

 Office Doc



# **MS-OFFICE 2016 - POWERPOINT**

*English version*  
*Synthesis*

Standard presentations



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# CREATING

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## 1 Basic concepts of PowerPoint presentations

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The « golden rule » in PowerPoint is **HOMOGENEITY**. A bad idea to change the background after a few slides, to use several fill colors for drawn shapes, to systematically change the color sequence in charts, to use several sets of bullets and numbers etc ...

It is really most important to set global values (that companies often call in French « charte graphique ») and to stick to it, with some chosen exceptions of course.

This homogeneity is guaranteed by three elements

### THE CURRENT THEME

It assigns the preset colors to : the background, texts such as the titles and the bulleted blocks of text, text typed into a drawn shape and graphic objects (fill and outline) such as drawn shapes, charts, diagrams, tables ...). It also assigns the preset fonts and finally preset effects for 3D objects.

### THE BACKGROUND

You may set another color by applying one of the other 3 background colors or set a fully custom background (gradient, textures, picture ...).

### THE SLIDE MASTER

It gives you the possibility to force a color other than the one assigned by default by the theme. Then you can also set additional default text attributes such as font size, bold, italics. Also manages the size and the position of those placeholders on the slide. Manages the codes (size, position, text or fill color ...) related to header & footer.

## 2 Themes

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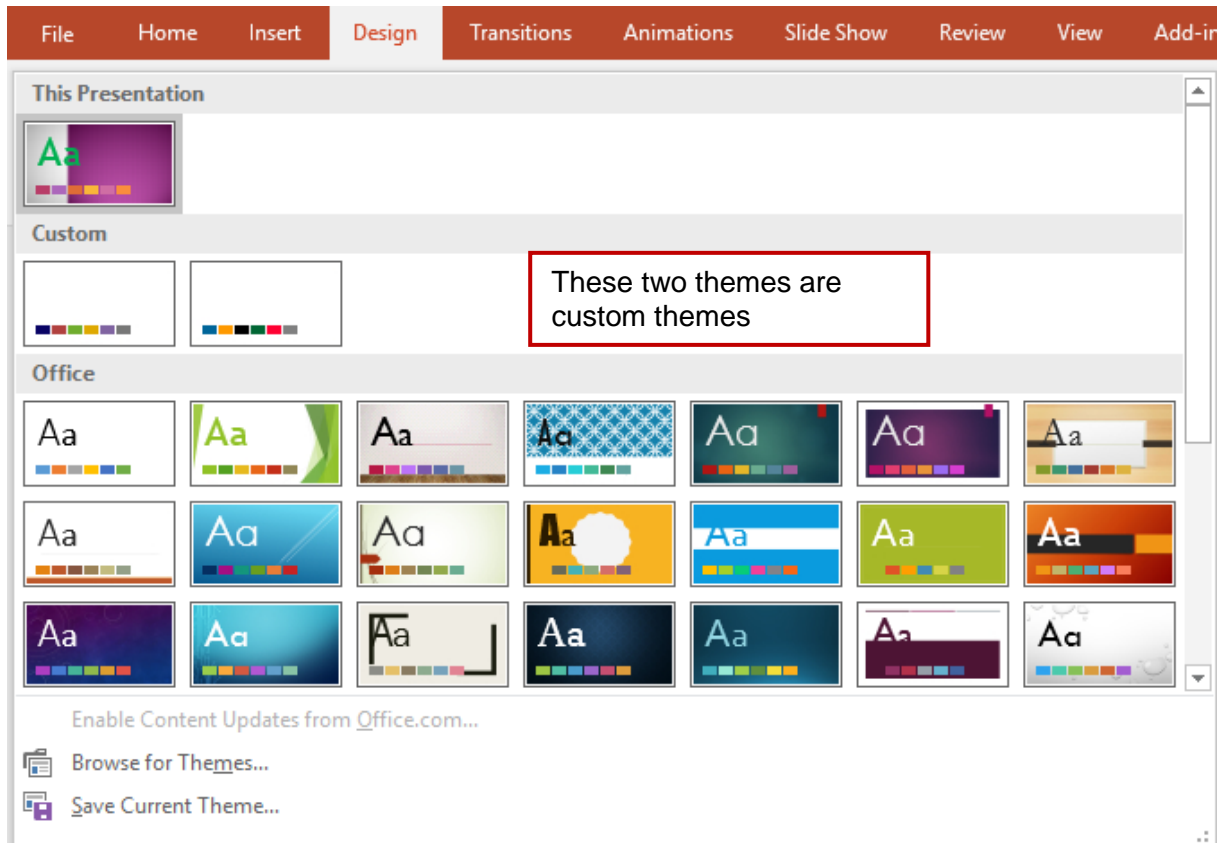
### 2.1 What is a theme ?

It is a set of colors (and their gradient), of fonts (2) and effects that can be applied to any Office file and that will help guarantee that all your Office outputs (electronic and printouts) will be homogeneous. Indeed, themes are the same throughout Office and whatever is modified in one program of the family will be applied and available in any other Office program.

The default theme is called OFFICE.

*A theme is made up of the following 3 items : a color scheme, a font scheme and a set of effects.* The theme corresponds to a \*.thmx file, saved onto your hard disk (this is explained in more advanced chapters).

You select the theme in the DESIGN Tab



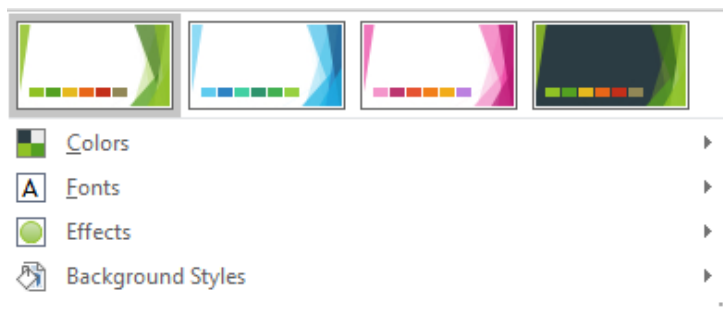
Each theme has three components :

- **A color scheme.** It has 12 colors that will be automatically chosen according to the item (background, text, sequence of colors for a chart ...)
- **A font scheme.** 2 fonts, one for titles and the other for the body text. Professional document designers recommend to only use 2 different fonts in a document.
- **An effects scheme.** Automatically applied to drawn shapes for instance. Made of a « matrix » in three parts : lines, fills and effects.

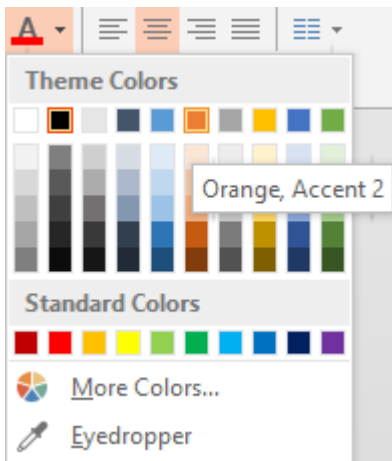
PowerPoint special : the themes gallery includes the **Slide Master** when the theme has been saved from a .pptx / .potx file. You retrieve all the Master settings from the source file : layouts, pictures, logos and so on

Microsoft templates : when the theme has been chosen, a contiguous gallery displays 4 variations for the background. No variation for a user custom theme

For all themes : when you expand the gallery, you get access to the colors / fonts / effects schemes as well as customization options for the background :



## 2.2 Choosing a theme color and a standard color : implications



### Theme Colors

These colors are “automatic” as they are controlled by the current theme. If you apply another theme to the document, it will be replaced by its counterpart from the new theme.

Why ? Because you don't select a color, you select a *number* (called *Accent*).

### Standard Colors and More Colors

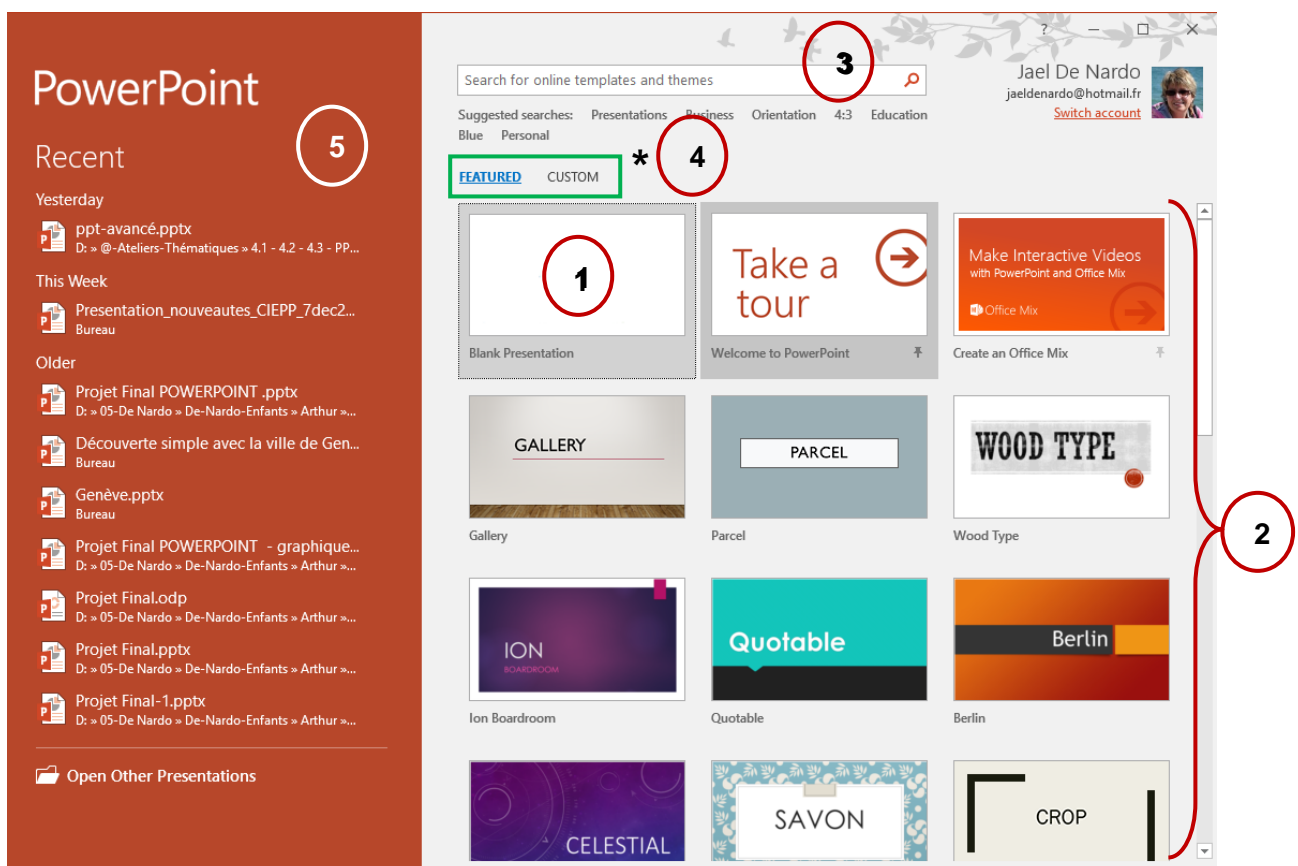
The color is independent from the theme and will not change if you apply another theme to the document

### Custom or company's theme.

You may create a theme with custom colors, fonts and effects. (Advanced function)

## 3 Creating a new presentation

Here below the possibilities when running PowerPoint



### 3.1 New presentation (1)

A blank presentation with a title slide  
The default theme is OFFICE

### 3.2 One of the suggested templates (2)

The general suggestions or the recently used templates are displayed when you run PowerPoint or with a FILE - NEW. When you click the template, a floating window like the one below is displayed :

The Office 2016 templates (the default ones or those you have downloaded) are stored at the following address :



Windows (C:) > Utilisateurs > Jael > AppData > Roaming > Microsoft > Templates

This address can be checked – and modified if necessary – in **Word** : FILE – OPTIONS – ADVANCED Category – GENERAL Section (nearly at the bottom) – FILE LOCATIONS Button – USER TEMPLATES Row.

*Note : this path was the address for the user custom templates in previous versions.*

### 3.3 Search a template online (3)

Microsoft has a stock of hundreds of templates. Use keywords to search what you need.

### 3.4 Using a corporate template (4)

These two options are displayed only if one template minimum has been created and saved into the corresponding folder (see advanced documentation on this subject)

### 3.5 Using a recent document (5)

PowerPoint displays in the left pane a list of the recently opened presentations. Anyone can be used to start a new presentation.

*To do so :*

- Right click the presentation
- Select OPEN A COPY
- PowerPoint retrieves the total content of the source presentation but the created file is unsaved. You must save it if you want to keep it.

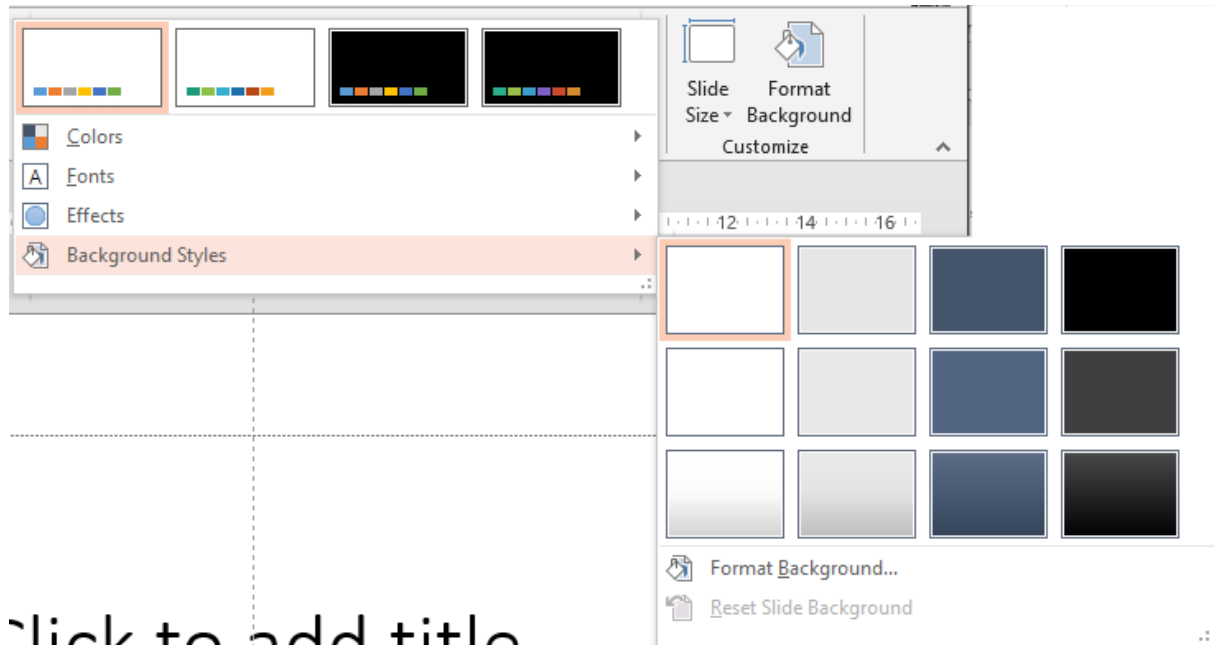
If necessary, you can also click the OPEN OTHER PRESENTATIONS button at the bottom of the left pane.



