MICROSOFT POWERPOINT USER GUIDE pdf

1: Office Quick Starts - Office Support

If you're new to PowerPoint , this free guide offers useful tips to help you find your way around. On Windows 8, clicking the Download button above opens the guide directly in the Windows 8 Reader app, where you can view the guide, print it out, and save it for later reference. On Windows 7 or.

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2: PowerPoint Viewer Instructions

This visual, interactive reference guide helps you find your favorite Microsoft Office PowerPoint commands in the new interface.

Twitter Advertisement Microsoft PowerPoint has been a staple for creating presentations for many years. But like anything, not everyone is an expert right off the bat. You have to start somewhere, right? This guide is available to download as a free PDF. From Newbie to Master now. Feel free to copy and share this with your friends and family. And, many of these same features apply if you use it online. Find out in our comparison. Read More , this guide can come in handy either way. What Is Microsoft PowerPoint? Microsoft PowerPoint is basically a presentation creation tool. You can make slideshows with text, images, shapes, animations, audio, and much more. Then, pop your presentation onto the big screen to display it to others or save it as a visual document for yourself. PowerPoint makes it easy to create, collaborate, and present your ideas in dynamic, visually compelling ways. General Uses for PowerPoint Business presentations for products and services Educational slideshows for classrooms and lectures Personal visuals such as mind maps and family photo slideshows Sales and marketing materials Event presentations like weddings, anniversaries, or family reunions Project, budget, and financial presentations Certificates, calendars, reports, diagrams, and charts for any industry You can create almost any type of visual in PowerPoint. But first, you should become familiar with the general terms of the application. Basic Terms Used in PowerPoint You will see many words and terms used frequently throughout this guide. So, taking a moment to review them will help you follow the processes and explanations much easier. When talking about PowerPoint, you may see these two terms become interchangeable. They each represent the overall document you create in the application. Each slideshow in PowerPoint contains slides, just like with a physical slideshow. You can think of slides as pages that you can add to your presentation and then move through them one-by-one. Animations are visual effects that can give your slide a unique appearance. They allow you to add movement and pizzazz to the elements on your slide. Transitions are also visual tools, but you will see as one slide moves to the next. By using a transition, you can make your presentation stand out to your audience or use it to create a dramatic effect. You can customize the ribbon to remove or add both tabs and buttons. But, you will likely see the tabs below by default. Here is a brief description of what each one is for and which tab group you can see. Create a new presentation, open an existing one, save, print, and share slideshows. Control the clipboard, slides, font, paragraph, drawing, and editing. Insert slides, tables, images, illustrations, links, comments, text, and media. Select a theme, pick a variant, customize slides, and get design ideas. Choose a transition, preview it, adjust the effects, and add timing. Pick an animation, preview it, adjust the effects, use advanced features, and add timing. Start a slideshow, set one up, pick a monitor, and use presentation view. Use tools for proofreading, accessibility, language, comments, and comparisons. Change the presentation view, adjust the master views, zoom in or out, select colors, and work with windows and macros. You should also see the Help tab and Tell me what you want to do box. If you need assistance or want more information on a feature, just open Help or enter the keyword into the Tell me box and view your results. You might already be familiar with this handy tool, but if not, this is the toolbar at the very top left of the PowerPoint window. As the name implies, this feature allows you to perform quick actions. The Save button lets you easily save the file you are working on with the current file name. If you make a mistake and want to undo it, just click the Undo button. If you click it once, it will undo the last action you took. If you keep clicking it, it will undo each previous action by moving backward. Alternatively, you can click the arrow next to the Undo button and highlight all actions you want to undo. If you undo an action with the button, the Redo button will then be clickable. This lets you redo what you have just undone. Like the Undo button, you can redo your last action with one click or use the arrow next to the Redo button to redo multiple actions. The Presentation button lets you start your slideshow as it will be viewed by others. It should take up your entire screen for a nice view of the presentation at any time during your creating or editing processes. You can select the arrow on the right of the Quick Access Toolbar to add or remove buttons from it easily. You can also see more commands available or move the

