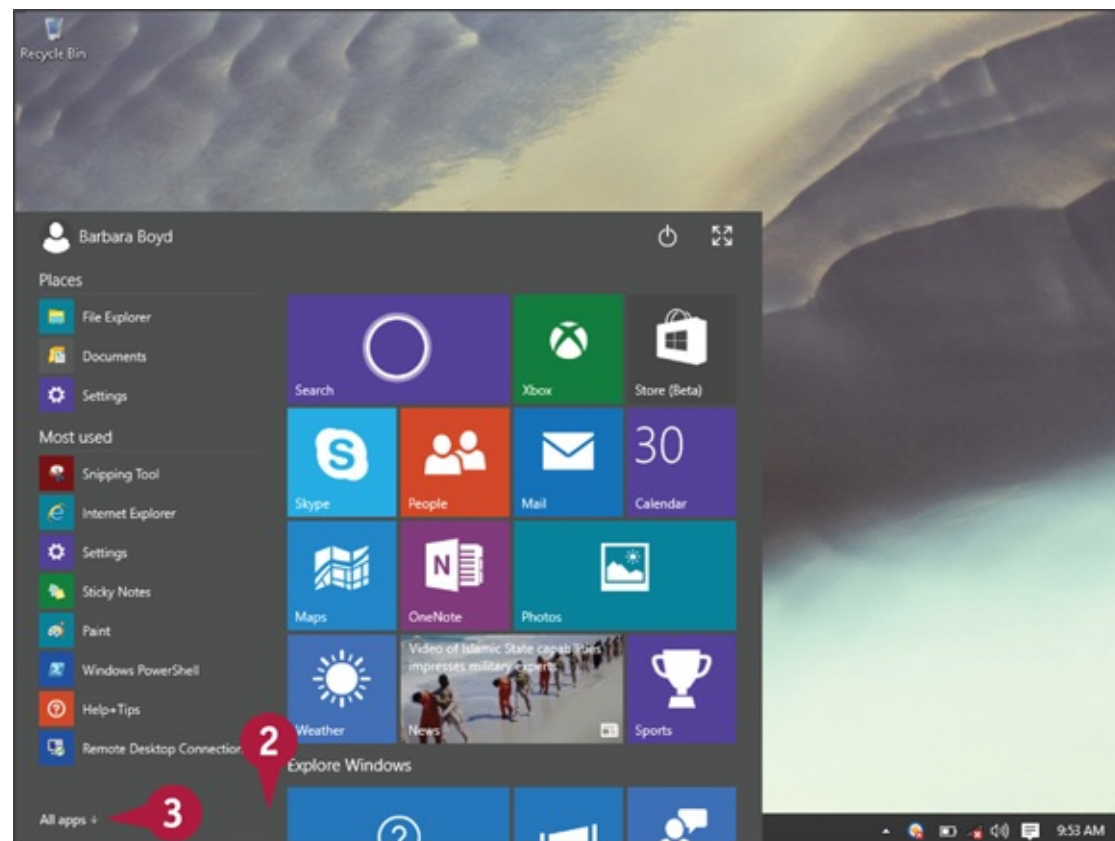


After you add the content, choose slide designs, and add special effects, you are ready to run your slide show presentation. Tools appear on-screen during the slide show — they help you control your presentation and even enable you to make annotations on your slides as you present them. Presenter view shows your notes and provides a timer to ensure that your presentation is flawless. For more on presenting, sharing, or printing a slide show, see [Chapters 13, 14, and 15](#). For more on designing a presentation, see [Chapter 16](#).

