



POWERPOINT

Manual

Infosofia Consulting Limited

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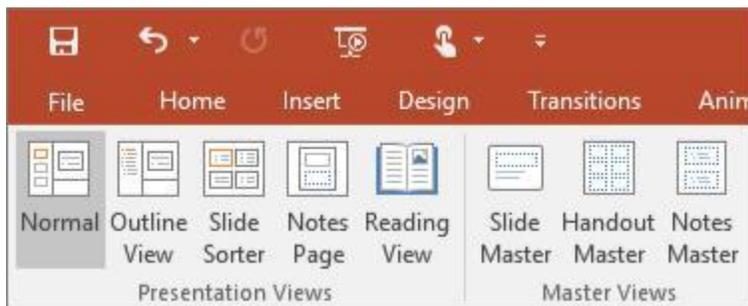
Navigating Power Point

Changing Views

Choose the right view for the task in PowerPoint

You can view your PowerPoint slides in a variety of ways depending on the task at hand. Some views are helpful when you're creating your presentation, and some are most helpful for delivering your presentation.

You can find the different PowerPoint view options on the View tab, as shown below.



You can also find the most frequently used views on the task bar at the bottom right of the slide window, as shown below.

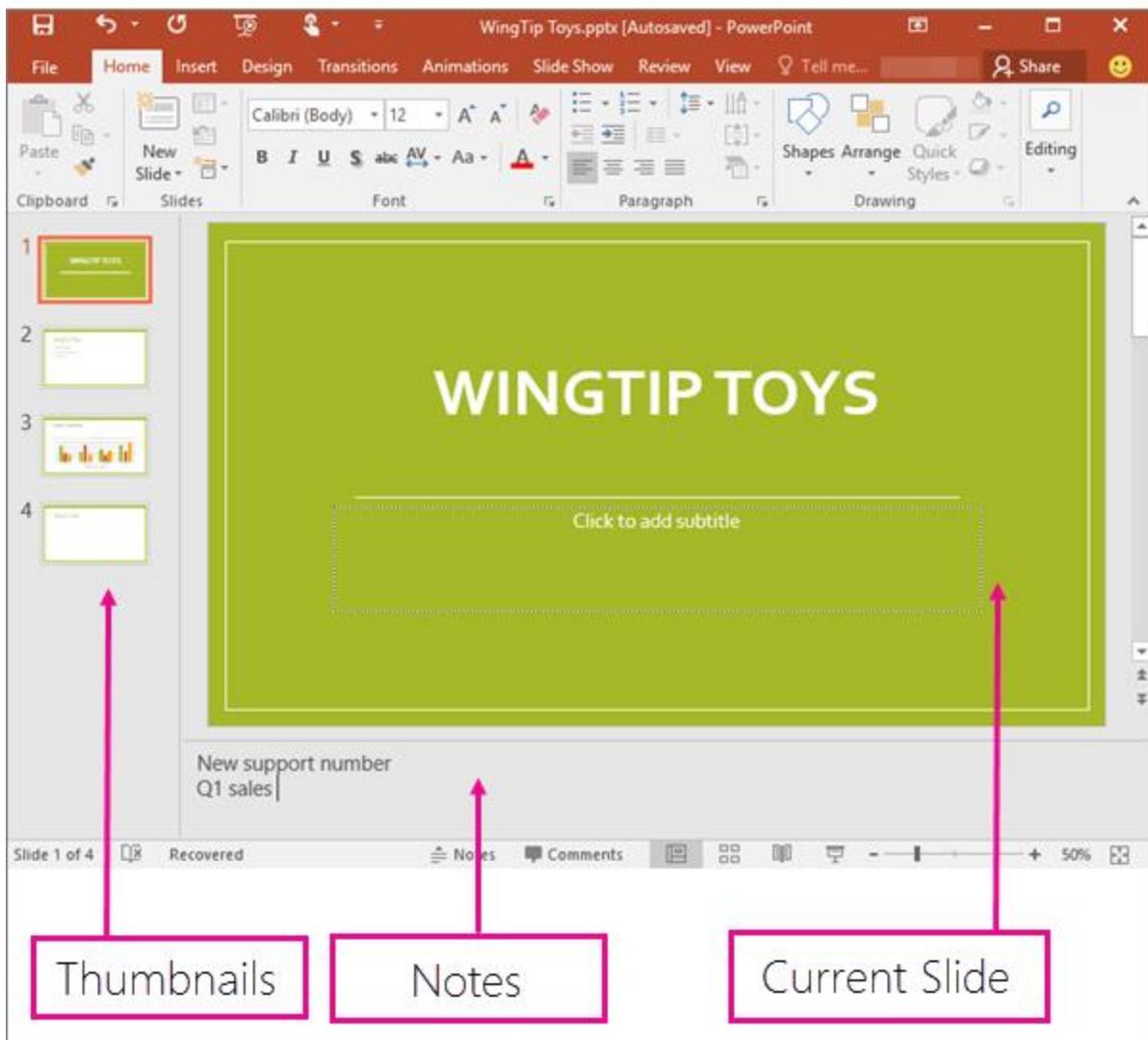


Views for creating your presentation

Normal view

You can get to Normal view from the task bar  at the bottom of the slide window, or from the View tab on the ribbon.

Normal view is the editing mode where you'll work most frequently to create your slides. Below, Normal view displays slide thumbnails on the left, a large window showing the current slide, and a section below the current slide where you can type your speaker notes for that slide.



Slide Sorter view

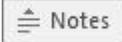
You can get to Slide Sorter view from the task bar  at the bottom of the slide window, or from the View tab on the ribbon.

Slide Sorter view (below) displays all the slides in your presentation in horizontally sequenced, thumbnails. Slide show view is helpful if you need to reorganize your slides—you can just click and drag your slides to a new location, or add sections to organize your slides into meaningful groups.

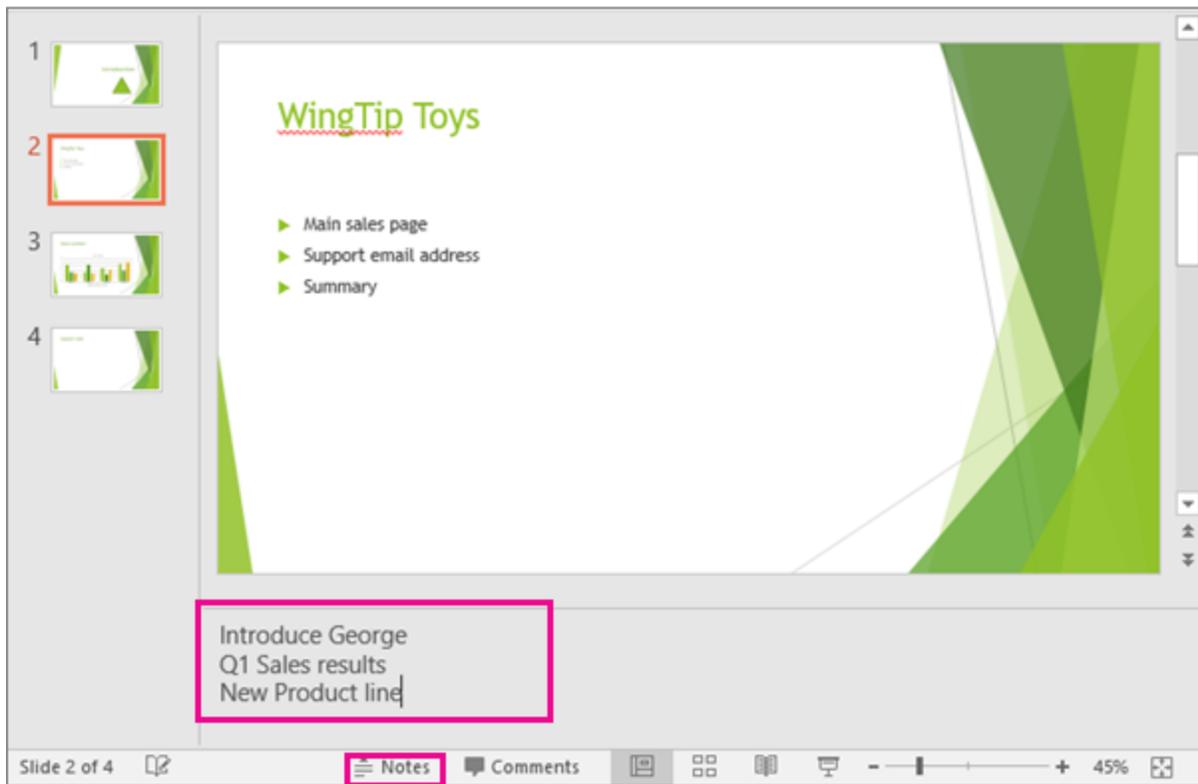


For more information about sections, see Organize your PowerPoint slides into sections.