## 4 Modifying the presentation background

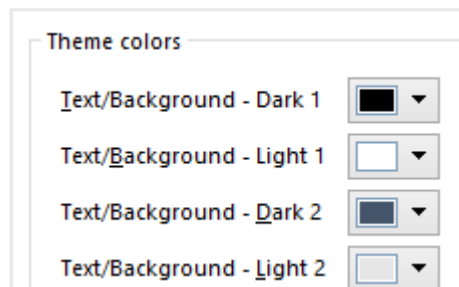
### 4.1 Solid colors linked to the current theme

- DESIGN Tab – VARIANTS Group



#### The 4 colors come from the current theme (here Office)

They correspond to the first 4 colors of the colors scheme



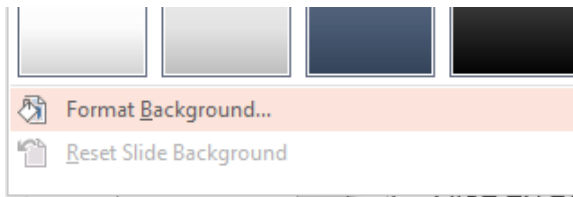
It is important to know that when you apply one of those background colors, PowerPoint automatically selects one of the other *Dark / Light* colors and assigns it to the titles, bulleted texts and also lines for graphic objects such as a chart (X and Y axis and their labels for instance). This is to ensure a good readability. The *Light 1* color is also often the default color for any text typed into a drawn shape.

#### Affected slides

Right click on a given color in the above tear-off and you can choose between APPLY TO ALL SLIDES or APPLY TO SELECTED SLIDES

A simple click corresponds to the APPLY TO ALL SLIDES option

## 4.2 Custom background

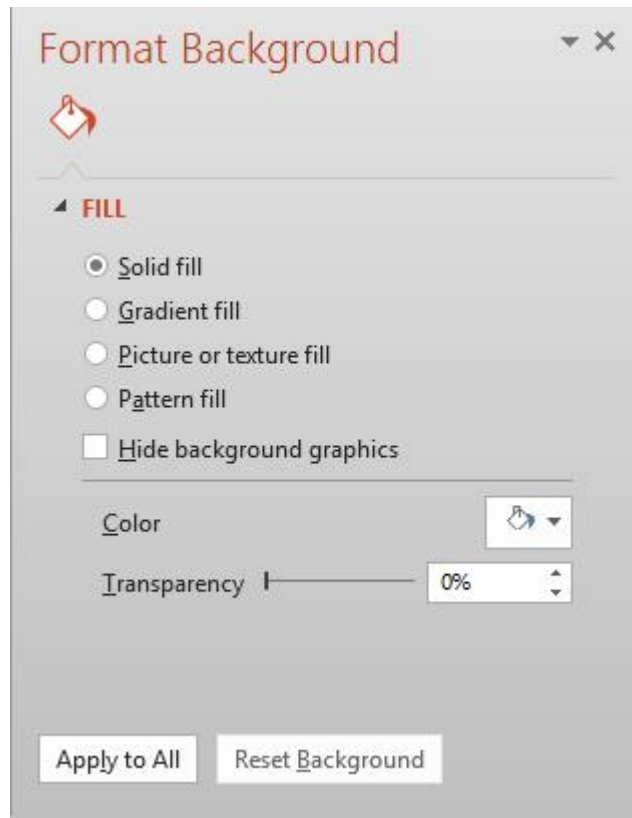
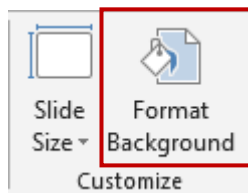


Or

Right click a slide background and select the FORMAT BACKGROUND option

Or

DESIGN Tab – CUSTOMIZE Group



There is a wide range of possibilities car the options of the above dialog box will change according to your fill choice.

When you click an option, the slide in the background is automatically updated accordingly.

### **Affected slides**

By default, the options are applied to the selected slide(s).

The options will be applied to all slides if you click on the APPLY TO ALL button

## 4.3 Advice from the graphic professionals about background

### **Dark or light ? *It depends on the content and the audience***

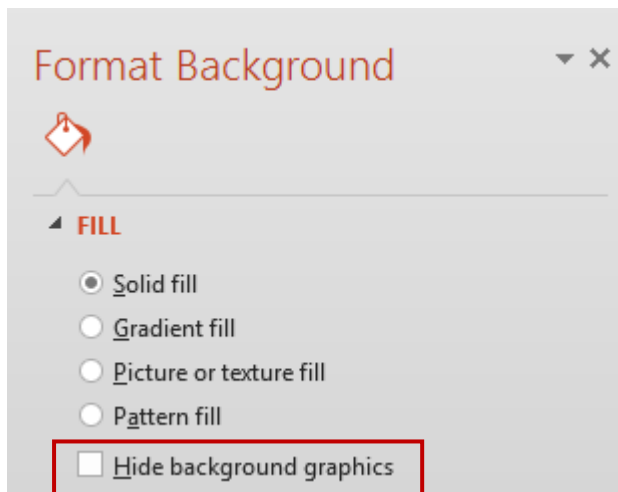
- Training content for a few people sitting around the PC : clear
- Short, informative content that needs to be striking : dark (presenting a product, festival, special event ...)
- In a very big conference room : dark
- Medium sized conference room : light, dark ...
- Unknown conference room, unknown beamer (maybe old) : security = light
- And of course : according to your personal taste

## 4.4 RESET BACKGROUND

- Access :** Click on the RESET SLIDE BACKGROUND option at the bottom of the background styles gallery or click on the RESET BACKGROUND button in the FORMAT BACKGROUND dialog box.
- Affected slides :** This option is not available if you have clicked on the APPLY TO ALL button, only if you have changed the background for some “isolated” slides.
- What background ?** The background that is reset corresponds to the last background applied though they APPLY TO ALL button and not necessarily the “original” one.

*To mention :* when you reset the background, what you had chosen is memorized. This is evident if you select the corresponding category again.

## 4.5 HIDE BACKGROUND GRAPHICS



All graphics in the background (drawn shapes, pictures, logos ...) coming from the theme or the slide master .... are hidden. Usually this is done for some specific slides and not for the whole presentation. Caution : if the graphic is part of a picture set as background it will not be hidden.

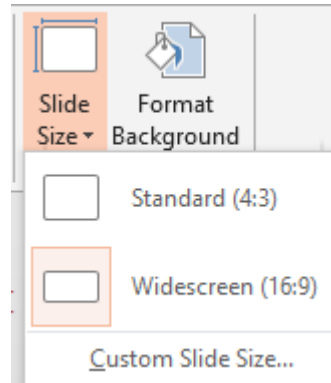
Example : a large Excel table, too large for the slide but that you wish not to reduce. When you hide the background graphics you will “gain” a few precious centimeters and consequently a better readability.

***Important to mention :*** when you set and work on the background, you work into the Slide Master even though it is not displayed on your screen (see chapter about this)

## 5 Orientation and page setup

It is important to set the general orientation and setup as early as possible when creating the presentation. Indeed, your choice will affect the position of objects, the size of placeholders and so on.

- DESIGN Tab – SETUP Group



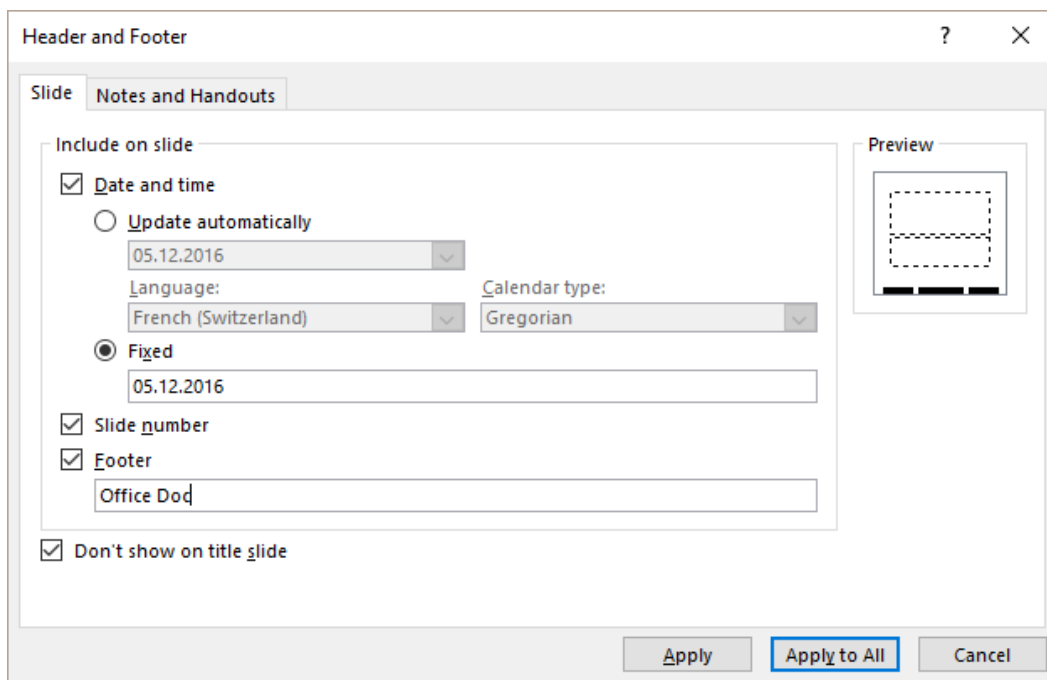
The 16.9 ratio has now become a standard and is consequently the default setting. But the previous 4:3 ratio is still available as well as other custom ratios such as US, B4 / B5 ...)

Check the start number (when you will activate the page number code in the header / footer).

The presentations are usually set in *landscape* but you are free to change and switch to a *portrait* orientation. But please note that this command affects all slides and not a given number of slides.

## 6 Header & Footer (on the slides)

- INSERT Tab – TEXT Group - HEADER & FOOTER Button




Select according to your needs (automatic or fixed date, slide number ...)

<b>APPLY TO ALL</b>	Applied to all slides in the presentation <i>The codes are activated in the Slide Master (parent layout and all sub-layouts)</i>
<b>APPLY</b>	According to your position :  <i>In the presentation</i> : applied to the selected slides <i>In the slide master</i> : applied to the active sub-layout
<b>DON'T SHOW ON TITLE SLIDE</b>	Any slide of <i>Title Slide</i> layout (usually the first slide, introducing the presentation) will show no header or footer.

Note : although the button is called HEADER & FOOTER, there is no header for slides.

The information will be displayed on the slides (whatever the view mode) and printed.

 When you print a *handout*, the footer is systematically printed too far from the paper edge, which is not really esthetic. The size (on-screen or A4) does not make any difference. You need to select the **SCALE TO FIT PAGE** in the Print dialog box.

*Interesting* : the command is global but it is interesting to note that each footer code can be clicked on each slide. Consequently, it can be removed or re-positioned for a specific slide.

## 7 Creating a special type of presentation : a photo album

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Caution : the name of the command might give you the idea that it has nothing to do with business purposes but rather with holidays and family snapshots .... Not at all. This very handy feature will give you the possibility to create a presentation directly based on a set of picture files, instead of inserting them one by one.

### **INSERT Tab – IMAGES Group – PHOTO ALBUM Button.**

The command is available even though there might be no active presentation and if there is one, it will systematically create a new presentation

A dialog box will be displayed to select the picture files and set how they will be placed on the slides (fit to slide ? 1 or 2 pictures per slide ? with a caption below ? ...)

**Modifying later on** : select the EDIT PHOTO ALBUM option at the bottom of the PHOTO ALBUM button drop-down menu. The previous dialog box will be displayed and all settings can be changed and the presentation will be updated accordingly as the CREATE button will change to UPDATE (caution, the option is not available if you are in Slide Sorter view).



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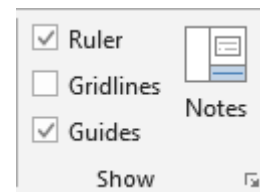
# VIEWING - NAVIGATING CUT/COPY/PASTE OPTIONS

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## 1 Ruler, gridlines and guides

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- VIEW Tab – SHOW / HIDE Group



### Ruler

The rulers are visible on the top and left sides of the slide window. The ruler appears in two states : drawing and text. When it is in the drawing state, the origin is at the center; when it is in the text state, it includes tab markers, and its origin is at the left.

When you move the pointer or a drawing tool, the pointer will trace on the rulers, showing you precisely where you are on the slide.

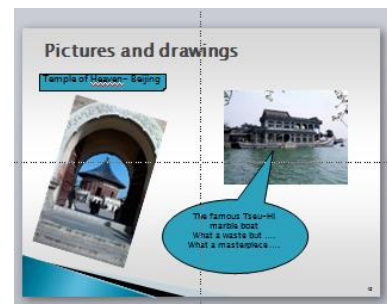
-  If the vertical ruler is not displayed, turn on the corresponding option in the PowerPoint default options.

### Gridlines

The slide background displays gridlines (dotted lines). This can help to position objects

### Guides

The guides are two hairline cursors, one horizontal and one vertical, that you can use to align objects. When you move objects close to a guide, they snap to it. You can see the guides, and they are movable.



*You choose to display the guides for all presentations but the positions of the guides belong to the current presentation.*

*Keyboard shortcut to display the guides : ALT + F9*

*To add a guide : CTRL + click on a guide and drag to desired location.*

*To remove the extra guide : simply drag out of the slide.*

-  When you drag the guide, a precise indication in millimeters is displayed.

Neither the gridlines nor the guides are printed and they are not displayed when you send the presentation by mail (unless the destination workstation has activated them).