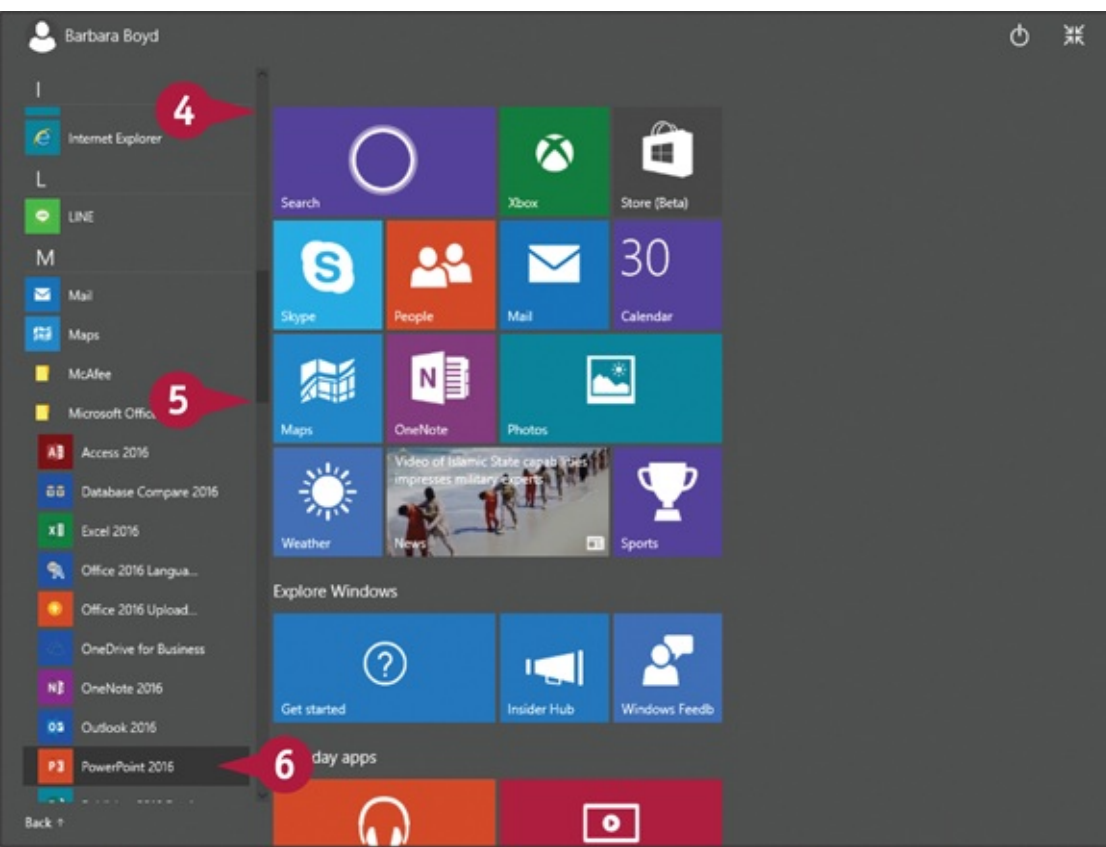
# Explore the PowerPoint Start Screen

You start PowerPoint from the Windows 10 Start screen so that you can begin designing a presentation. When you open PowerPoint 2016, the Start screen appears automatically. From the Start screen, you can start a new presentation or open an existing one. The Start screen lists recently opened presentations and enables you to create a presentation from templates on your computer, or search for PowerPoint templates on the Internet, which is explained in [Chapter 3](#).

## Explore the PowerPoint Start Screen



- 1 Press the **Windows** button (⊞).  
The Start menu appears.
- 2 Hover the mouse pointer slightly above the toolbar to hide it.  
The All Apps button appears in the lower left corner.
- 3 Click the **All apps** button.



A scrollable pane on the left displays an alphabetical list of all apps on your computer.