Notes Page view

You can show or hide your speakers notes with the Notes button  at the bottom of the slide window, or you can get to Notes Page view from the View tab on the ribbon.

The Notes pane is located beneath the slide window. You can print your notes or include the notes in a presentation that you send to the audience, or just use them as cues for yourself while you're presenting.



Outline view

You can get to Outline view from the View tab on the ribbon. (In PowerPoint 2013 and later, you can no longer get to Outline view from Normal view. You have to get to it from the View tab.)

Use Outline view to create an outline or story board for your presentation. It displays only the *text* on your slides, not pictures or other graphical items.

1	 Contoso Pharmaceuticals Health Care Division
2	 Agenda <ul style="list-style-type: none">• Current Situation• Fabrikam, Inc.
3	 Current Situation <ul style="list-style-type: none">• High demand forecast for next 2 quarters• Brand leadership – equity• High investment in R&D• Low depreciation of fixed assets
4	 Fabrikam, Inc. <ul style="list-style-type: none">• Top buyer of SKUs 293, 285, 499

Master views

To get to a master view, on the View tab, in the Master Views group, choose the master view that you want.

Master views include, Slide, Handout, and Notes. The key benefit to working in a master view is that you can make universal style changes to every slide, notes page, or handout associated with your presentation.

Views for delivering and viewing a

presentation Slide Show view

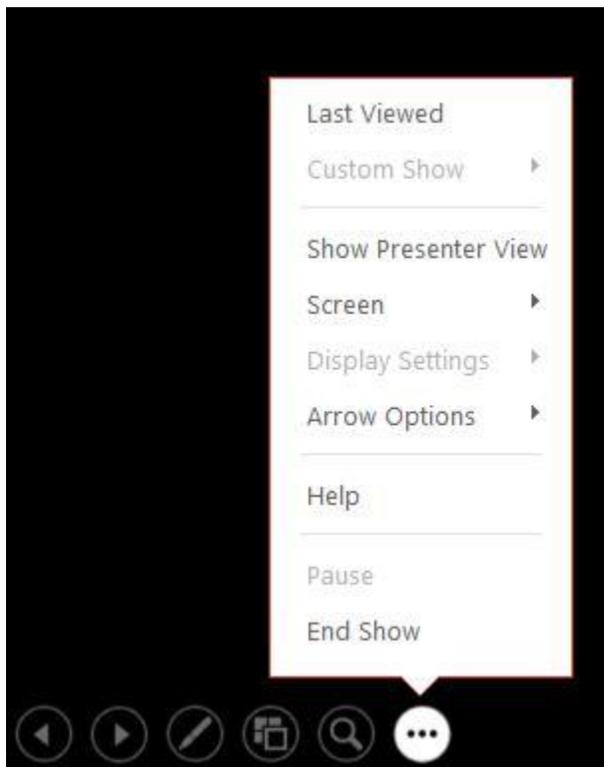
You can get to SlideShow view from the task bar  at the bottom of the slide window.

Use Slide Show view to deliver your presentation to your audience. Slide Show view occupies the full computer screen, exactly the way your presentation will look on a big screen when your audience sees it.

Presenter view

To get to Presenter view, in Slide Show view, in the lower left corner of the screen, click , and then click Show Presenter View (as shown below).

Use Presenter view to view your notes while delivering your presentation. In Presenter view, your audience cannot see your notes.



Reading view

You can get to Reading view from the task bar  at the bottom of the slide window.

Most people reviewing a PowerPoint presentation without a presenter will want to use Reading view. It displays the presentation in a full screen like Slide Show view, and it includes a few simple controls to make it easy to flip through the slides.

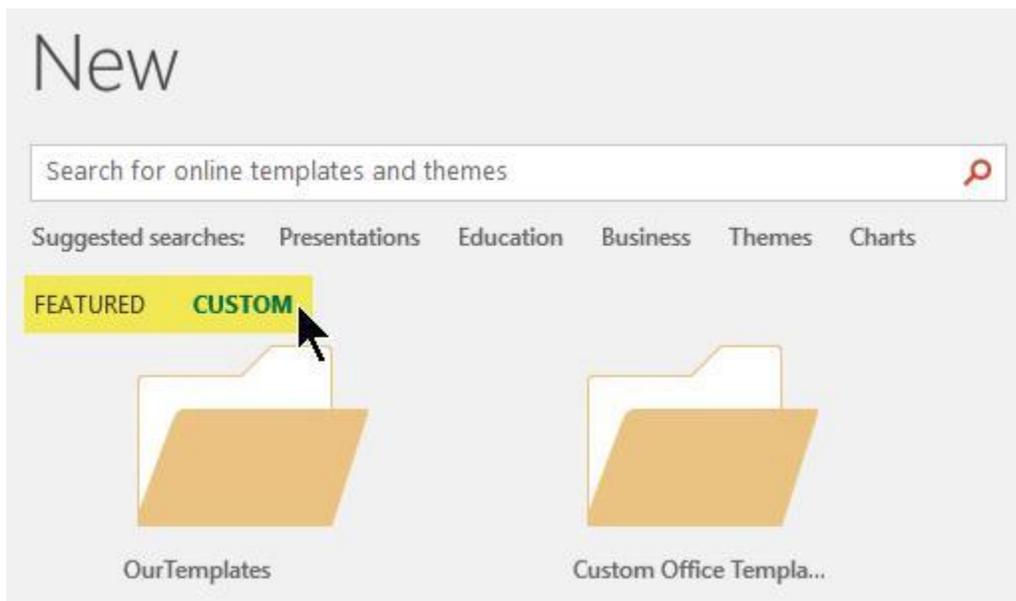
Working with Presentations

Creating a Presentation from Template

Select a template

1. Select File > New.
2. Under New, you can navigate to a personal or workgroup template, Search for a template, or choose a featured template or theme from the gallery.

To navigate to a personal or workgroup template, select the tab next to Featured, which may be named Personal, Shared, or Custom (depending on the circumstance) and then open the folder that contains the template you want.



If you don't have two tabs to select from under the Search box, you can change that. See Where template files belong below.

3. Select the template to see a preview of it, then click Create.

The template is applied to the blank presentation.

4. If you don't have existing slides to import, simply begin creating slides in your new file. If you have existing slides that you want to apply the template to, see the next section.

Apply the template to existing slides, if any

If you have existing slides, import them into the new file you created above:

1. Open the file that contains the existing slides.
2. Click the thumbnail pane and then select the slides you want:

To select this

Do this

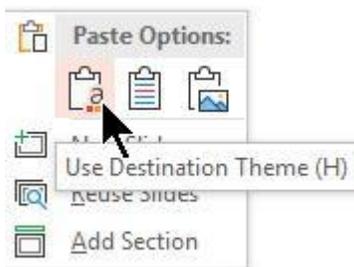
All slides

Press Ctrl+A

A subset of the
slides

Press and hold Ctrl while you click the individual slides you want
to select

3. Copy the selected slides (Ctrl+C).
4. Switch to the new file, right-click the thumbnail pane, and under Paste Options select Use Destination Theme:



All the copied slides are inserted in the new presentation.