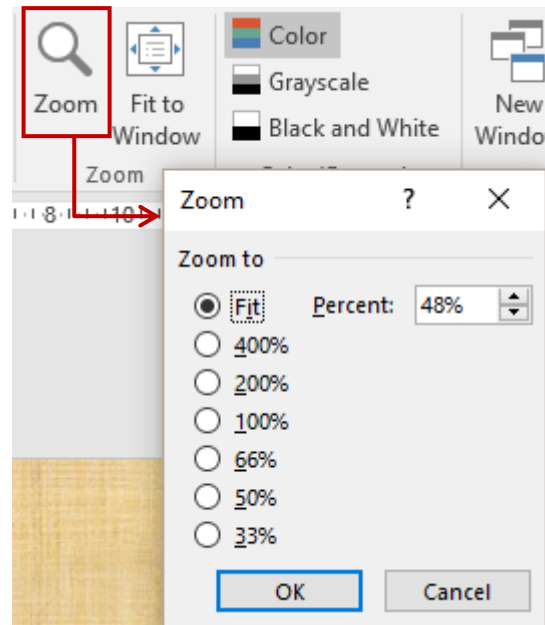
## 2 Zoom

- Zooming bar at the bottom right of the PowerPoint window



Or

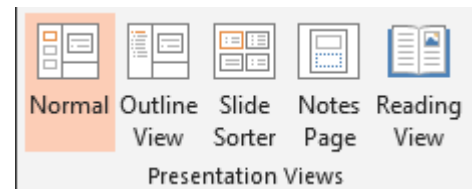
- VIEW Tab –ZOOM Group



*An interesting button : FIT. The slide is enlarged or reduced to fit the window current size and the corresponding zoom percentage is automatically calculated.*

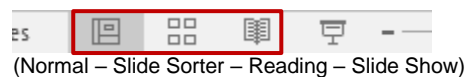
## 3 View modes

- VIEW Tab – PRESENTATION VIEWS Group



Or

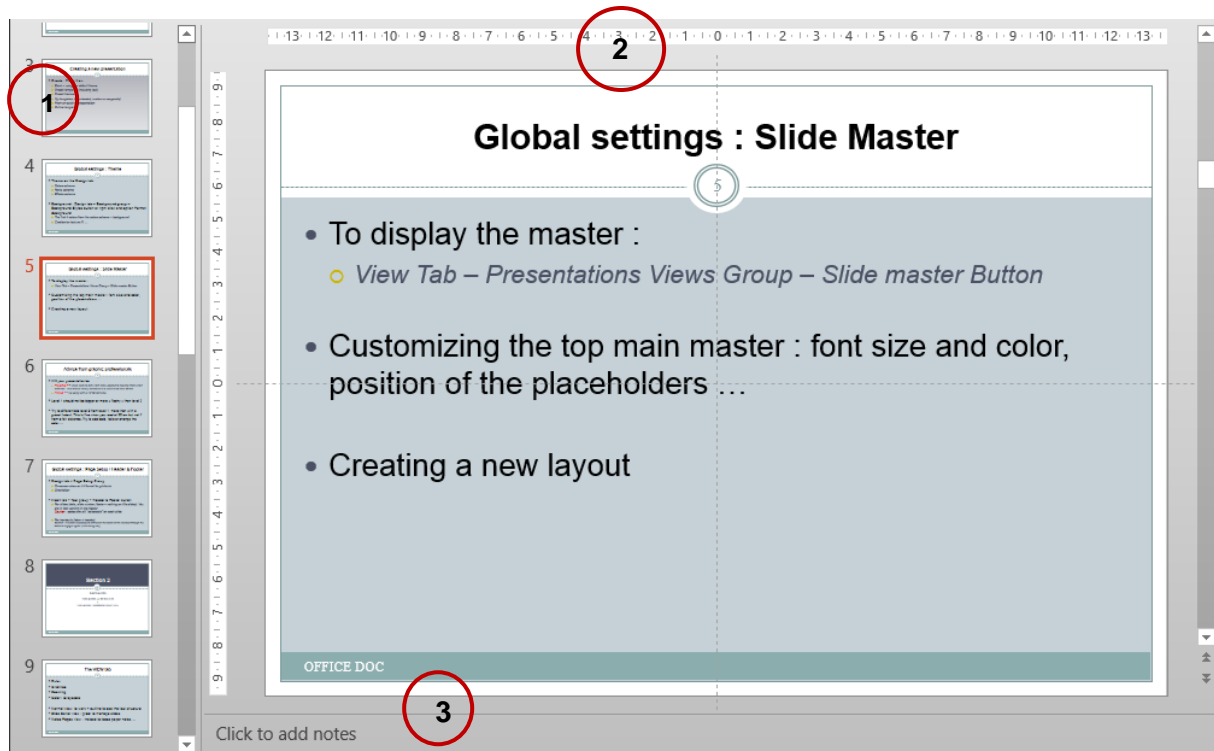
Buttons at the bottom right of the PowerPoint window





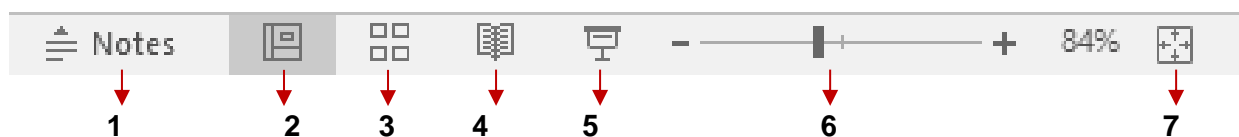
## 3.1 NORMAL View

### The Slides Pane



- 1 Slides Pane : showing thumbnails.
- 2 The current slide : you can type text, insert objects ...
- 3 Comments that the user can freely type and that will be assigned to the current slide. Formatting the comments : only a few text attributes such as bold, underline are available. If you need to see all possible attributes you should switch to the Notes page view.

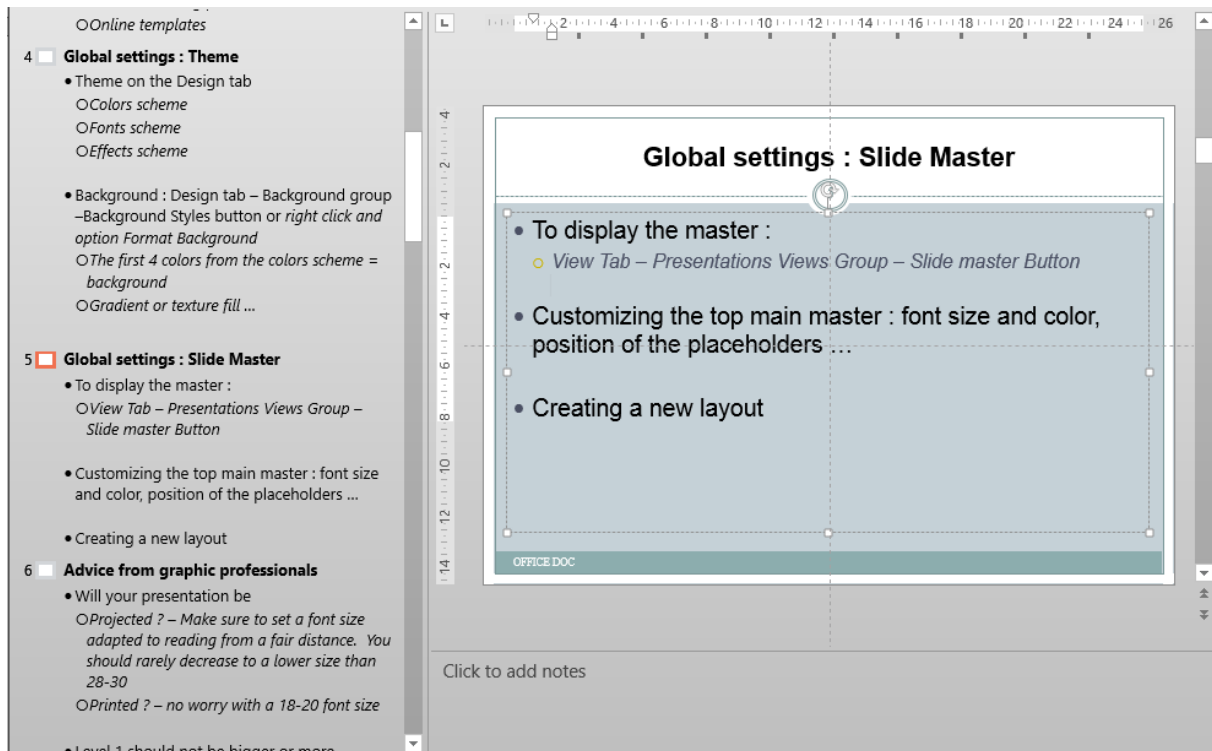
The status bar provides tools to manage the view modes :



1. The normal comments pane will be displayed
2. Add a comment
3. NORMAL mode with the usual 3 sections (the default layout of the previous versions)
4. SLIDE SORTER
5. READING VIEW : like the SLIDE SHOW but the Windows Taskbar remains visible
6. SLIDE SHOW
7. Zoom
8. Fits the active slide to the current window

## 3.2 OUTLINE View

Handy as it gives an overall view of the presentation « text structure »  
VIEW Tab – PRESENTATION VIEWS Group – OUTLINE VIEW Button :



### Sizing the panes

Simply click and drag the separating line  
Simon : VIEW Tab – WINDOW group – MOVE SPLIT  
button – Use the keyboard arrows

### Expanding / collapsing levels




Double-click on the button

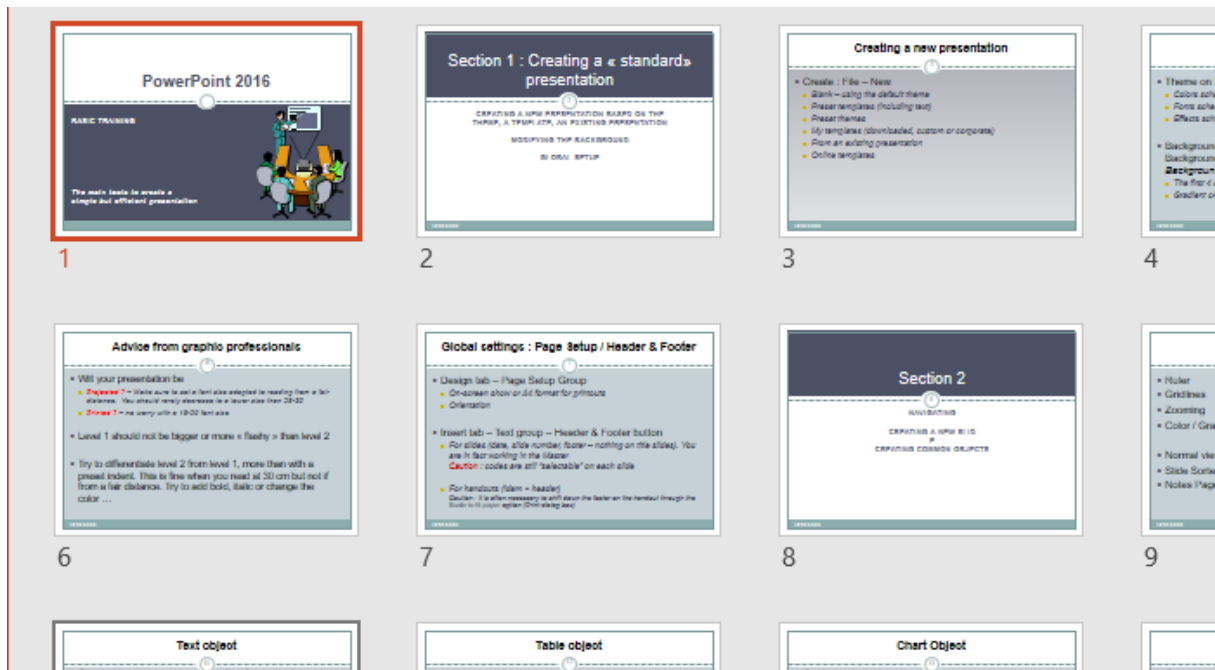
A simple click automatically selects the  
title **and** its subtitles.

### Global expand / collapse

Right click in the OUTLINE Pane – Select  
COLLAPSE or EXPAND – Select COLLAPSE ALL  
or EXPAND ALL

 The OUTLINE mode can be very handy when you need to change globally the language of the whole presentation (to run a spell check for instance). CTRL + A and the whole text displayed in the OUTLINE pane is selected ...

### 3.3 SLIDE SORTER View



This view mode does not allow you to type text or insert objects on a slide. But it gives you an overall view on your slides and you can easily move, copy, delete slides.

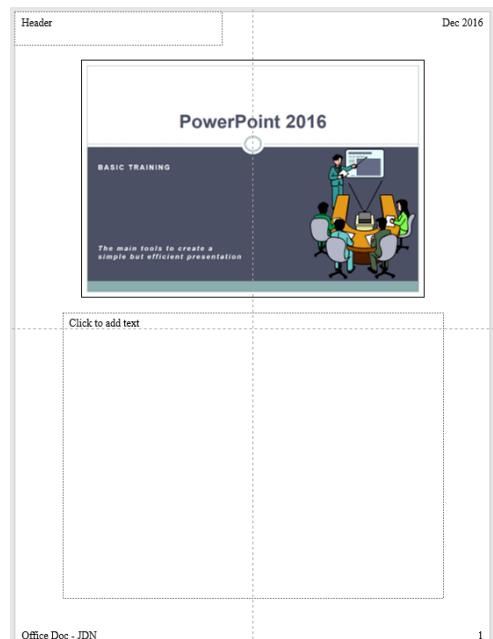
*Opening a slide in Normal view from this mode :* double-click on the given slide

### 3.4 NOTES PAGE View

The current slide is displayed as a miniature at the top of the Notes page. You can freely size it, place it or even delete it.

The text placeholder located just below the slide miniature will let you type your comment. It correspond to the number ③ zone on the screen capture of the Normal View

All text attributes are available through the usual HOME or INSERT Tabs.



### 3.5 READING View and SLIDE SHOW View

While you are creating the various slides of your presentation, it is very interesting to use the Reading View or the Slide Show to check the final “look” of the slides you have just created.

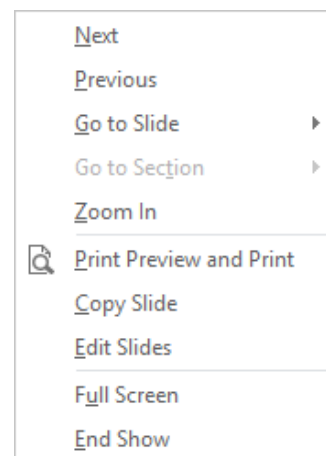
Reading View = Slide Show automatically adapting to the window's size and where the Windows taskbar remains on top.