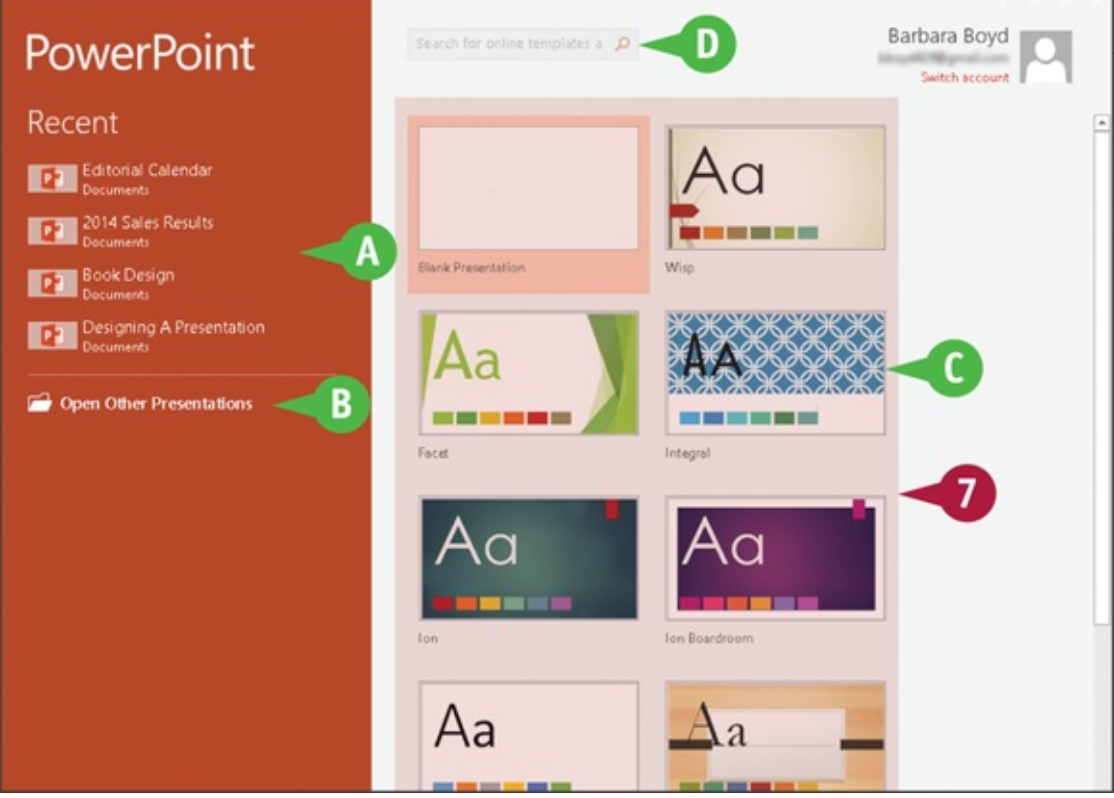
4 Position the mouse pointer to the right of the apps list.

A scroll bar appears.