Creating a Presentation from Scratch

Create a presentation in PowerPoint

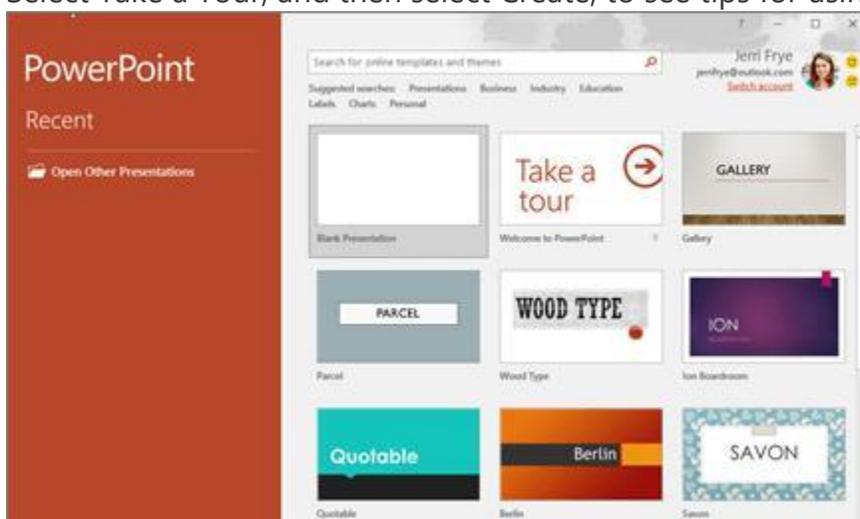
With PowerPoint on your PC, Mac, or mobile device:

- Create presentations from scratch or a template.
- Add text, images, art, and videos.
- Select a professional design with PowerPoint Designer.
- Add transitions, animations, and motion.
- Save to OneDrive, to get to your presentations from your computer, tablet, or phone.
- Share and work with others, wherever they are. Create a presentation

1. Open PowerPoint.

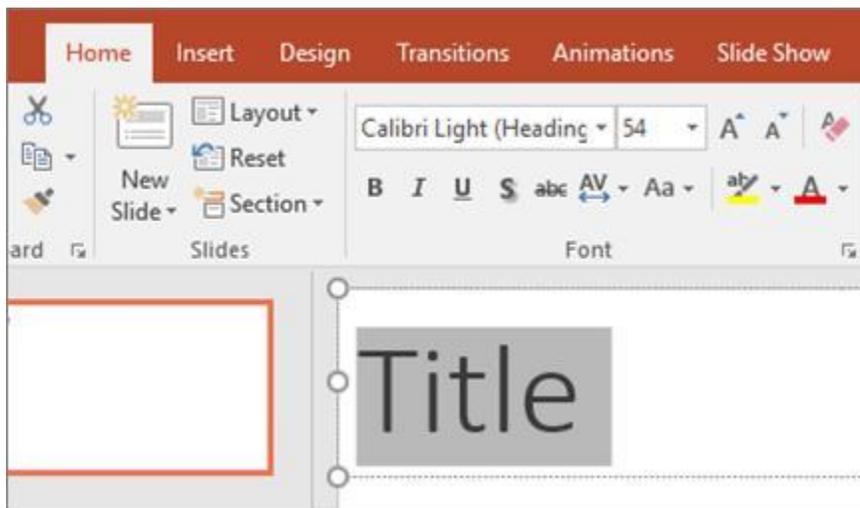
2. Select an option:

- Select Blank Presentation to create a presentation from scratch.
- Select one of the templates.
- Select Take a Tour, and then select Create, to see tips for using PowerPoint.



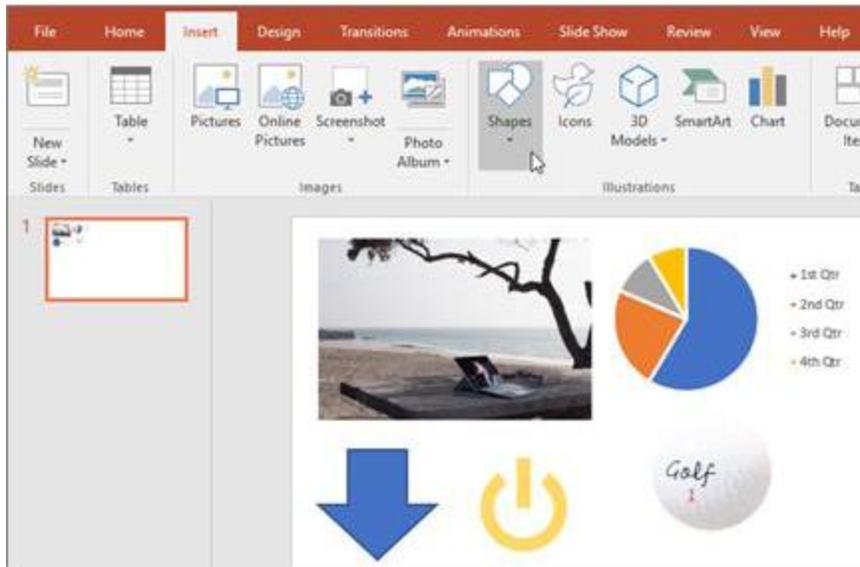
Add and format text

1. Place the cursor where you want, and type.
2. Select the text, and then select an option on the Home tab: Font, Font size, Bold, Italic, Underline, ...
3. To create bulleted or numbered lists, select the text, and then select Bullets or Numbering.



Add a picture, shape, or chart

1. Select Insert.
2. To add a picture:
 - Select Picture.
 - Browse for the picture you want and select Insert.
3. To add a shape, art, or chart:
 - Select Shapes, SmartArt, or Chart.
 - Select the one you want.



Changing Themes

Themes

A theme is a palette of colors, fonts, and special effects (like shadows, reflections, 3-D effects, and more) that complement one another. A skilled designer created each theme in PowerPoint. We make those pre-designed themes available to you on the Design tab in Normal view.

Every theme you use in your presentation includes a slide master and a related set of layouts. If you use more than one theme in your presentation, you'll have more than one slide master and multiple sets of layouts.



1. On the Design tab, in the Themes group, click the More button (illustrated below) to open the entire gallery of themes:



2. Do one of the following:

- To apply a built-in theme, under Office or Built-In, click the theme that you want.
- To apply a newly-created theme or an existing theme that you previously modified and saved, under Custom, click the theme that you want.
- To apply a custom theme or a themed document stored in a different location, click Browse for Themes, and then locate and select the theme you want.

Create your own theme in PowerPoint

To make a custom theme, start with a built-in Office theme and modify it by changing any of the colors, fonts, or effects:

1. Change the theme's color, font, and effect settings
2. Save the settings as a new theme in your theme gallery

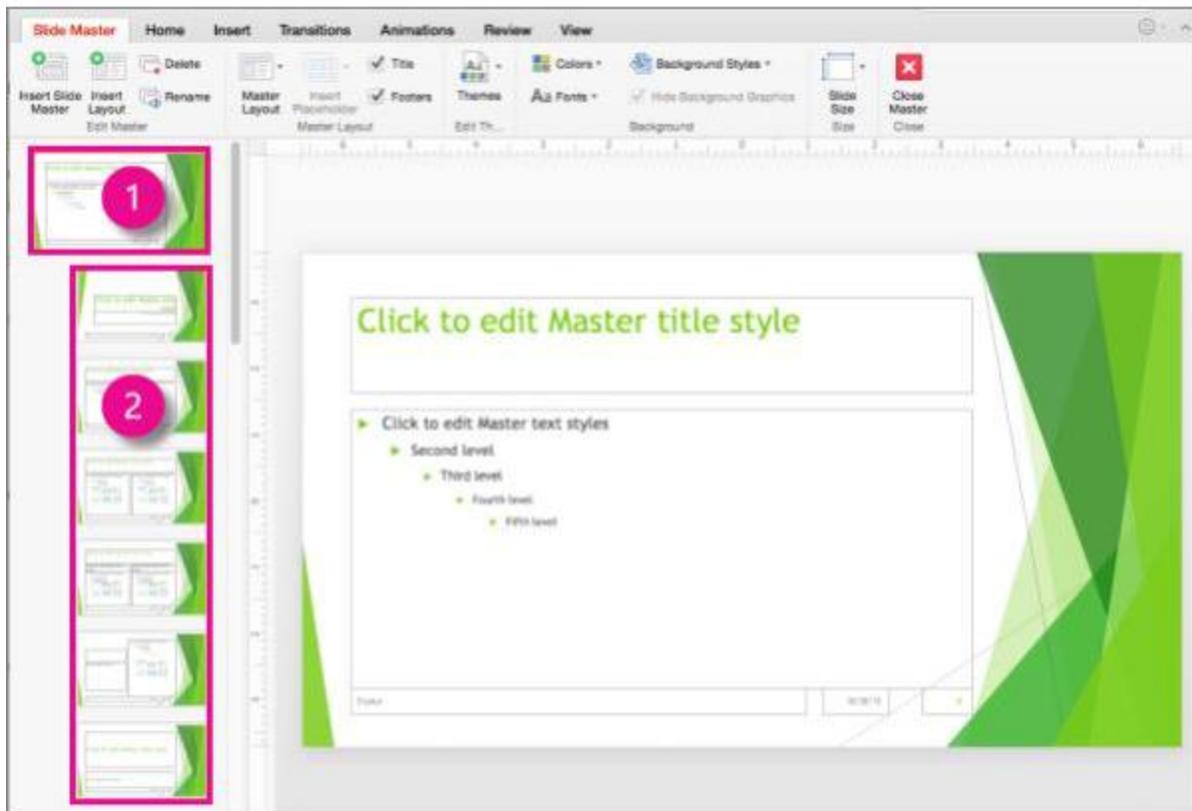
Working with Slide Master

What is a slide master?