At the bottom right of the reading window : buttons to switch from one slide to the other (mouse scroll is also fine ...)




The middle button displays the following menu :



*The Slide Show is similar but it is systematically run full screen.*

Click on this button (bottom right side of the PowerPoint window)



 The SLIDESHOW button on the VIEW Tab or pressing the F5 key will also run the Slide Show but always from the *first slide*.

## 4 Navigation and selection

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### Navigating

To switch from one slide to the other, several possibilities (a matter of taste as they are pretty equivalent) :

- Vertical scroll bar. Drag the cursor. When you click on it, a tooltip displays the slide main title.
- At the bottom of the vertical scroll bar (only in Normal view and Notes Page view) : click on the « chevrons » :
- The keyboard Page Up and Page Down keys



### Selecting slides

Use the classical methods : click to select one slide, CTRL + click to select discontinuous slides, SHIFT + click to select a group of slides and CTRL + A to select all slides.

## 5 Cut-Copy-Past-Delete

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*Whether in Normal view or Slide Sorter view :*

Select the slide or its thumbnail and click on the CUT-COPY-PASTE buttons or use any other of your favorites shortcut keys

You can also click and drag a slide (miniature or not) to change its position in the slides order (combined with a CTRL to copy).

*Normal view only :* Copy-Paste in one command : right click on the slide miniature and select the option DUPLICATE SLIDE. The copied slide is inserted after the source one.



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# CREATING SLIDES INSERTING STANDARD OBJECTS

---

HOME Tab – SLIDES group

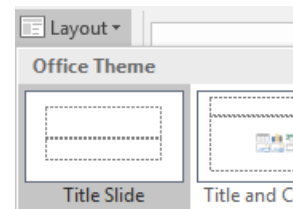


## 1 The first slide

---

When you create a new presentation, the first slide is called a « Title Slide ».

This is confirmed in the LAYOUT button gallery : the selection is set on TITLE SLIDE.



It is the slide that introduces the presentation. If you have chosen one of Microsoft templates or your company's template, it is usually the "heaviest" slide (the logo and other pictures may have been added) . Its background is often different from the rest of the slides. Indeed the Title Slide can be more "striking" than the others because of the following graphic rule : *the eye looks at slide 1 then reads the next slides*. But of course, the first slide should still be graphically in harmony with the next slides.

## 2 Creating a new slide

---

- HOME Tab – SLIDES group – NEW SLIDE button

### Top part

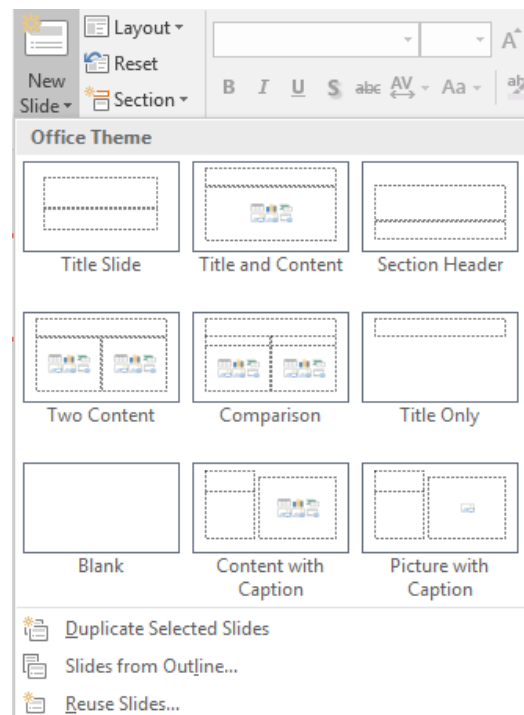
A new slide of the last applied layout

### Lower part

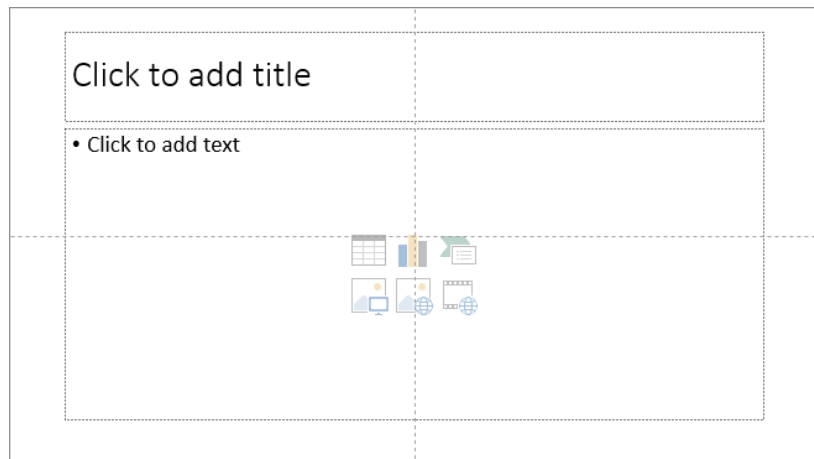
Gallery of available layouts

Layouts are global values and are therefore explained in the more advanced functions.

(see topic *Creating and managing new layouts* at page 35)



Here below a very common layout : “Title and Content”



*The Title placeholder* : the font 1 from the fonts scheme (theme) is automatically applied

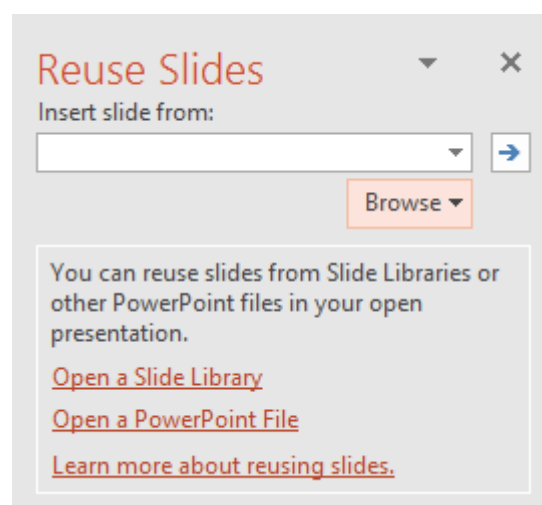
*The Content placeholder* : can be a text object or another object such as a chart, a table etc ... When you type text, it is automatically a bulleted list. The type of bullet, its size, its color ... comes from the global values (Slide Master) and unless you specifically need to change, you should not modify this.

When you click on one of the preset 6 icons – representing the 6 most common objects – the text content is automatically removed.

- ✎ The layout called SECTION HEADER is very similar to the Title Slide layout (the background is often the same). This layout is used to introduce “chapters” or “sections” in the presentation.
- ✎ If the cursor is located in the last placeholder (on the right or at the bottom), then the key combination CTRL + ENTER will create a new slide of the same layout.

### 3 Creating new slides by reusing existing ones

- HOME Tab – SLIDES Group – NEW SLIDE Button (lower part to display the gallery of layouts)
- REUSE SLIDES Option
- The following Office Pane will be automatically displayed





**Insert slide from :**

The text box shows the last used file

***BROWSE Button and option  
BROWSE SLIDE LIBRARY***

To store, share and reuse slides from a slides library. But you need to be linked to a server running Microsoft Office SharePoint.

*Or*

***OPEN A SLIDE LIBRARY***

**Learn more ...**

The help file is opened at the corresponding topic

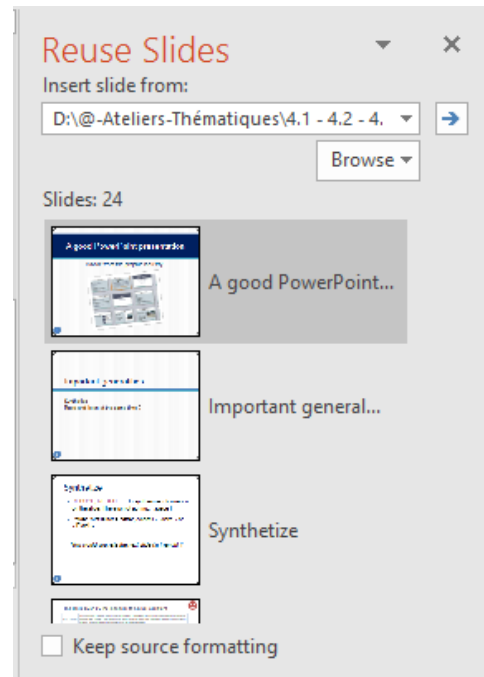
**BROWSE Button and  
BROWSE FILE**

Locate the required file

*Or*

**OPEN A POWERPOINT FILE**

The lower part of the pane displays the file slides



*Insert a slide*

Simply click to insert the slide *after* the current active one. No combination with CTRL or SHIFT to multi-select slides.

*All slides*

Right click any slide and select the INSERT ALL SLIDES option

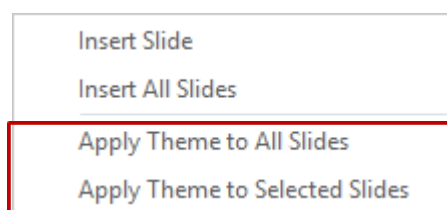
*Format of incoming slides*

The new slides automatically adapt to the current theme in the destination presentation. Unless you have turned on the KEEP SOURCE FORMATTING option at the bottom of the pane.

*Apply the file theme to the destination presentation (some slides or all)*

It is possible to apply the file theme to the destination presentation :

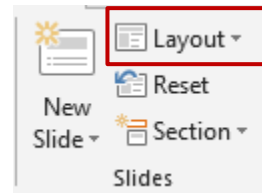
Right click and select the required option :



## 4 Changing the layout

Try to remain global, it is better to change the layout rather than delete a placeholder and replace it with another one, or systematically adjusting the objects position on the slide.

- HOME Tab – SLIDES Group
- Select from the layout gallery



## 5 A TEXT object

### 5.1 Generalities : the two placeholders, their selection etc ...

The first placeholder is for the slide title and the one below for a list of bulleted text (it is “bulleted” by default but you may change into a “numbered” list or no bullets at all). Click into the placeholder and the border line turns from a dotted line into a dashed line.

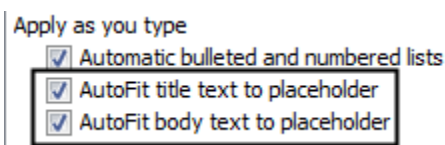
Caution : *Click inside* : typing and formatting the text  
*Double-click on the border* : the line becomes solid and the FORMAT tab is automatically displayed (to work on the shape fill, outline, effects ...)

 *Normal view*: CTRL + ENTER at the end of the title will place your cursor inside the bulleted text

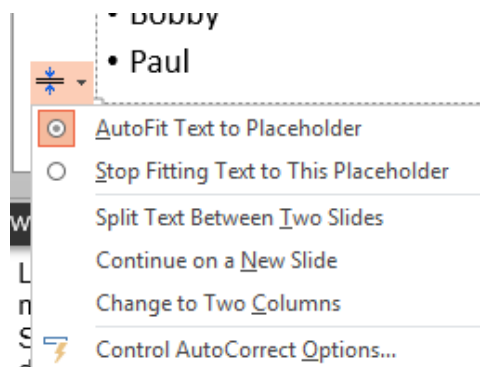
### 5.2 Typing a text longer that the placeholder size

As you can notice it, the size of the text placeholders is preset. If your text is too long and would “overlap”, PowerPoint will automatically reduce the font size to make sure the text fits inside the placeholder. Caution : make sure it is still nicely readable ...

This feature can be managed in the PowerPoint options : FILE - OPTIONS – PROOFING Category – AUTOCORRECT OPTIONS Button



When PowerPoint automatically adjusts the font size, a tag will be displayed at the bottom left corner of the placeholder and will show the following options :



## 5.3 Bulleted text : paragraphs, tabs and levels

### 5.3.1 Paragraphs

A closer look at the ruler will tell you that the left indents are the same as in Word, only the right indent is missing in PowerPoint.

The rules to format a paragraph (full indent, first line, hanging indent ...) are therefore identical. *To note : each paragraph can be formatted as required, contrary to what prevailed in the previous version.*

- When you press the ENTER key you create a new paragraph of the same level
- If you need to stay inside the current paragraph but you wish to create a new "line" : use the classical SHIFT + ENTER

If you need to switch to a numbered list, want another type of bullet or need to apply a different spacing .... you proceed as you would in Word. **But remember to always ask yourself : is it just for this slide or is it a global change ?**

### 5.3.2 Columns

To mention : you can now display a long bulleted text in columns – just like in Word.  
HOME Tab - PARAGRAPH group – COLUMNS button.

### 5.3.3 Tabs

A closer look around the ruler will show you that the tab « button » is the same as in Word



The small black vertical bars correspond to default tabs (every 2.5 cm).  
Avoid using (as in Word)

To use tabs proceed as you would in Word :

*There are four main tabs : left, center, right and decimal*


*Simply click in the ruler to place a tab*

*Click and drag to move the tab*

*Click and drag outside the ruler (up or down) to remove a tab*

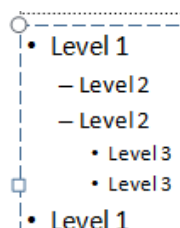
Special : « hitting the tab » = CTRL + TAB

### 5.3.4 Levels

- The TAB / SHIFT+TAB (when typing) and the  buttons (HOME Tab – PARAGRAPH group) will help you create levels. You can demote to 9 levels maximum but in reality you will rarely assign more than 3 levels

Example :

A preset indent, bullet and size is assigned to each level (global values)



## 5.4 Navigating

**CTRL + HOME / END** to place the cursor at the top or at the bottom of the placeholder  
**CTRL + arrows** to move around in the current paragraph

## 5.5 Text formatting : size, color, spacing etc ...

- Size, color ... are all attributes set as global values. Use the following commands only if the modification is required for THIS slide and not for the whole presentation.

Select the required text or the required paragraph(s) and assign format attributes as you would do in Word. You will find the corresponding buttons on the HOME Tab.

*A « classical » need : some « lost » paragraphs on the slide and you wish to add some spacing before or after to get a better visual result.*

Removing all text attributes : select the required text and apply a keyboard combination that you might know from Word : CTRL + SPACE BAR

## 5.6 Spell check

As in Word : any misspelled word will be underline with a red wavy line

Right click to

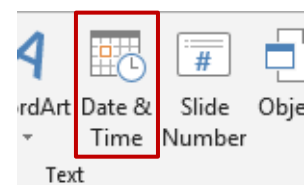
- Get correcting suggestions
- Ignore the word throughout the session
- Add the word to your custom dictionary
- Run a full spell check (you can also use the keyboard shortcut F7)

Spelling and grammar options in PowerPoint default options : FILE - OPTIONS – PROOFING Category

Running a spell check for the whole presentation : REVIEW Tab – PROOFING Group – SPELLING Button. Just as in Word.