toolbar below the ribbon. So knowing the ins and outs of how to work with them effectively can have a big impact on your creation. Here are the basics you should know to work with your PowerPoint slides. You can quickly add a slide by clicking the New Slide button. This will add a slide just like the one you have currently selected. Alternatively, you can click the arrow on the New Slide button. This allows you to choose which type of slide you want to add such as a blank slide, a title with content, or a picture with caption. Change the Layout of a Slide The Layout button on your ribbon lets you change the type of the currently selected slide. So you can easily change a title slide to one with a title and content or a picture with caption slide to a content with a caption. Slide Icons Some slide types are easy to understand right from the start. For instance, if you choose a title slide, you will see the text areas instructing you to click to add your title and subtitle. But other slide layouts, like those that let you add media, contain icons for you to insert your content. If you use this type of slide, just click the corresponding icon to insert your item. Create a table by choosing the number of columns and rows. Create a chart with a variety of options like line, pie, bar, and area. Create a visual like a matrix, pyramid, or process diagram. Insert an image from your computer. Insert an image from the gallery or search the web for one. Insert a video from a file, YouTube, or embed code. Delete a Slide If you want to delete a slide, the simplest way is to select it and click Delete on your keyboard. You can also right-click on the slide and choose Delete Slide from the context menu. Using PowerPoint Sections You might want to organize your slideshow into different sections. Click the Section button, select Add Section, and then give it a name. You can then add slides separately within each section. The Section button arrow lets you also remove, rename, collapse, and expand sections. Other Common Slide Actions Easily rearrange slides with a drag-and-drop action. Duplicate slides or create them from an outline using the New Slide button arrow or right-clicking and using the context menu. Return a slide to its default layout by clicking the Reset button or right-clicking and using the context menu. Work With Presentation Notes PowerPoint offers a terrific speaker note feature that can come in handy. Read More for your own reference or for speaking to your audience during a presentation. The note section appears directly below each slide within PowerPoint. If you cannot see it, just click the Notes button in the task bar at the bottom of your PowerPoint window. Or, open the View tab and click the Notes button on your ribbon. Then, simply click inside the note section to add yours. Using Notes in Your Presentations When you present your slideshow to an audience, only you can see your notes. This makes it a great tool to hold your descriptions, explanations, or instructions as you present your slideshow. Here is the view that you will see containing your notes as you display your presentation. Printing Your Presentation Notes If you print your presentation so that your audience has a reference, you can include your notes if you like. To see how it will look, click the View tab and then Notes Page in the Presentation Views section of the ribbon. If you would like to change how your notes look when you print them, click the Notes Master button in the Master Views section of the ribbon. This allows you to select the design, layout, and page setup options. Also, note the Handout Master button directly to the left which lets you customize the entire handout appearance as well. Animations can be effective for slideshows you create for education like classroom presentations or college lectures. They can also give your presentation a fun effect for personal slideshows like a family reunion or wedding display. Animation Options These are the basic features available on the Animations tab. Choose from a variety of options by clicking the arrow in the Animation You can apply an animation to an element when it enters or exits the slide, use it for emphasis, or give it a motion path.

3: Microsoft PowerPoint - Samsung Galaxy J3 () User Guide

This beginner's guide to Microsoft PowerPoint should give you a great start to a wonderful slideshow. PC & Mobile The Power User Guide to Gmail.

4: Microsoft Office Word, Excel, PowerPoint Quick Start Guides

Open the PowerPoint saved in task 3 and add these features to the master slide: A clip art image of a fish should be inserted into the centre of the dark blue shape to the right of the slide.

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5: Updated: Online Interactive Guides - Microsoft Tech Community -

Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to.

6: PowerPoint Quick Start Guide - PowerPoint

PowerPoint User Resources PowerPoint \Microsoft PowerPoint Getting Started Guide\Microsoft PowerPoint Getting Started www.enganchecubano.com

7: Download PowerPoint User Resources from Official Microsoft Download Center

Microsoft PowerPoint is widely used for making professional quality presentations in a variety of formats, including on-screen computer slide shows, black-and-white or colour overheads, and 35mm slides.

8: PowerPoint: Guides, Tips and Help

Microsoft PowerPoint Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office programs who want to use PowerPoint to create and present slide presentations and printed materials.

9: The Ultimate Beginnerâ€™s Guide to Microsoft PowerPoint: From Newbie to Master

Microsoft® PowerPoint Quick Reference Card The PowerPoint Screen Keyboard Shortcuts The Fundamentals To Create a New Presentation: Click the File tab, click New.

Atherosclerosis, understanding pathogenesis : challenge for treatment Mitrovska Slavica, Jovanova Silvana Chemistry olmsted williams burk Materi kuliah pemrograman web Introduction to analysis wade 3rd edition Conflict and cooperation Pt. I: behavior I. Cave explorations in the Ozark region of Central Missouri. Actualization and interpretation in the Old Testament Ethics and Religion in a Pluralistic Age The three discourses Stephen few information dashboard design Agricultural groundwater revolution The Natural Letter-Writer Going over the wall. Class poem of 1849 Cyberbullying is a serious, widespread problem What Men Should Know about Christian Women Jeffrey Brent and Laura Klein Contemporary auditing knapp 11th edition Massachusetts; a golden age? Three cheers for Keisha Greenville (Images of America) U.S. Army Corps of Engineers The Armageddon Blues (Limited Edition) Tourist trapped by Ellen Wittlinger. A saint in shoe leather 11th grade heath worksheets with answers Basic engineering mathematics john bird 5th edition Carolina curiosities Travels with my cello Access 2007 sql tutorial Interdisciplinary working: seamless working within maternity care Eileen Huish Lisa Nash Royal Regiment of Artillery in Quebec City, 1759-1871 Steelheading for the Simple-Minded 5.Belgian grey book. Appendix regarding Anglo-Belgian relations. Stephen Greenblatt IRA investing made easy Broken LInes Emmy Van Leersum, 1930-1984 Windows XP for Dummies Quick Reference Engendering contrition Solid footing 9th edition