When you want all your slides to contain the same fonts and images (such as logos), you can make those changes in one place—the Slide Master, and they'll be applied to all your slides. To open Slide Master view, on the View tab, select Slide Master:



The master slide is the top slide in the thumbnail pane on the left side of the window. The related layout masters appear just below the slide master (as in this picture from PowerPoint for macOS):



1 Slide master

2 Layout masters

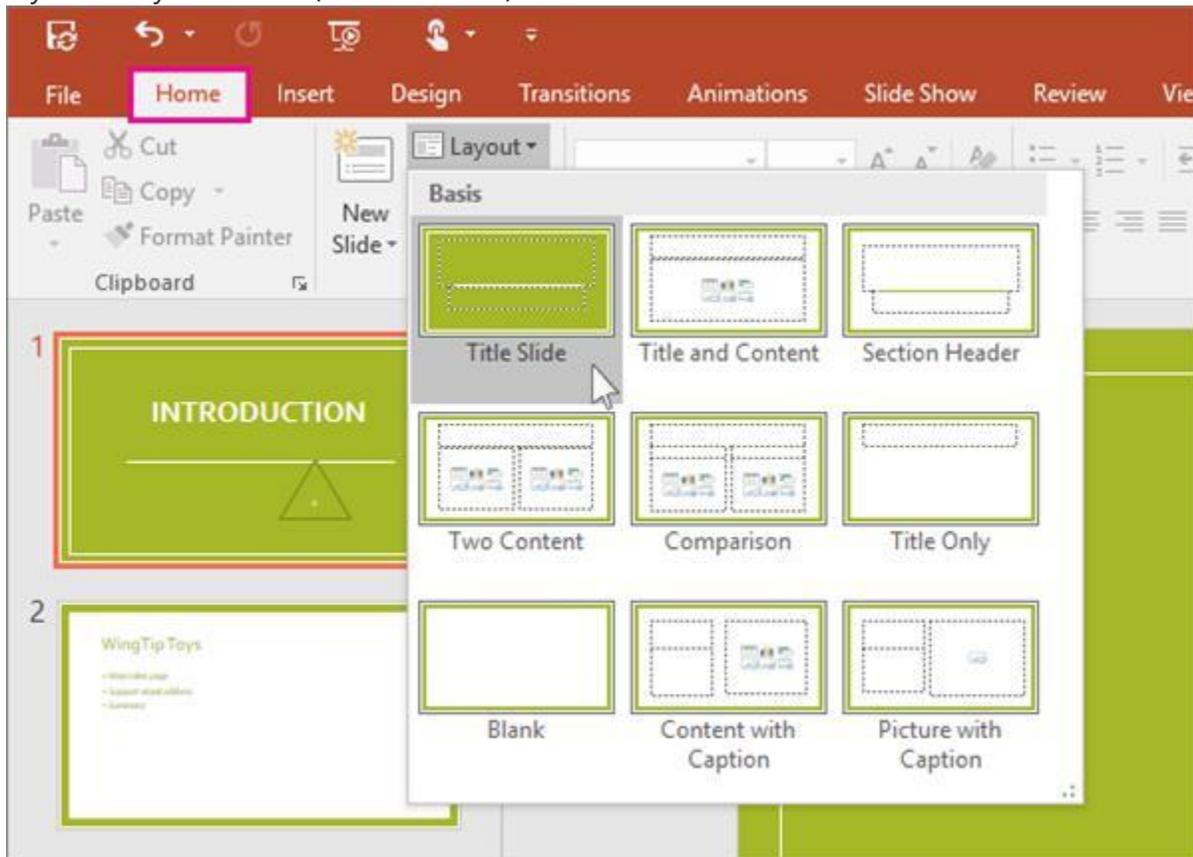
When you edit the slide master, all slides that are based on that master will contain those changes. However, the majority of changes that you make will most likely be to the layout masters related to the master.

When you make changes to layout masters and the slide master in Slide Master view, other people working in your presentation (in Normal view) can't accidentally delete or edit what you've done. Conversely, if you're working in Normal view and find that you're unable to edit an element on a slide (such as, "why can't I remove this picture?") it may be because the thing you're trying to change is defined on the slide master or a layout master. To edit that thing, you must switch to Slide Master view.

Note: It's a good idea to edit your slide master and layout masters *before* you start to create individual slides. That way, all the slides that you add to your presentation are based on your custom edits. If you edit the slide master or layout masters *after* you create individual slides, you'll need to reapply the changed layouts to the existing slides in your presentation in Normal view.

Slide Layouts

You change and manage slide layouts in Slide Master view. Every theme has a several slide layouts. You choose the layouts that best match your slide content; some are better for text and some are better for graphics. In Normal view, you'll apply the layouts to your slides (shown below).



Each slide layout is set up differently — with different types of placeholders in different locations on each layout.

Every slide master has a related slide layout called Title Slide Layout, and each theme arranges the text and other object placeholders for that layout differently, with different colors, fonts and effects. The following pictures contrast the title slide layouts for two themes: first the Basis theme and then the Integral theme.

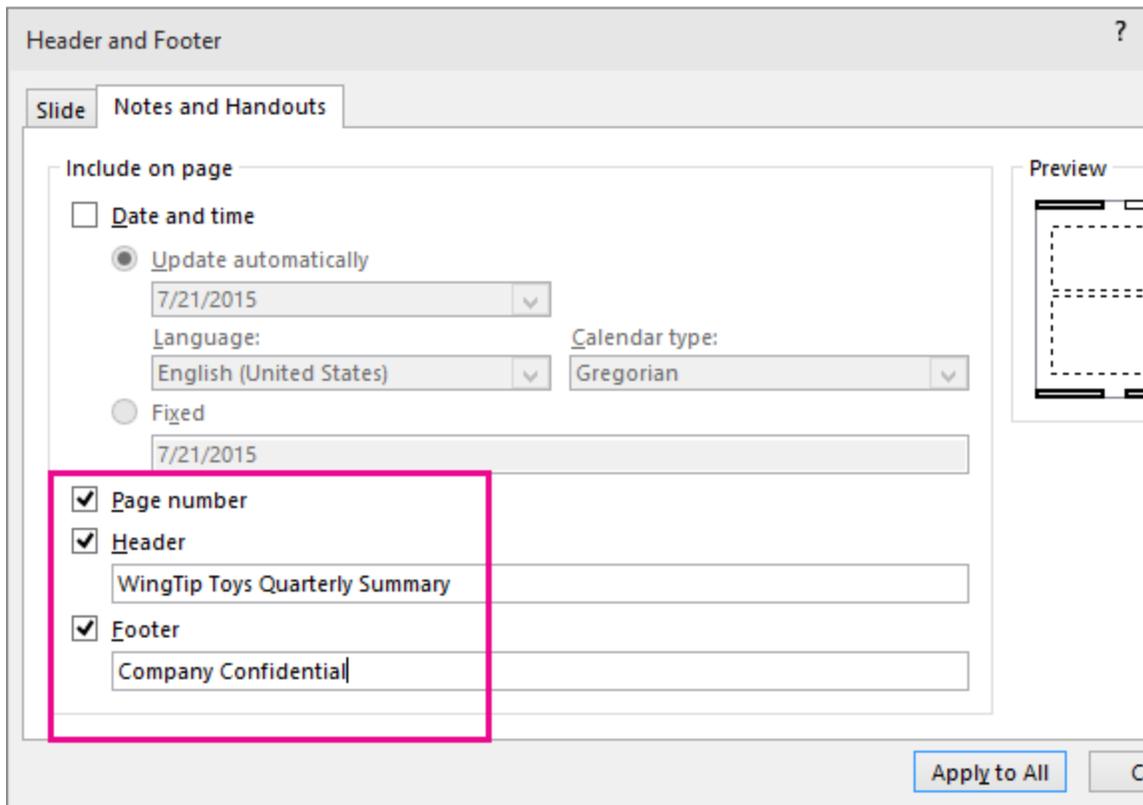


You can change anything about a layout to suit your needs. When you change a layout master and then go to Normal view, every slide you add after that time that's based on that layout will reflect the changed look of the layout. However, if there are existing slides in your presentation that are based on the prior version of the layout, you'll need to reapply the layout to those slides. (For instructions, see Edit and re-apply a slide layout.)