## 5.7 Inserting the date and/or the slide number

INSERT Tab – TEXT Group – The following buttons :



The dialog box displayed by clicking on the DATE & TIME button is the same as in Word :

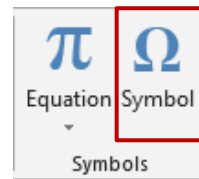
The slide number will be inserted at the cursor position

- Header & Footer ? Date and slide number can also be found in the header and footer options but it has nothing to do with the above buttons whose purpose is simply to insert the information directly onto the slide itself.

## 5.8 Inserting a symbol

INSERT Tab – TEXT Group – The following button :

Same dialog box as in Word :



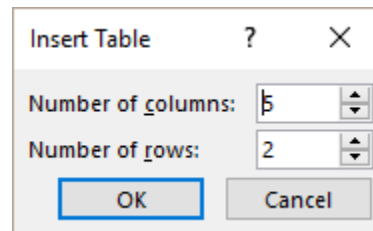
## 6 A TABLE object

Through the following button :

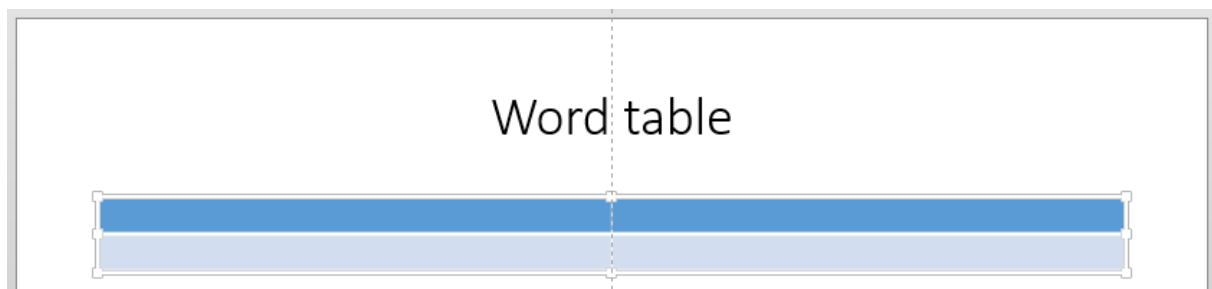


You will manage the newly created table just as you would do in Word

Set the number of columns and rows in the next dialog box :



An empty table is created :



The ribbon shows the DESIGN and LAYOUT tabs, which display the usual commands related to tables to the exception of the DATA (LAYOUT tab) group. Therefore you will not be able to sort, set repeating header rows, add a total formula ...

### **DEFAULT FORMAT**

**The default format that is applied corresponds to one of the preset formats from the *table styles gallery* (DESIGN tab). The color is the default fill color (*Accent 1* from the colors scheme)**

*For exhaustive explanations on table commands, please refer to any Word documentation.*

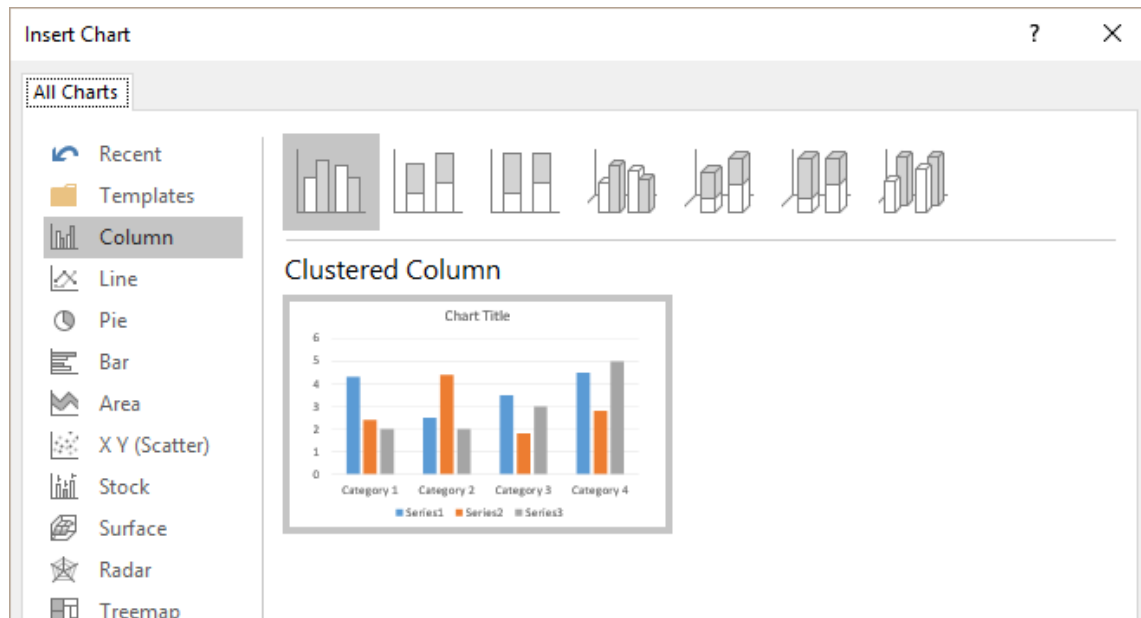
## 7 CHART object

Through the following button

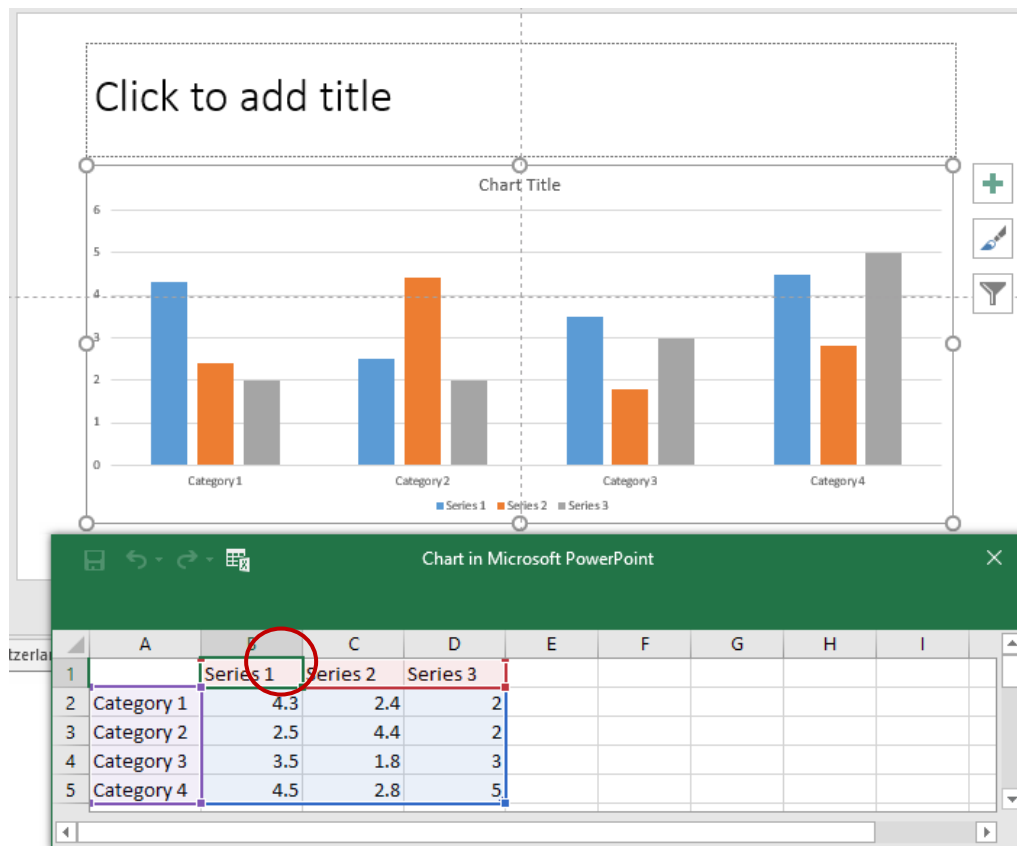


The Chart features are the same as in Excel


The usual Insert Chart dialog box will be displayed :



Make your choice. PowerPoint will run Excel and create the chart :



The Excel sheet shows figures to display the chart. You can change as required.

Caution with the following button  on the data sheet :

This button opens the data worksheet in Excel in order to save the workbook. If you do so you will create an independent file with no link to the PowerPoint chart. Indeed, the data sheet is totally embedded in the PowerPoint chart and needs no saving. You simply click on the EDIT DATA button to open it again.

So when you have finished modifying the source figures, you simply exit Excel with no saving.

## DEFAULT FORMAT

**The colors come from the current theme (colors scheme – Accent 1 to 6)**

*For exhaustive explanations on chart commands, please refer to any Excel documentation.*

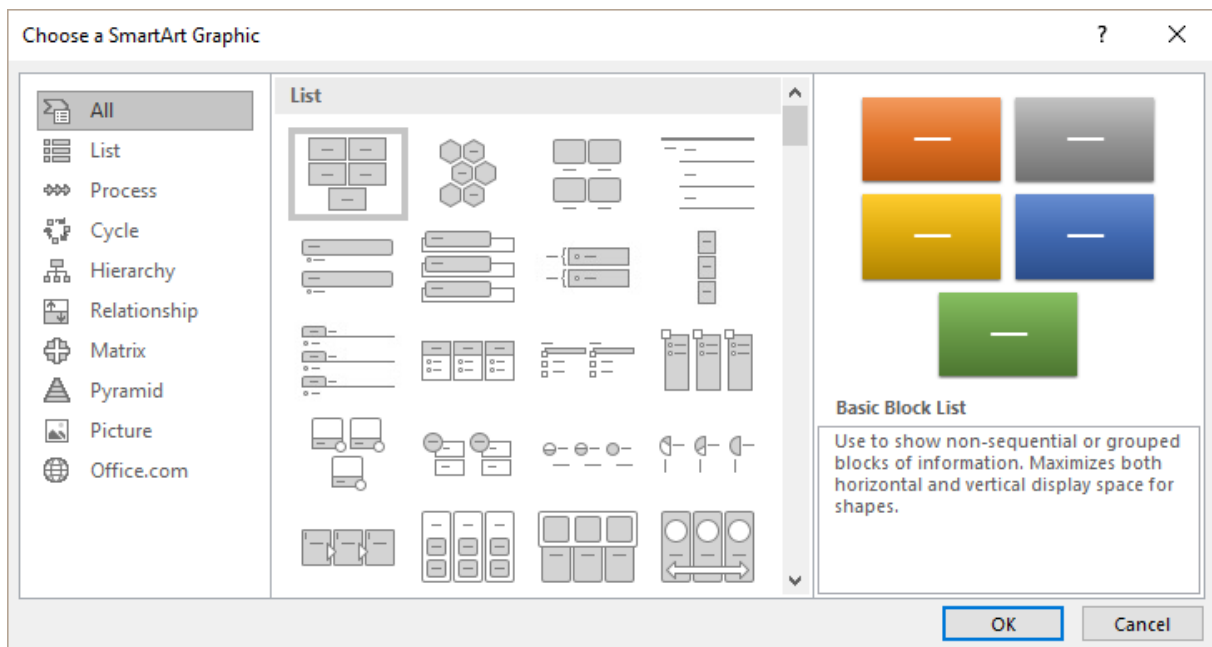
## 8 A SMARTART (or diagram) object

Through the following button :

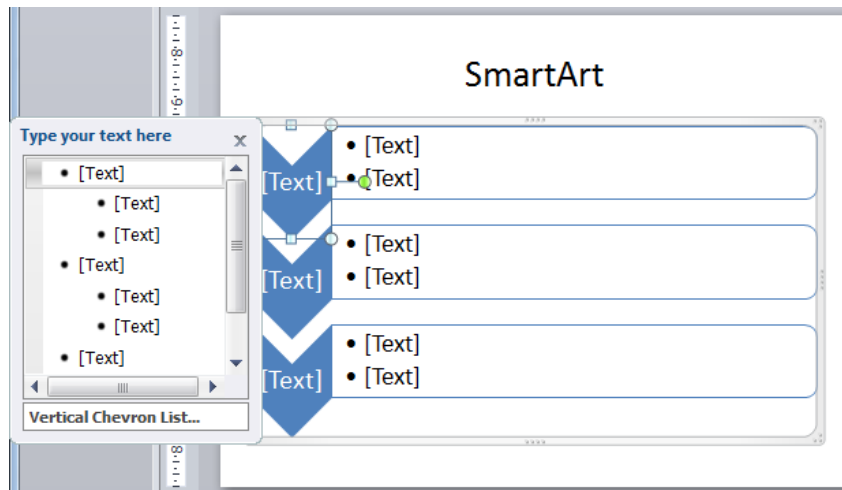


Same feature as its counterpart in Word or Excel

The usual dialog box to create a SmartArt :



Make your choice among the various possible shapes.



### DEFAULT FORMAT

The default fill color is **Accent 1** from the theme colors scheme

For exhaustive explanations on SmartArt commands, refer to any Word or Excel doc.

## 9 A PICTURE object

Through the following buttons :



Same feature as in Word or Excel

The PICTURES button (the first one)

A dialog box similar to a File – Open will be displayed. Select the required picture file (.jpg, .gif or other format).

The ONLINE PICTURES button (the second one)

Bing : you are warned that pictures can have a copyright. Each picture displays its source site.

### Insert Pictures



Bing Image Search  
Search the web



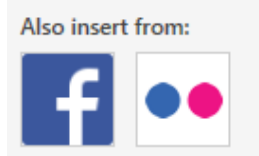
OneDrive - Personal  
jaeldenardo@hotmail.fr

Browse ▶

At the bottom of the dialog box : access to the social networks such as Facebook ...

If you go ahead, you will be re-assured about Microsoft confidentiality policy. You will be then prompted to provide your login and password

...