5 Scroll down to find PowerPoint 2016.

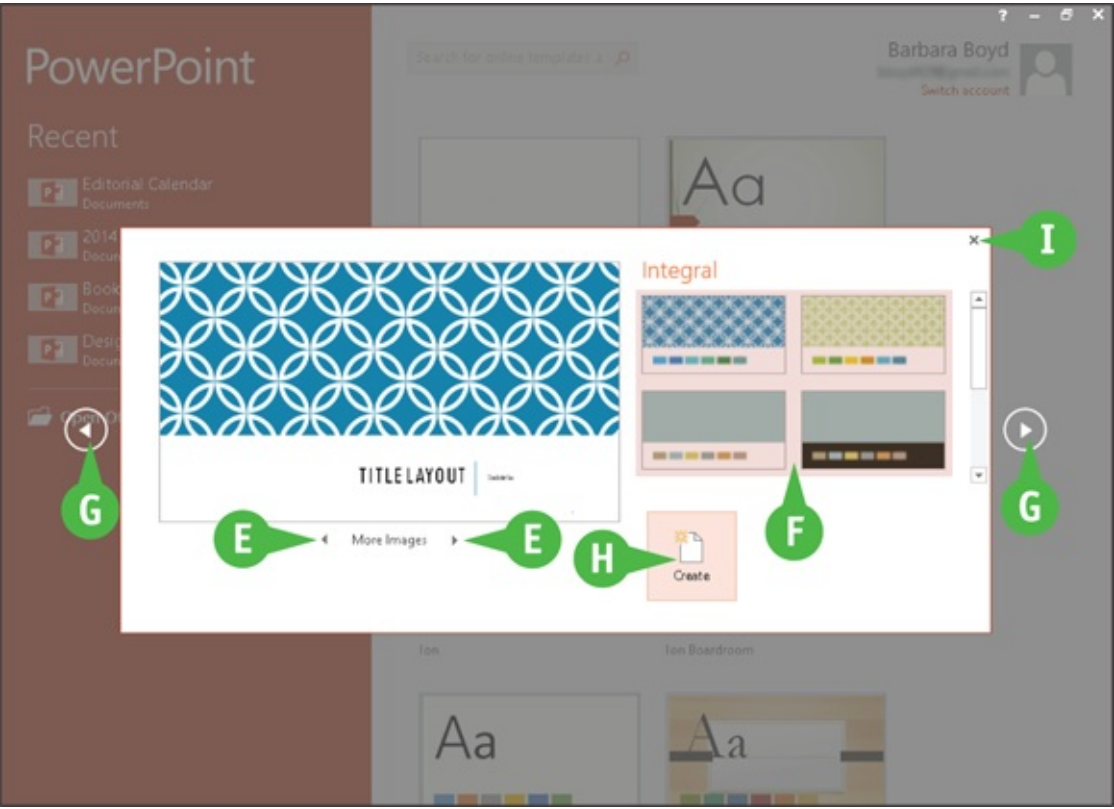
If you do not see it, scroll to and click **Microsoft Office 2016**, and look for PowerPoint 2016.

6 Click PowerPoint 2016.



PowerPoint opens and displays the Start screen.

- A** You can open a recently opened presentation here.
- B** You can open a file from your computer, an external drive, or cloud service here.
- C** You can create a new presentation by clicking a template.
- D** You can use the search box to look for a template on the Internet.
- 7** Click one of the themes.



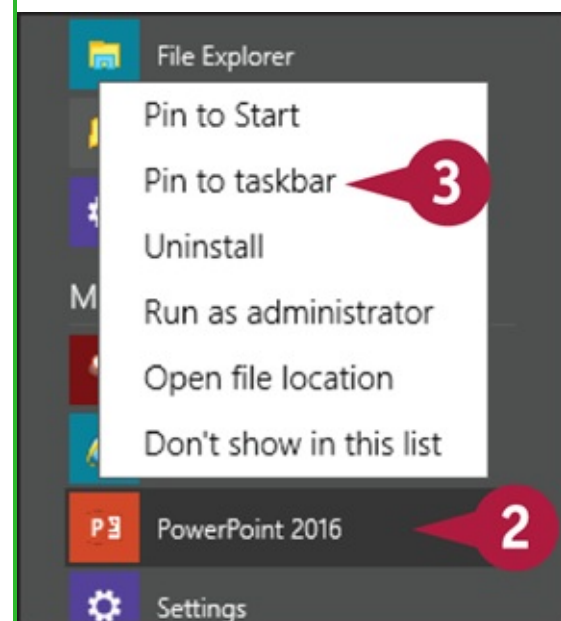
The theme preview dialog box opens.

- E Click the arrows (◀ or ▶) to view the theme's layouts.
- F You can preview different theme designs here.
- G Click the arrows (◀ or ▶) to view the previous or next theme.
- H Click **Create** to start a new presentation.
- I You can click the **Close** button (✕) to cancel the preview dialog box.

## TIP

### Is there a quicker way to open PowerPoint?

Yes, you can add the PowerPoint app icon to the taskbar for one-click access to the program:



- 1 Follow Steps 1 to 5 in this section.
- 2 Right-click **PowerPoint 2016**.
- 3 Click Pin to taskbar.

The app icon appears on the taskbar.



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