Adding Header and Footer

Add page numbers, footers, headers, or date to Notes pages

1. On the Insert tab of the toolbar ribbon, select Header & Footer. The Header and Footer dialog box appears.
2. In the Header and Footer dialog box, select the Notes and Handouts tab.
3. Select the check boxes for the items you want to include on printed Notes pages, and then type the text you want to appear at the top or bottom of each page of your notes.



By default, Page number is turned on. Clear that check box if you don't want it to appear on printed notes pages.

Date and time comes with formatting options for the date stamp:

Working with Slides

Adding and Removing Slides

Add, rearrange, duplicate, and delete slides in PowerPoint

When creating your presentation, you'll typically add new slides, move your slides around, and delete the slides you don't need.

Add slides

1. Select the slide you want your new slide to follow.
2. Select Home > New Slide.
3. Select a layout.
4. Select the text box and type.

Delete slides

1. For a single slide: Right-click the slide in the thumbnail pane on the left, and select Delete Slide.
2. For multiple slides: Press and hold Ctrl, and in the thumbnail pane on the left, select the slides. Release the Ctrl key. Then right-click the selection and choose Delete Slide.
3. For a sequence of slides: Press and hold Shift, and in the thumbnail pane on the left, select the first and last slides in the sequence. Release the Shift key. Then right-click the selection and choose Delete Slide.

Duplicate a slide

In the thumbnail pane on the left, right-click the slide thumbnail that you want to duplicate, and then click Duplicate Slide. The duplicate is inserted immediately after the original.

Rearrange the order of slides

In the pane on the left, click the thumbnail of the slide that you want to move, and then drag it to the new location.

To select multiple slides: Press and hold Ctrl, and in the pane on the left, click each slide that you want to move. Release the Ctrl key, and then drag the selected slides as a group to the new location.

Changing the Slide Layout

What is a slide layout?

Slide layouts contain formatting, positioning, and placeholder boxes for all of the content that appears on a slide. Placeholders are the dotted-line containers on slide layouts that hold such content as titles, body text, tables, charts, SmartArt graphics, pictures, clip art, videos, and sounds. Slide layouts also contain the colors, fonts, effects, and the background (collectively known as the theme) of a slide.

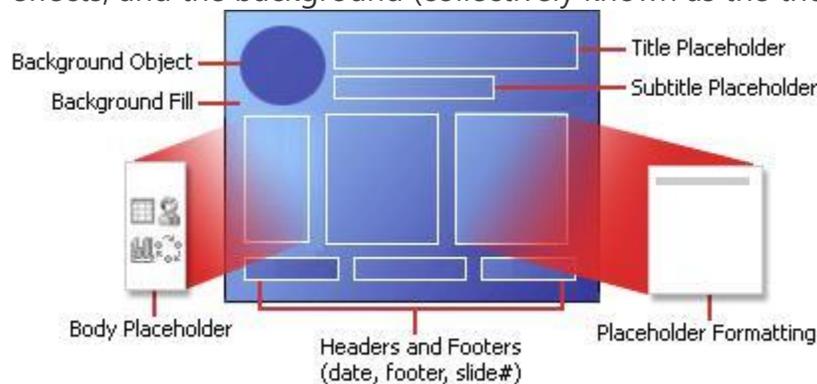


Figure 1: All of the layout elements that you can include on a PowerPoint slide

PowerPoint includes built-in slide layouts, and you can modify these layouts to meet your specific needs, and you can share your custom layouts with other people who create presentations in PowerPoint.

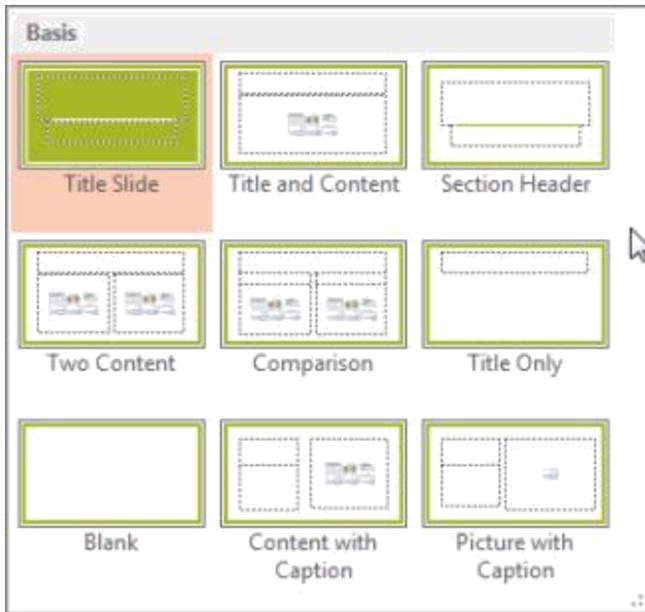


Figure 2: Standard slide layouts in PowerPoint, showing the placement of various placeholders for text or graphics

You can change the standard slide layouts that are built in to PowerPoint in Slide Master view. The picture below shows the slide master and two of the layout masters for a theme in Slide Master view.

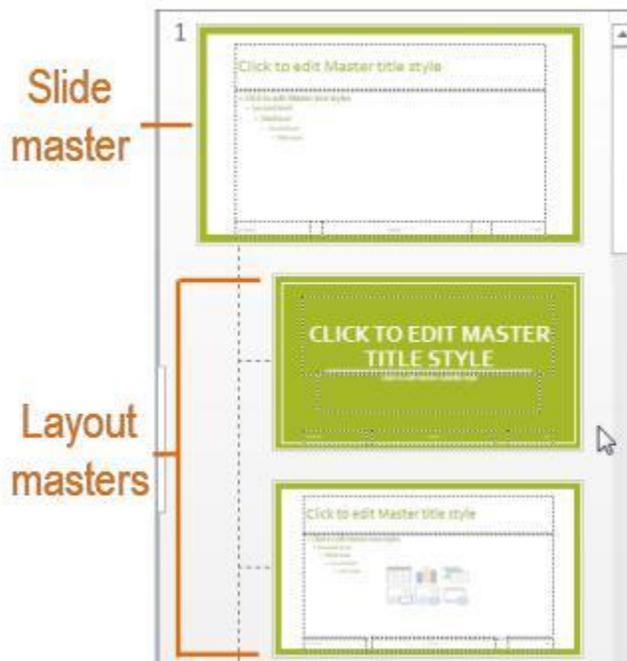
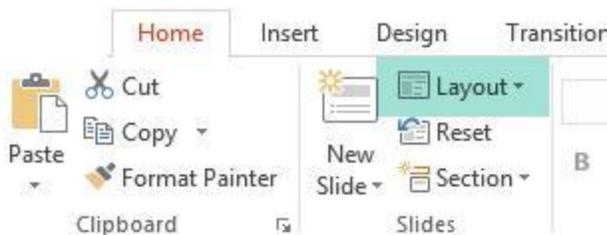


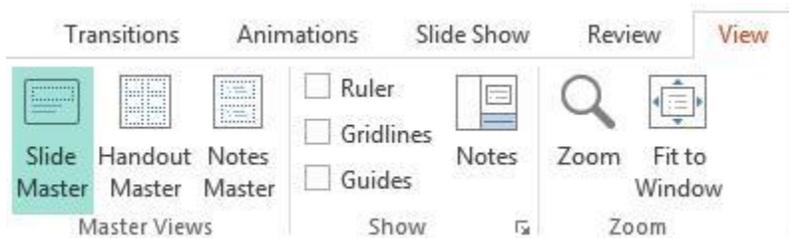
Figure 3: In Slide Master view, in the thumbnail pane on the left, a slide master appears at the top, followed by layout masters that define layouts you can use like the Title slide and the Title And Content slide.