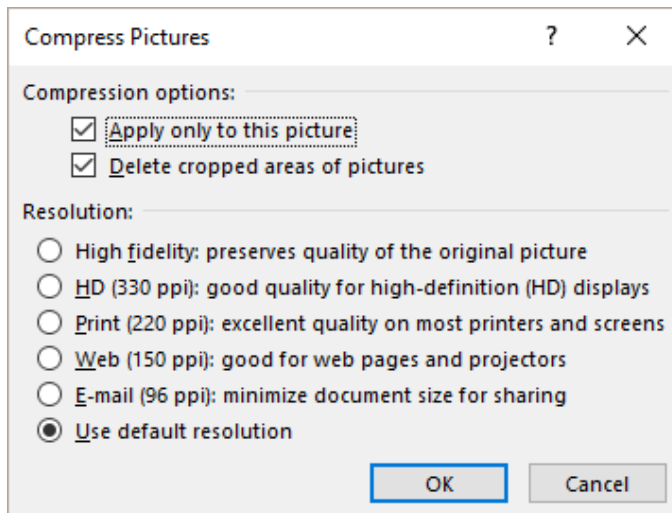
Type one or more keywords

The dialog box displays the matching pictures : CTRL for a possible multi-selection and click on the INSERT button.

*For exhaustive explanations on pictures commands, please refer to any Word documentation.*

## 9.1 Compress Pictures

To reduce the weight of the pictures inserted into a document or a workbook and consequently reduce the size of the final file.



Here below some tests (1 picture file of 4.05 Mb inserted into the presentation) :

0-Normal-Saving.pptx	05.12.2016 22:27	Présentation Micr...	3'846 Ko
1-Compression-On default settings-Use doc resolution.pptx	05.12.2016 22:28	Présentation Micr...	3'846 Ko
2-Compression-with-cropped-areas.pptx	05.12.2016 22:31	Présentation Micr...	1'751 Ko
3-220ppi.pptx	05.12.2016 22:29	Présentation Micr...	1'124 Ko
4-150ppi.pptx	05.12.2016 22:29	Présentation Micr...	276 Ko
5-96ppi.pptx	05.12.2016 22:30	Présentation Micr...	148 Ko

### Simple insertion

Insert the picture file and save the document – standard (*test no 0*).

Microsoft automatically applies compression as the size of the file is far less than the picture source file.

### Compressing the picture (using the default settings)

Default settings and press the OK button (*test no 1*).

The size is identical to test no 0

Rule : pictures are ALWAYS compressed

### The Delete cropped areas of pictures option

If you crop but do not compress the picture, cropping is only a "screen" operation. Click on the RESET PICTURE button and you will see the cropped areas. Consequently the same size.

The picture in the document has been cropped and the cropped area deleted (*test no 2*). The size is reduced significantly and the picture can no longer be reset.

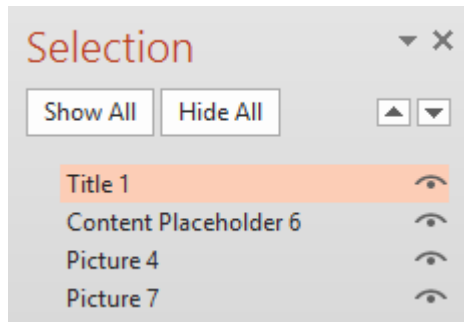
## Target output

Compression at 220 pp (*test no 3*)  
Compression at 150 pp (*test no 4*)  
Compression at 96 pp (*test no 5*)  
*The size is drastically reduced*

 The compression remains when you copy-paste compressed pictures

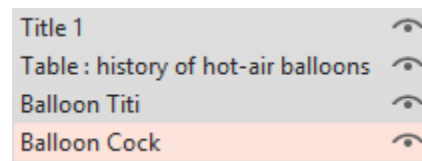
## 9.2 Selection Pane

This selection pane is helpful to manage objects on the Word page or Excel worksheet



Click on the « eye » button and the object will not be displayed on the sheet (and also not printed)

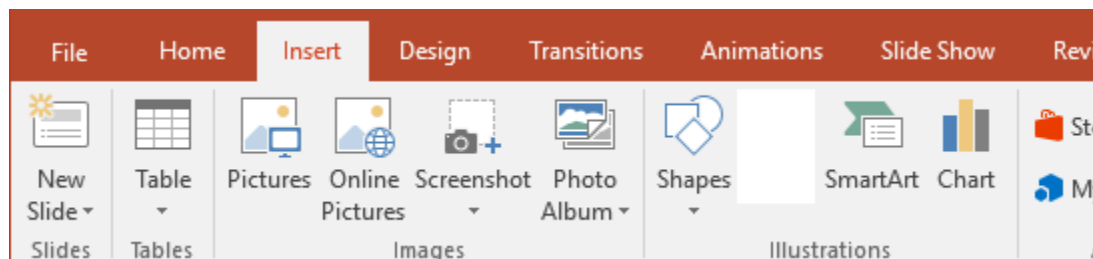
*Double-click on the object and you can rename it. This is absolutely top when you have a lot of objects to **animate**.*



 Other access: HOME Tab – EDITING Group – Drop-down list of the SELECT (Word) / FIND & SELECT (Excel) Button –SELECTION PANE Option.

## 10 Other access for the 5 previous objects

The previously explained objects can all be inserted through the INSERT Tab and its groups :

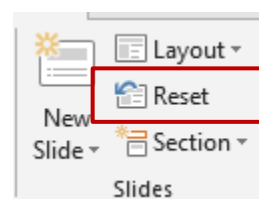


You may insert a table , a chart, a SmartArt, a clip ....

## 11 Resetting to original layout

If you have modified an object (its position on the slide, the text color ...) you can always reset to the original global values prepared for the given layout.

Select the required slide(s)  
HOME Tab – SLIDES group



---

# THE SLIDE MASTER

---

**Reminder** : the presentation global values come from the current *theme*, the current *background* and the other attributes set in the *Slide Master*.

The *theme* has been usually prepared by your company and goes with the company's « colors » (logo for instance). This will be explained in the advanced functions.

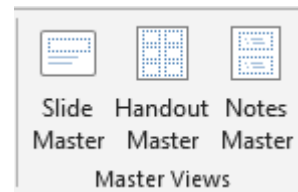
The *background* can be easily modified and this has been explained.

The *Slide Master* will let you fine-tune some global values so that they will correspond to the needs of your boss or your department. The settings you will modify should be minor (font size, bullet type etc ...). You will also be able to create new layouts to meet your needs.

- VIEW Tab – PRÉSENTATION VIEWS Tab

Or

- SHIFT + click on 

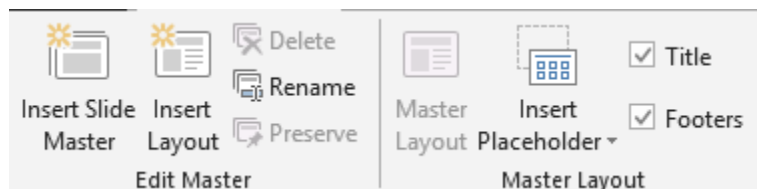


---

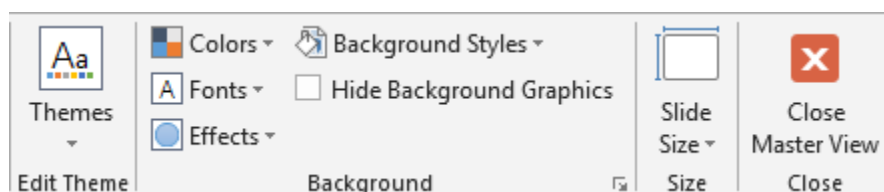
## 12 The main master and its “sub-masters”

---

The SLIDE MASTER tab will be displayed (here split in two parts) :



and

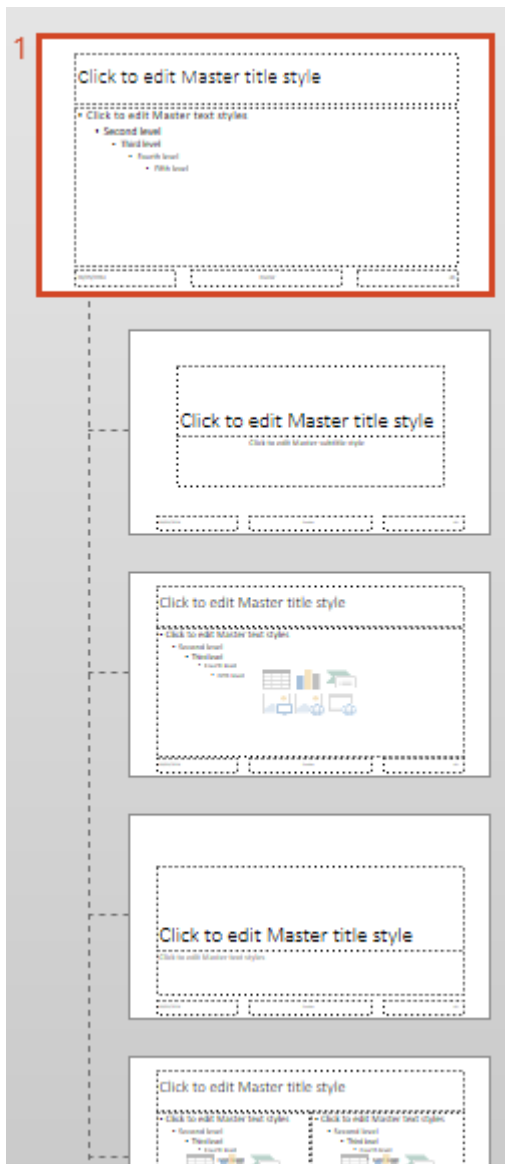


All the tab groups are linked to what we have called “global values” :

- Managing the masters for the first two groups
- Theme
- Background
- Orientation for all slides in the presentation

The exiting the master view mode and back to the presentation and its current view

## 12.1 What can be customized ?



### The main slide master (at the top)

This master manages the *Title and Content* placeholders anywhere they are used.

**Modify as required and all layouts using these placeholders will be automatically updated accordingly.** Here below some possible modifications :

- Font size and color for the title or the subtitles placeholders (the color has priority over the default one set in the color scheme).
- Type of bullet chosen for each of the 5 levels (size, shape, color ...)
- Format of the placeholder : fill, border and so on
- Size and position of each placeholder
- Activating the header and footer codes (INSERT Tab – TEXT Group – HEADER & FOOTER Button – Slide Tab)

### « Sub-masters » or Layouts

Any modification done in one layout **will only affect THIS layout.**

Point and a tooltip will inform you about the current theme and to which slides it has been assigned to.

### *“Special customizing”*

**Logo** : you can insert and place a picture file such as a logo. If you do so in the top main master, the logo will be automatically added to all the “sub-layouts”. But please note that you will not be able to select – and therefore modify or delete – the logo on any sub-layout. Also, any new layout will automatically include the logo.

If you need to manage the logo on the layouts, two possibilities :

- ❶ Manually insert the logo on each layout through copy-paste (the exact position on the slide is retrieved, which is handy). The logo is then "free".
- ❷ Right click in the layout (empty location) - FORMAT BACKGROUND – HIDE BACKGROUND GRAPHICS. Caution : this affects *all* graphics.

## Custom footer

*Classical example :*

*Number of current slide / total number of slides in the presentation*

*Users of previous versions or clever users : adding the information in the number code, directly in the slide master ... no longer works.*



- First make sure that the corresponding code is TURNED OFF in the header & footer dialog box.
- Add a manually drawn text box in the slide master (either on the parent layout or any specific sub-layout). The text box must include the required code (copy-paste) and the custom text.
- Finally check the position of the newly created box compared to the other codes.

## 12.2 Advice from the graphic professionals about text

### Text size

*Will the presentation be printed or only projected ? A 18-20 size is fine for printing purposes but will not be appropriate for slide showing.*

*What will be the size of the conference room and consequently the distance between the audience and the screen ?*

*Will the beamer project a small or large projection ?*

Make sure to adapt the text size accordingly.

The text size must also be decreasing. No bulleted text that end up bigger than previous higher level such as the title text.

### Levels in the subtitles

It is advisable to go beyond a simple indent to mark the difference between level 1 and level 2. Such an indent is fine when reading a printed document (the distance is about 30cm) but it is usually not sufficient when the audience is sitting at least 2 or 3 meters away.

So, check your texts and see if you could add some kind of visual element to better differentiate the two levels, such as italic or another color etc ....

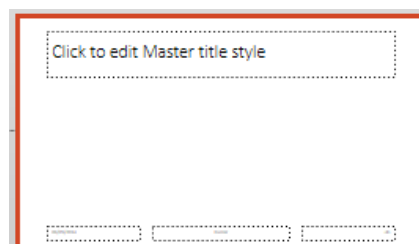
*It seems evident but please let us remind you that the colors intensity should also be "descending". Level 2 should never be more "flashy", brighter than level 1*

## 13 Creating and managing new layouts

### 13.1 Creating

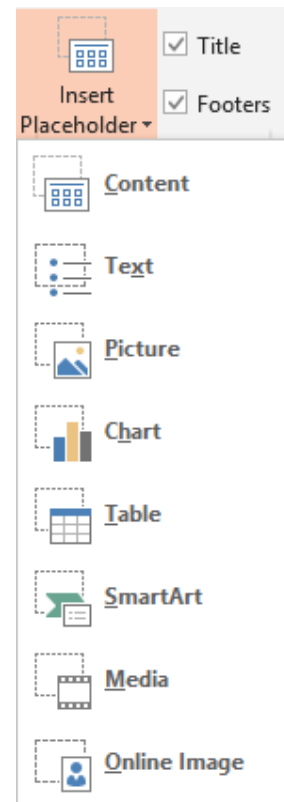
Place the cursor in between the two layouts where you need to insert a custom one.  
EDIT MASTER Group - INSERT LAYOUT Button

A new layout is inserted



The INSERT PLACEHOLDER button becomes available.  
Click on its lower part to display the list of possibilities.

*If you click on the top part of the button, you will automatically insert the last inserted placeholder and a Content placeholder if it is the first time.*



The mouse pointer becomes a cross. Click and drag to set the size of the placeholder and its position on the layout.

The new layout will be displayed in the layout gallery (HOME Tab – SLIDES Group), either to create a new slide or to change an existing layout.

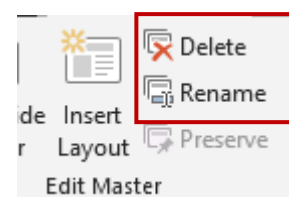
*\* Its default name is CUSTOM LAYOUT (advice : rename)*



## 13.2 Deleting and renaming a layout

- EDIT MASTER Group
- Select the layout (preset or custom)
- Click on corresponding button

All layouts can be deleted except the *Title Slide* layout.  
All layouts can be renamed



## 13.3 Cut – Copy a layout

- Right click the required layout
- Option COPY or CUT
- Place the cursor at the required position (in between two layouts) – for another file : open the destination presentation and display the Slide Master
- Paste using a shortcut like CTRL + V or right click and option INSERT LAYOUT  
*Inside the same presentation* : copy-paste can be done in one command : right click and select the DUPLICATE option. The copied layout is automatically placed after the source layout.