Where can I find slide layouts?

- If you want to apply a defined slide layout to a particular slide, select the slide. Then, on the toolbar ribbon, select Home > Layout and choose a layout from the gallery of options that appears.



- If you want to customize the definition of a slide layout that you then later apply to individual slides, on the toolbar ribbon, select View > Slide Master. (This feature isn't available in PowerPoint for the web.)



The layout masters appear as thumbnails in the thumbnail pane under the slide master. Click a layout master in the thumbnail pane, and then begin customizing.

Organizing Slides into Sections.

Organize your PowerPoint slides into sections

Much like you use folders to organize your files, you can use sections to organize your slides into meaningful groups.

You can assign each colleague a section to make slide ownership clear during collaboration. And if you're starting with a blank slate, you can use sections to outline your presentation.

Add a section

1. Right-click between slides and select Add Section.

An Untitled Section is added in the thumbnail pane, and the Rename Section dialog box opens.

2. Type a name in the Section name box.
3. Select Rename.
4. To collapse a section, click the triangle next to the section name. The numeral by the section name shows the number of slides in that section.

Move or delete a section

Select View > Slide Sorter.

From here, you can:

- Move a section: Right-click and select Move Section Up or Move Section Down.
- Delete a section: Right-click and select Remove Section.

Adding Contents to slides

Adding & Formatting Pictures

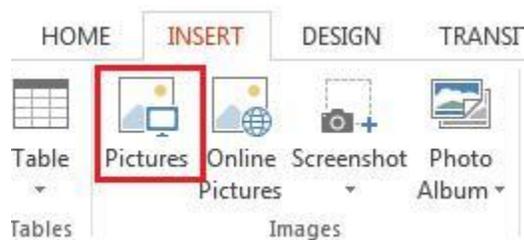
Insert a picture in PowerPoint

Depending on which version of PowerPoint you're using, you can insert pictures, photos, clip art, or other images to your slide show from your computer or from the Internet.

You can add single or multiple images onto a slide, the slide master, or to the background.

Insert a picture from your computer on your slide

1. Click where you want to insert the picture on the slide.
2. On the Insert tab, in the Images group, click Pictures.

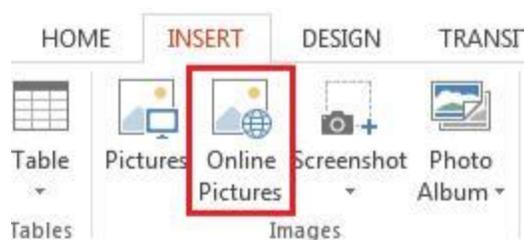


3. In the dialog box that opens, browse to the picture that you want to insert, click that picture, and then click Insert.

Tip: If you want to insert multiple pictures at the same time, press and hold the Ctrl key while you select all the pictures you want to insert.

Insert a picture from the web on your slide

1. Click where you want to insert the picture on the slide.
2. On the Insert tab, in the Images group, click Online Pictures.



3. (PowerPoint 2013) In the Bing Image Search box, type what you are searching for, and press Enter.

Or

(Newer versions) Ensure Bing is showing on the left in the drop-down list of sources to search. In the box, type what you are searching for, and press Enter.

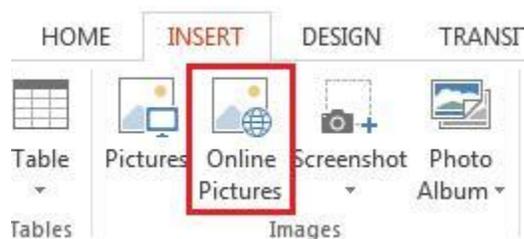
Use the Size, Type, Color, Layout, and licensing filters to adjust the results according to your preferences.

4. Click the picture you want to insert, and click Insert.

Tip: After you insert a picture, you can change its size and position. To do so, right-click the picture, and click Format Picture. You can then use the Format Picture tools that are on the right of your slide.

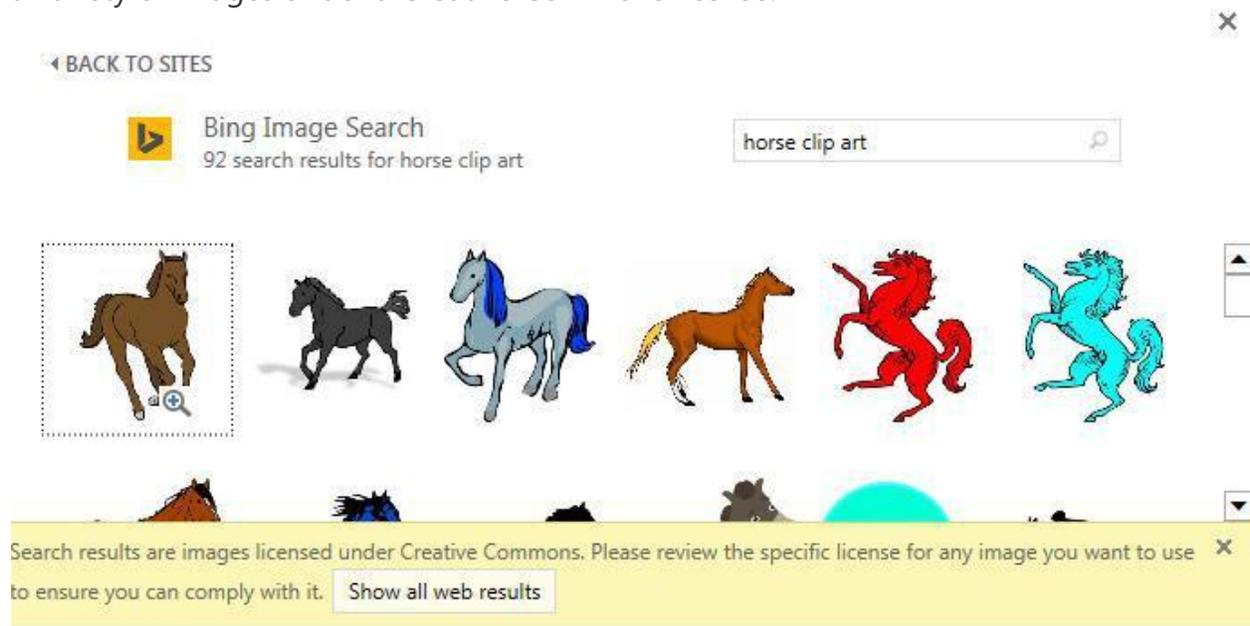
Insert clip art

Unlike some earlier versions of PowerPoint, PowerPoint 2013 and newer versions don't have a clip art gallery. Instead, use Insert > Online Pictures to find and insert clip art using the Bing search tool.



For example, after you select Online Pictures, you might search for horse clip art and see

a variety of images under a Creative Commons license.



Once you add a photo, graphic, or picture, you have many ways to enhance the picture, such as backgrounds, shadows, and effects, to get your message across even better.

Adjust the brightness, contrast, or sharpness

1. Select the picture.
2. Select Picture Tools > Format and select Corrections.
3. Hover over the options to preview them and select the one you want.

Apply Artistic Effects

1. Select the picture.
2. Select Picture Tools > Format and select Artistic Effects.
3. Hover over the options to preview them and select the one you want.

Change the color

1. Select the picture.
2. Select Picture Tools > Format and select Color.

3. Hover over the options to preview them and select the one you want.

Apply Picture Effects

1. Select the picture.
2. Select Picture Tools > Format and select Picture Effects.
3. Select the one you want: Shadow, Reflection, Glow, Soft Edges, Bevel, or 3-D Rotation.

Add a border

1. Select the picture.
2. Select Picture Tools > Format and select a border.

Compress the picture

Format Picture.

1. Select the picture.
2. Select Picture Tools > Format and select Compress Pictures.
3. Select the options you want and select OK.

Reset the picture

1. Select the picture.
2. Select Picture Tools > Format and select Reset picture.

Using the Eyedropper Tool

Use Eyedropper to match colors on your slide

With the eyedropper tool in PowerPoint you can match the color from a shape or picture to another element of your presentation for a more cohesive look.

Select and apply a color with the eyedropper tool

Double-click the shape or other thing you want to match colors for. (To select multiples, press Ctrl and then click the shapes.) Then click any of the color options, such as Shape Fill in the Shapes Style group, found on the Format tab under Drawing Tools.



Using the eyedropper, click the color you want to match and apply to the selected shape or object.



As you move your pointer around the different colors, a live preview of the color appears. Hover or pause on a color to see its RGB (Red Green Blue) color coordinates.

Click on the color you want. For a more accurate way of getting the exact color you want when many colors are clustered together, select the color by pressing Enter or spacebar instead.



To cancel the Eyedropper without picking a color, press Esc.

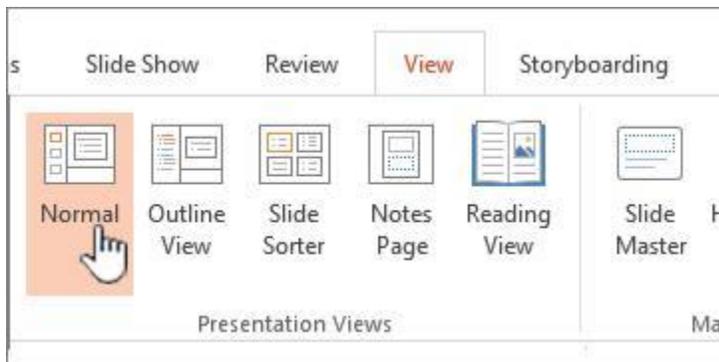
Tip: You can also match colors from elsewhere on your screen. After clicking Eyedropper, click and hold the mouse button as you drag your mouse to the color you want to match. The eyedropper tool disappears when you move outside the PowerPoint window, but the color will still preview and be matched.

Working with bullet points

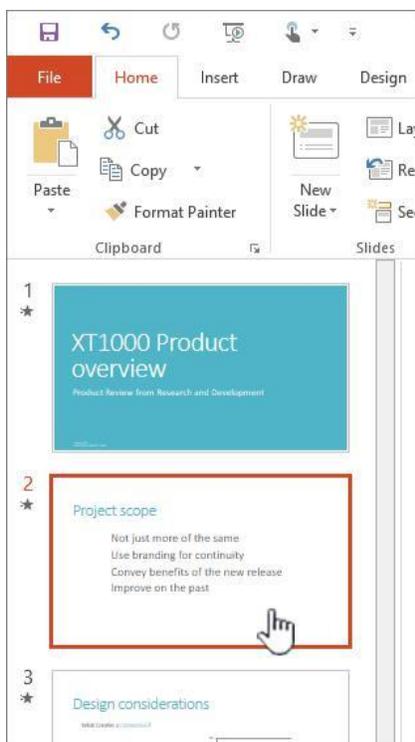
Add bullets or numbers to text

You can use bulleted or numbered lists to help organize your text or show a sequential process in your PowerPoint presentation.

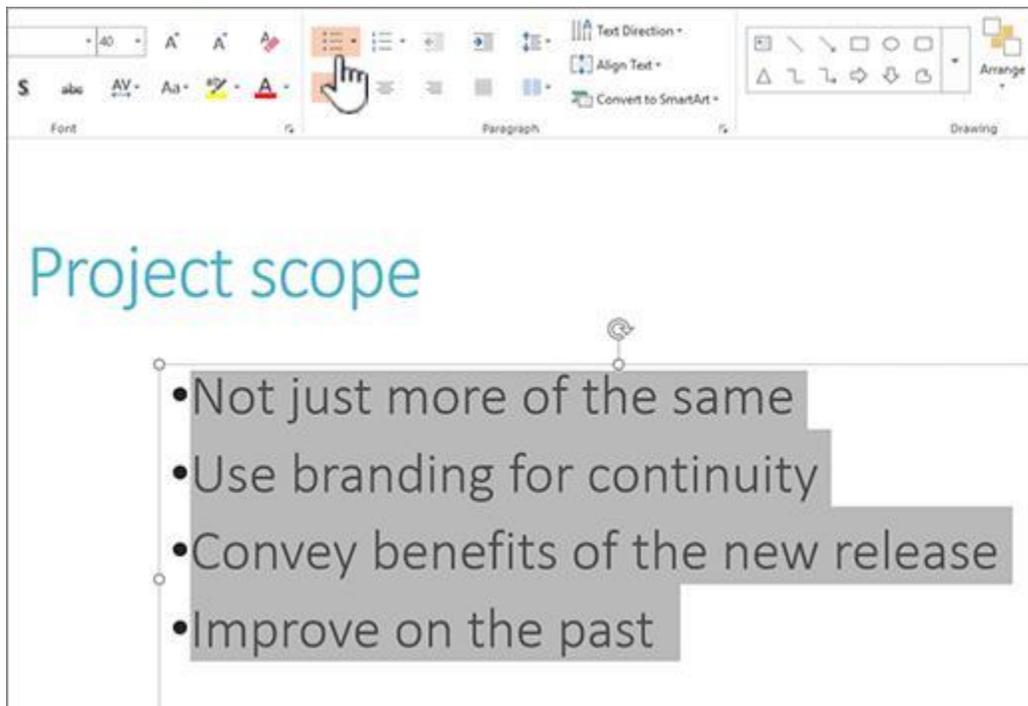
1. On the View tab, in the Presentation Views group, click Normal.



2. On the left side of the PowerPoint window, click a slide thumbnail that you want to add bulleted or numbered text to.



3. On the slide, select the lines of text in a text placeholder or table that you want to add bullets or numbering to.
4. On the Home tab, in the Paragraph group, click Bullets  or Numbering .



Notes:

- To change all lines of text, select the outline of the text object, and then apply the bullet or numbering.
- To increase or decrease the indent and change the spacing between a bullet or number and the text, see How do I increase or decrease the space between a bullet or number and the text in a line? in this article.

Change the color and style of bullets, and understand the limitations

You can change the color, style, or size of the bullets or numbers in your PowerPoint presentation, and you can change the number you want to start from.

1. To change one bullet or number, place the cursor at the start of the line that you want to change. To change multiple bullets or numbers, select the text in all of the bullets or numbers that you want to change.

- Click Home, click the arrow next to either the Bullets or Numbering button, and then click Bullets and Numbering.



Tip: To quickly change the style of a bulleted or numbered list, just click the style you want in the list that appears when you click the arrow next to Bullets or Numbering.

- In the Bullets and Numbering box, on either the Bulleted tab or the Numbered tab (depending on what kind of list you're working with), pick the style changes that you want to make, such as:
 - Bullet or number style
 - Color
 - Size (to resize a bullet or number so it's a specific size in relation to your text, click Size, and enter a percentage)
 - Starting number (on the Numbered tab, enter the number you want in the Start at box)
 - Pictures (to use a picture as a bullet, on the Bulleted tab, click Picture, and scroll to find a picture)
 - Symbols (to temporarily add a character from the symbol list to the Bulleted tab, on the Bulleted tab, click Customize, click a symbol, and then click OK. You can apply the symbol to your slides from the style lists)
 - SmartArt graphics (to convert an existing bulleted or numbered list to a SmartArt graphic, click Home > Convert to SmartArt)

Tips:

- To change the format of just one or some of the bullet or number styles in a list, such as the color or size, place the cursor at the start of the line that you want to change before opening the Bullets and Numbering box. Your changes will apply only to the selected lines.

- o To adjust the alignment of items in a list, see How do I increase or decrease the space between a bullet or number and the text in a line? in this article.

Apply custom styles to multiple slides

The best way to apply custom list styles to all slides in your presentation is to modify the slide master. Any list customization you make to the slide master will be saved and applied to all your slides. You can also edit or create one or more slide layouts that include your customized list styles, and add these layouts to your presentation wherever you want to use your list styles.