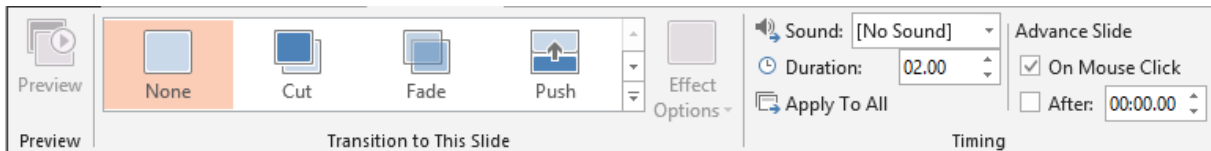
New file : the new layout automatically adapts to the current theme (text size and color ...)

# TRANSITIONS - SLIDE SHOW PRINTING OPTIONS

## 1 Transition

Transitions are the visual special effects you see when you go from one slide to the next in an electronic slide show. Caution not to use too much of those effects. It is also not a good idea to mix transitions and animations. *Slides where transitions have their best effect : title slide and section slides.*

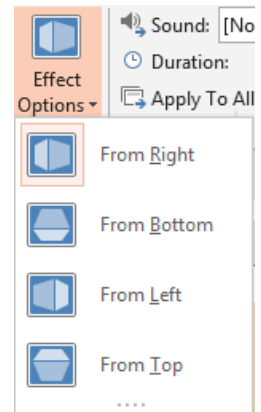
- Select the required slide(s) and ANIMATIONS Tab



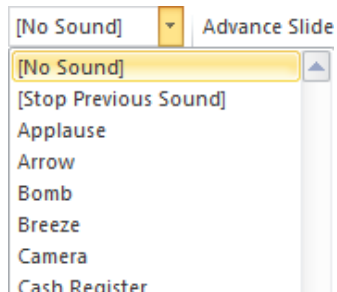
### 1.1 Effect, sound and speed

Point the transitions in the gallery. They are sorted out by categories (Subtle, Exciting, Dynamic Content and so on). Click to view the effect.

When the sound has been applied, the PREVIEW button becomes available as well as the EFFECT OPTIONS button. (at the gallery right side). This last button shows variants of the selected effect.



#### Sound



Point the sound to play it

The sounds are \*.wav files. They are short, a little bit like jingles

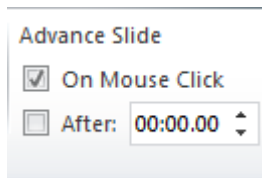
Click on the last option at the bottom of the gallery if you want the sound to *loop until the next sound*. Caution : if the next sound happens to be 5 slides later, the sound be played, and replayed and replayed ...

**Duration** Set the time in seconds

**Apply to All** Ignores the active select and applies the effect to all slides. Quickly done but will not your presentation be boring, showing the same transition for each slide ?

## 1.2 Slide advance (on click or automatically)

The group located on the right of the previous one and that manages the slides advance



On Mouse Click means that the next slide will be displayed only when you click or hit any key on the keyboard.

You can set a given number of seconds (example : 00:06) at the end of which the next slide will be automatically displayed.

If you turn on both options : the advance method will be the one that comes first.

## 2 Slide Show

### 2.1 Running the slide show

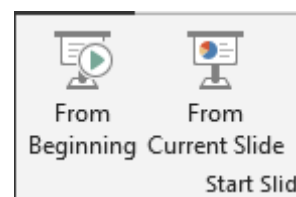


From the current slide or keyboard shortcut SHIFT + F5

Or

VIEW Tab - PRESENTATION VIEWS Group

From the first slide

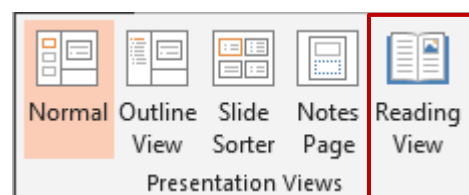


Or F5 From the first slide

Or

VIEW Tab – PRESENTATION VIEWS Group

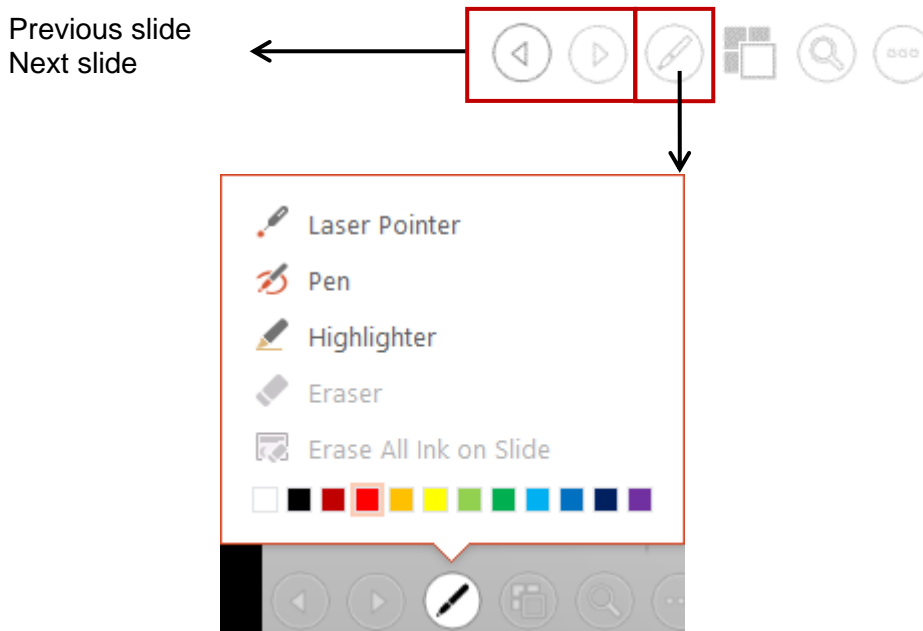
From the first slide in the presentation  
The slide show automatically adapts to the window's size





## 2.2 The slide show buttons and their options

The buttons are located at the bottom left of the screen but they are not always easy to spot. Each button gets a better visibility when pointed.



Turn your mouse pointer into a pen, a highlighter ... You can do a « hand writing »  
The eraser becomes available to delete the note  
The ERASE ... option also become available to globally delete all of them (no impact on notes made during a previous slide show session).

When you exit the Slide Show, you will be prompted to keep your handwritten notes :



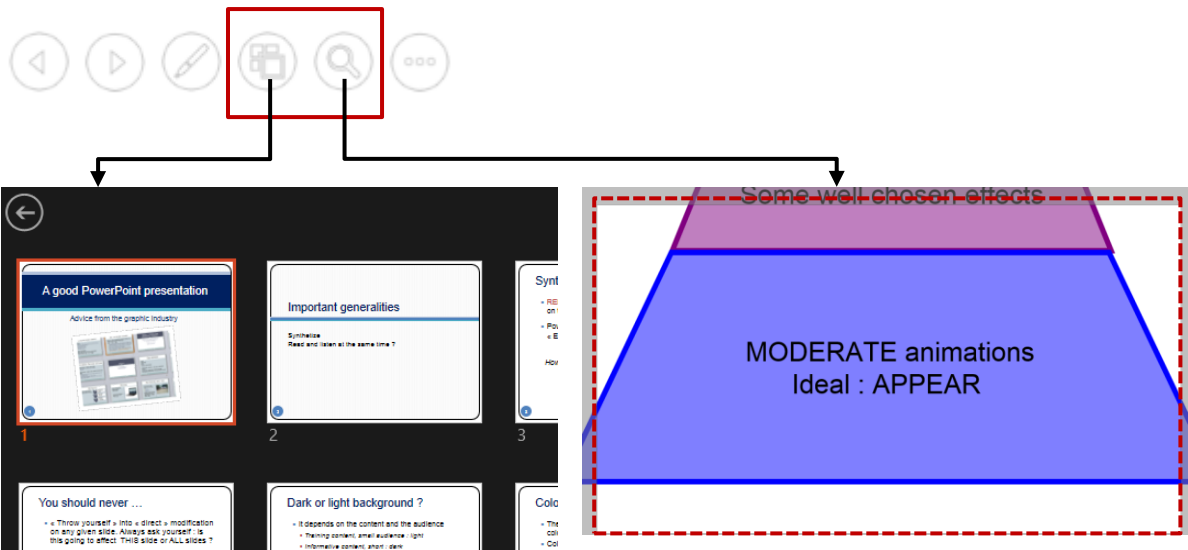
If you answer yes, an object such as the one in the screen capture is created :

(each group of notes = an object)



The object will be saved along with your presentation. Then you can manage it as usual : placing, deleting, formatting (a double-click will display the FORMAT tab with some formatting options such as fill color, border outline etc ...)

**Printing** : they will be printed to your choice for the following option in the Print dialog box : PRINT COMMENTS AND INK MARKUP.

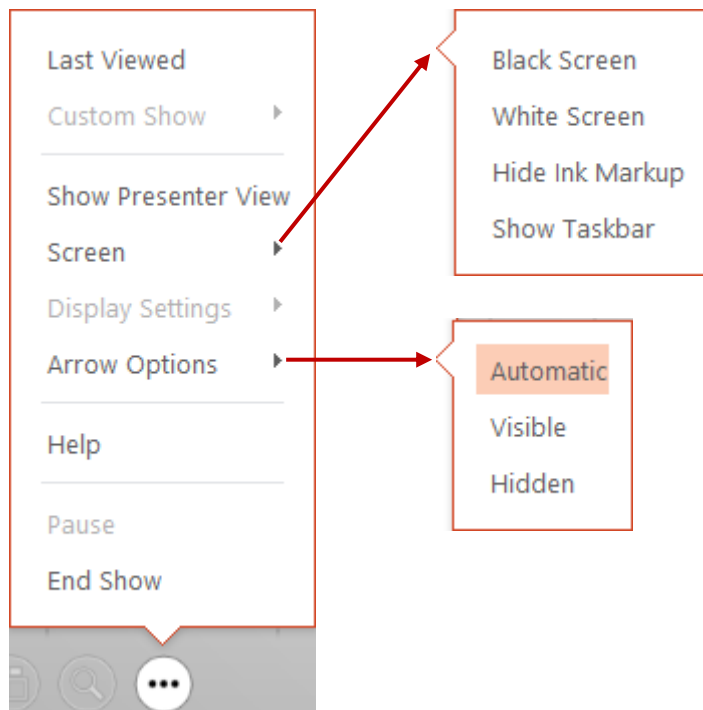


View mode similar to the Slide Sorter View  
 Useful to navigate to a specific slide  
 At the bottom right : zoom

A zoom window is displayed (here circled with a dotted line). It can be moved.  
 Click to enlarge  
 ESC to revert to normal view



Access to a selection of the Slide Show commands



Note : a lot of the above commands can be accessed by simply right clicking anywhere in the displayed slide.

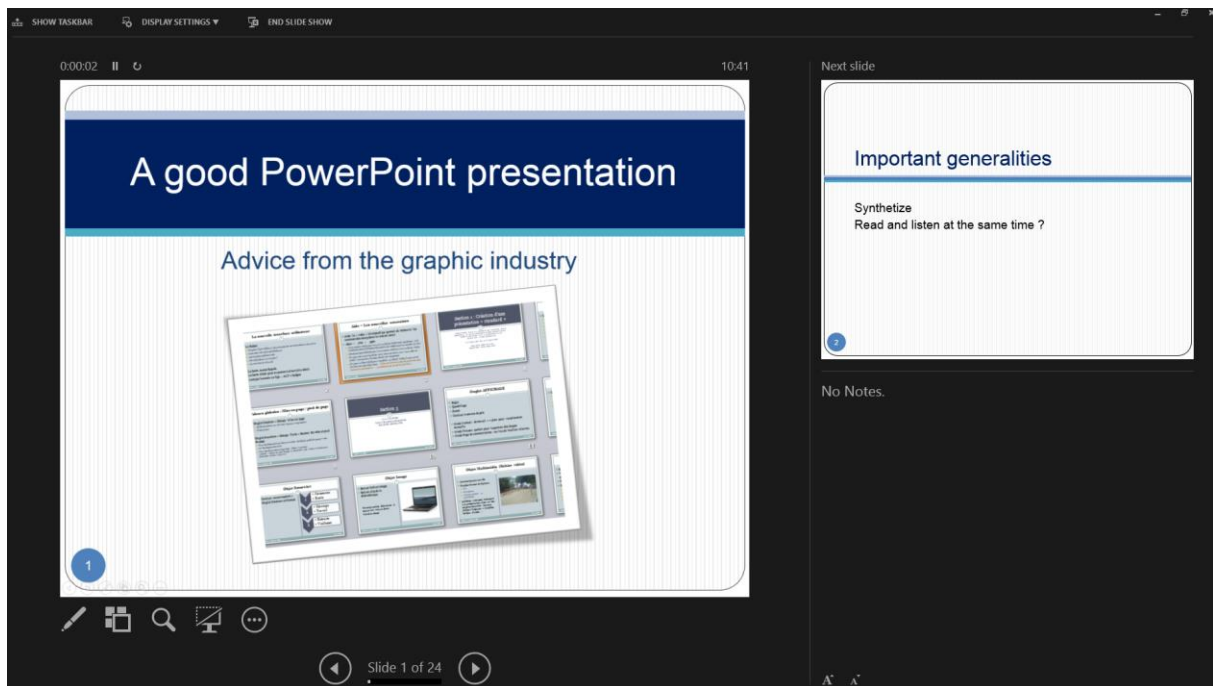
## Some interesting shortcuts

N	Next slide
P	Previous slide
W	White screen / Back to slide show
B	Black screen / Back to slide show
E	Erase annotation
A given slide number + ENTER	Display the given slide
Ctrl + A	Revert to normal mouse pointer after an ink annotation

**CTRL + left click : the mouse pointer turns into a laser pointer.**

## 2.3 Presenter view

Great improvements !



Access :

Button



SHOW PRESENTER VIEW command in the right click menu

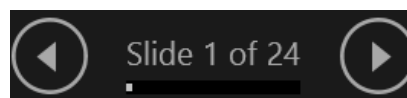
You can read your notes (the slides comments), you see the next slide before it is on and can use all the usual Slide Show tools

This only affects **your** workstation. Here below what you can do :

### Slide section (left pane)

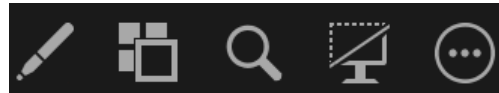
Bottom center

Navigation



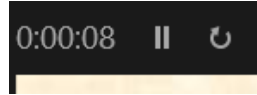
Bottom left : the usual slide show buttons :

- ✓ Pen or laser pointer
- ✓ Slide Sorter view
- ✓ Zoom in
- ✓ Start / Stop Slide Show
- ✓ Selection of commands

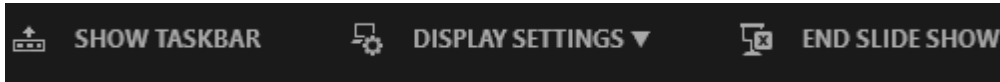


Top left of the active slide :

*A clock to check the time (discreetly)*

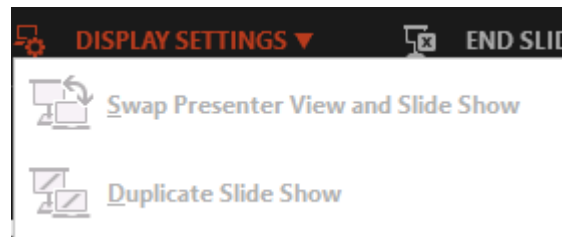


Top left of the screen :



Show the Windows Taskbar to access another program without exiting the Slide Show

To manually set which screen displays the Presenter View and which one the Slide Show



Exit

### Next slide section

Show the next animation or the next slide, handy !

### Comments section

Shows the slide comments

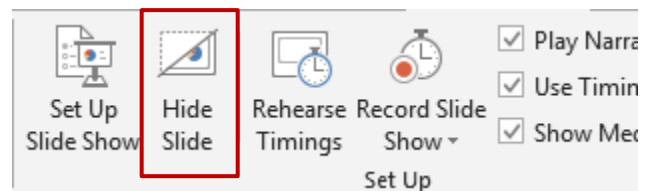
For better reading, use the font buttons to enlarge / reduce the text size



## 2.4 Hiding a slide

The slide in question will not be displayed during the slide show

SLIDE SHOW Tab- SETUP Group



The slide is displayed with a crossed number (whatever the view mode)

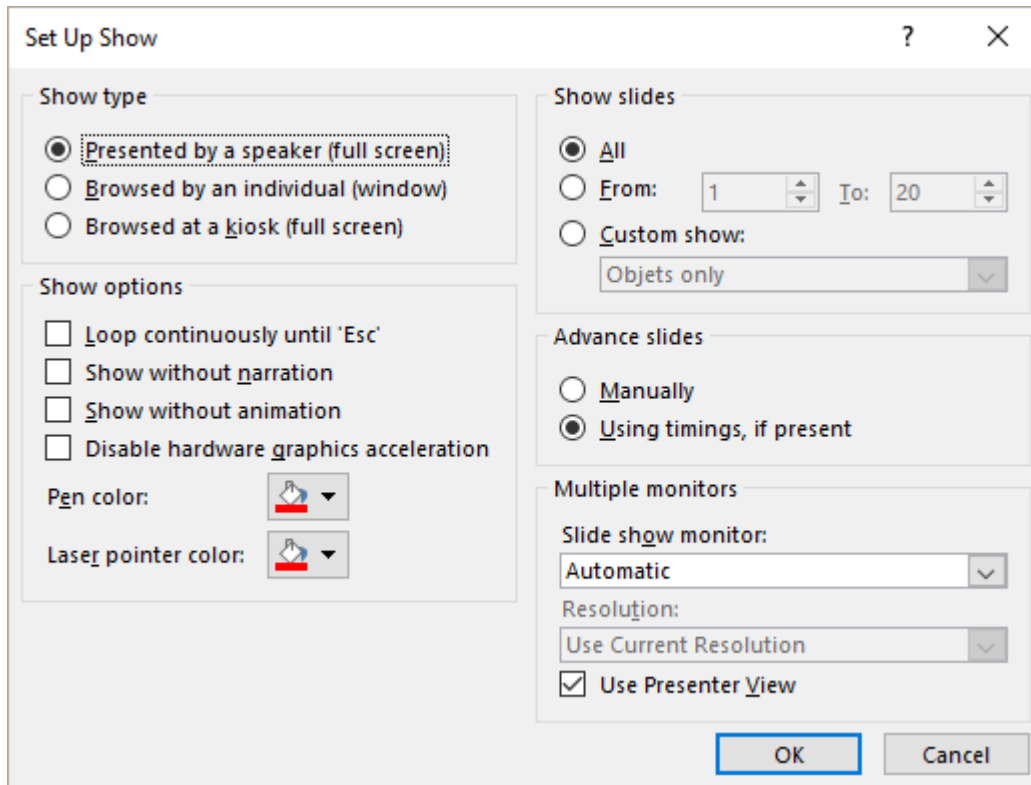
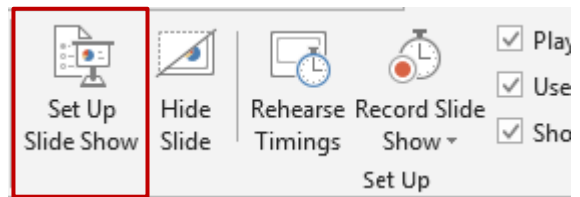
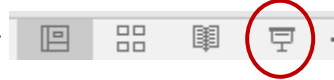


## 2.5 The slide show settings

- SLIDE SHOW Tab - SET UP Group

Or

- MAJ + clic sur



To mention :

### **Show type**

#### **Presented by a speaker (full screen)**

Default setting. This corresponds to a « standard » slide show (full screen)

#### **Browsed by an individual (window)**

Corresponds to the READING VIEW (VIEW Tab) mode. The slide show is displayed full screen but inside the current window and the windows taskbar remains visible.

#### **Browsed at a kiosk (full screen)**

If you have a booth, kiosk, or other location where you want to run an unattended slide show, you can set up the show to run with most menus and commands unavailable and to restart automatically after each show or after being inactive for a period of 5 minutes on a slide that has been manually advanced. If no automatic advance has been set for presentation, you need to replace it by action buttons or hypertext links on each slide.

### **Show options**

Please note you may choose to ignore prepared animations.  
You can also ignore narration (vocal recording but you need the appropriate hardware of course)

#### Pen color

To avoid constantly changing the pen color during a Slide Show.

#### Laser pointer color

The color cannot be changed during the slide show.

### **Show slides**

You can select which slides to show : a given part of the presentation, a customized slide show ...This becomes the default setting.

### **Advance slides**

Please note you may choose to ignore a prepared timing.

### **Multiple monitors**

With the new 2013 Presenter view these options are no longer so important as the new mode gives the presenter the ability to separate the notes from the Slide Show on his computer. But if you have the corresponding hard devices, these options can still be interesting ...

You may work with several monitors and select on which one you want to run the Slide Show. You can also manage the screen resolution.

These settings are also found in the last group of the SLIDE SHOW Tab : MONITORS

## **3 Printing**

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### **3.1 Reminder : header & footer**

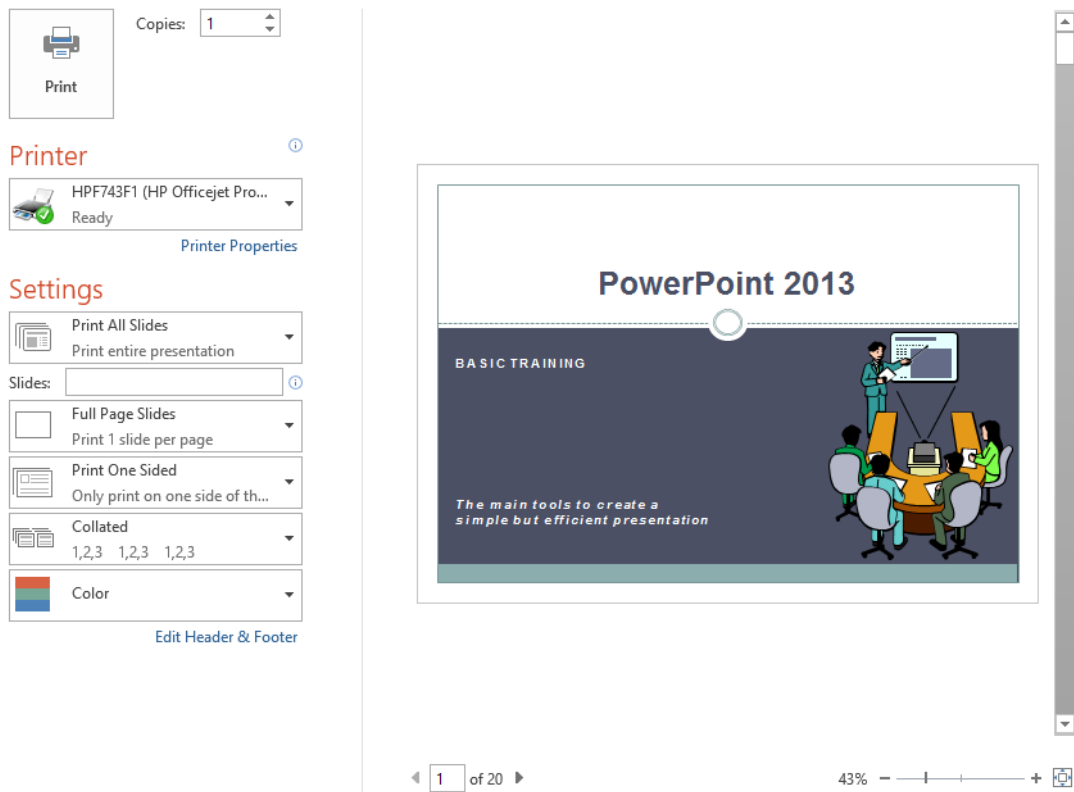
This can be set for slides (screen and printout) but also for *handouts* (printing 2-3-4-6-9 slides per page).

INSERT Tab – TEXT Group - HEADER & FOOTER Button

*See corresponding chapter at page 10*

## 3.2 Print and Print Preview

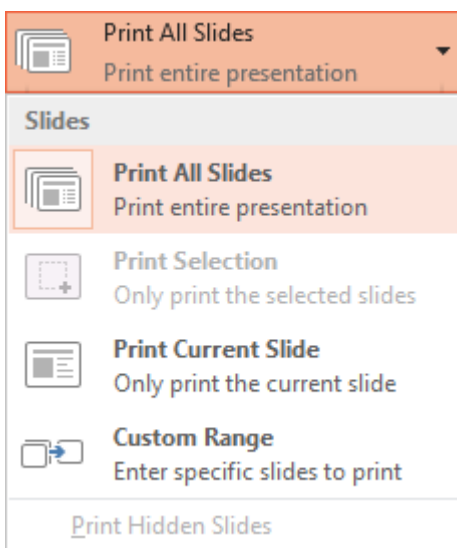
### FILE – PRINT



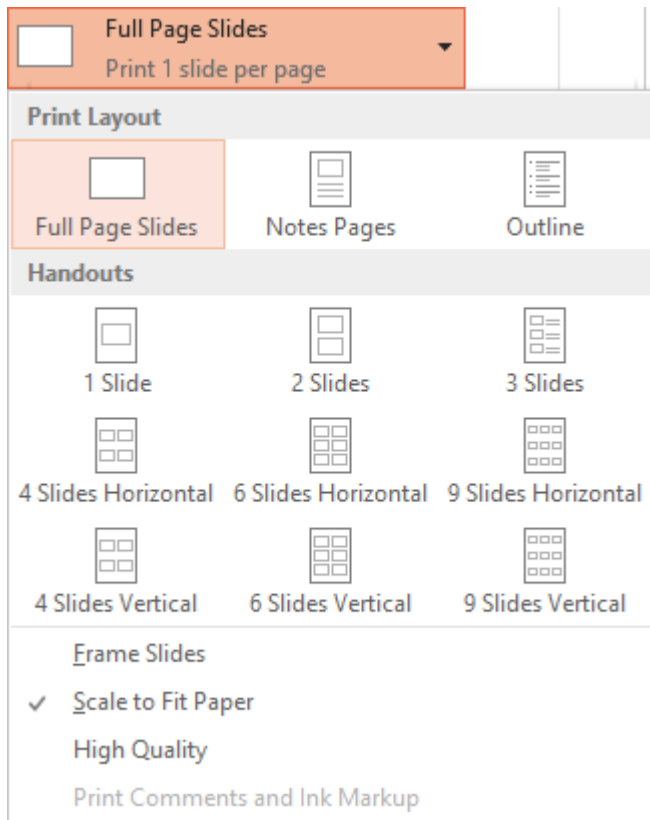
The usual printing options : setting the printer, setting the number of copies, printing recto-verso, portrait or landscape, color or black & white etc ...

Here below some options specific to PowerPoint

### Setting the slides to print



## What should be printed : slides, notes pages or handout ?



### Frame Slides

Frame with a fine border line

### Scale to Fit Paper

To scale the contents of the slide to fit the paper size that you are printing on. The slides are slightly enlarged.

### High Quality

To improve the resolution, mix transparent charts and print smooth shadows

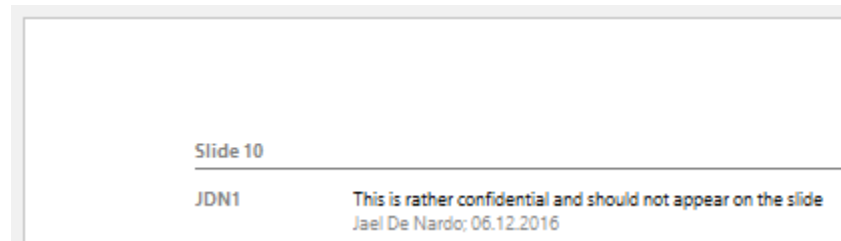
### Print Comments and Ink Markup

❶ These are the comments you can create on a slide (REVIEW Tab)




The slide displays the comment callout (the little square on the right) and a page containing all comments follows each slide






- ② Hand notes are what you can draw during the Slide Show (when you have set the mouse as a pen or highlighter) and that you can keep once the slide show is finished.

 Print settings are memorized with the presentation because of the following option – set on by default. A given set can even be defined as the default one :

FILE – OPTIONS – ADVANCED OPTIONS - PRINT Section

When printing this document:  Basics-2010-English.pptx ▼

Use the most recently used print settings ⓘ

Use the following print settings: ⓘ

Print what: Full Page Slides ▼

Color/grayscale: Color ▼

Print hidden slides

Scale to fit paper

Frame slides