Working with Tables

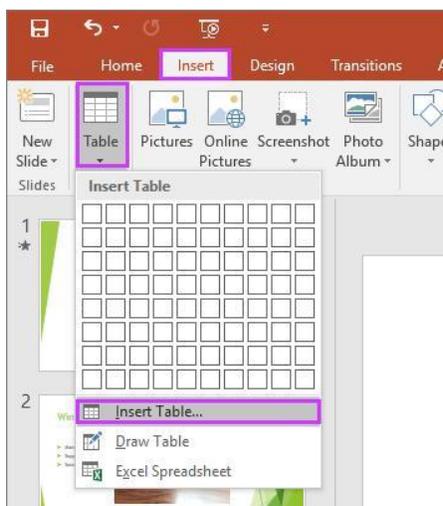
Add a table to a slide

You can add a table to a slide by creating it right in PowerPoint. You can also copy and paste a table from Word or Excel.

It's not possible to convert existing slide text into a table. Insert an empty table, then add text to

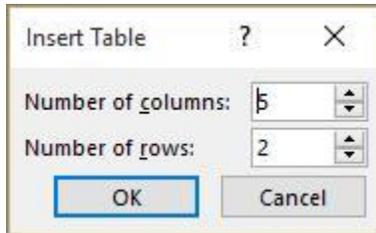
Create and format a table in PowerPoint

1. Select the slide that you want to add a table to.
2. On the Insert tab, select Table.



3. In the Insert Table dialog box, do one of the following:

- Use the mouse to select the number of rows and columns that you want.
- Select Insert Table, and then enter a number in the Number of columns and Number of rows lists.



4. To add text to the table cells, click a cell, and then enter your text. After you enter your text, click outside the table.

Tips:

- To quickly insert a new row at the end of a table, click inside the last cell of the last row, and then press TAB.
- To add rows or columns, right-click a cell, click Insert on the mini toolbar, and choose where you'd like to insert the row or column.
- To delete rows or columns, right-click a cell, click Delete on the mini toolbar, and choose what you'd like to delete.

Copy and paste a table from Word

1. In Word, click the table that you want to copy, and then go to Layout > Select > Select Table.
2. On the Home tab, in the Clipboard group, select Copy.
3. In your PowerPoint presentation, select the slide that you want to copy the table to, and then on the Home tab, in the Clipboard group, click Paste.

Tip: You can also copy and paste a table from your PowerPoint presentation onto an Excel worksheet or into a Word document.

Copy and paste a group of cells from Excel

1. To copy a group of cells from an Excel worksheet, click the upper-left cell of the grouping that you want to copy, and then drag to select the rows and columns that you want.

2. On the Home tab, in the Clipboard group, select Copy.
3. In your PowerPoint presentation, select the slide that you want to copy the group of cells to, and then on the Home tab, in the Clipboard group, click Paste.

Tip: You can also copy and paste a table from your PowerPoint presentation onto an Excel worksheet or into a Word document.

Insert an Excel spreadsheet within PowerPoint

When you insert an Excel spreadsheet into your presentation, it becomes an OLE embedded object. If you change the theme (colors, fonts, and effects) of your presentation, the theme does not update the spreadsheet you inserted from Excel. You also won't be able to edit the table by using options in PowerPoint.

1. Select the slide that you want to insert an Excel spreadsheet into.
2. Go to Insert > Table, and then choose Excel Spreadsheet.
3. To add text to a table cell, click the cell, and then enter your text. After you enter your text, click outside the table.

Tip: To edit the Excel spreadsheet after you have deselected it, double-click the table.

After you add a table to your presentation, you can use the table tools in PowerPoint to make formatting, style, or other types of changes to the table. To learn how to edit what you added to your PowerPoint presentation, see [Change the look of a table](#).

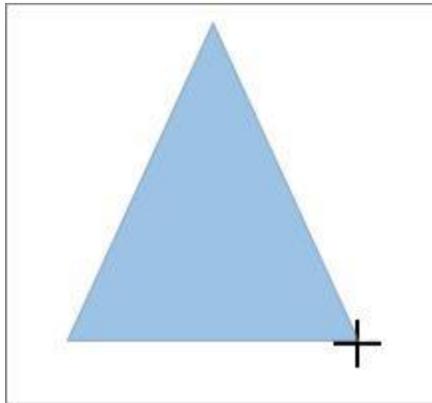
Adding Shapes & Diagrams to Slides

Adding Shapes

1. On the Insert tab, click Shapes.



2. Click the shape you want, click anywhere in the workspace, and then drag to place the shape.



To create a perfect square or circle (or constrain the dimensions of other shapes), press and hold Shift while you drag.

Formatting Shapes

If you don't like the appearance of a shape when you add it to your file, you can format the shape, and then designate it as the new default format for that open file. After that, any new shapes or text boxes will use that formatting.

1. Add the shape to your slide presentation.
2. Select the shape.
3. Apply any formatting. You can change the fill color or add an effect, change the color, style, or weight of a line, or make any other changes.
4. Select the shape or text box, right-click the border, and then click Set as default on the shortcut menu.

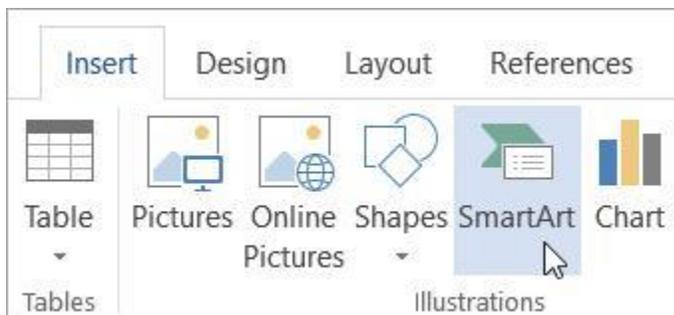
Using Smart Art to create diagrams

Create a SmartArt graphic

Create a SmartArt graphic to quickly and easily make a visual representation of your information. You can choose from among many different layouts, to effectively communicate your message or ideas. SmartArt graphics can be created in Excel, Outlook, PowerPoint, and Word, and they can be used throughout Office.

Insert a SmartArt graphic and add text to it

1. On the Insert tab, in the Illustrations group, click SmartArt.



2. In the Choose a SmartArt Graphic dialog box, click the type and layout that you want.
3. Enter your text by doing one of the following:
 - o Click [Text] in the Text pane, and then type your text.
 - o Copy text from another location or program, click [Text] in the Text pane, and then paste your text.

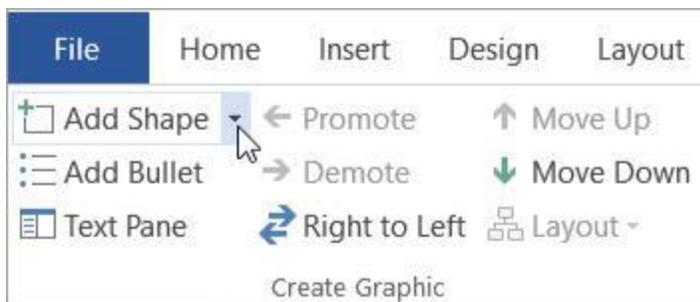
Notes:

- If the Text pane is not visible, click the arrow control on the left side of the SmartArt graphic.
- To add text, like a title, in an arbitrary position close to or on top of your SmartArt graphic, on the Insert tab, in the Text group, click Text Box to insert a text box. If you want only the text in your text box to appear, right-click your text box, click Format Shape or Format Text Box, and then set the text box to have no background color and no border.

- Click in a box in the SmartArt graphic, and then type your text. For best results, use this option after you add all of the boxes that you want.

Add or delete shapes in your SmartArt graphic

1. Click the SmartArt graphic that you want to add another shape to.
2. Click the existing shape that is located closest to where you want to add the new shape.
3. Under SmartArt Tools, on the Design tab, in the Create Graphic group, click the arrow next to Add Shape.



If you don't see the SmartArt Tools or Design tabs, make sure that you've selected the SmartArt graphic. You may have to double-click the SmartArt graphic to open the Design tab.

4. Do one of the following:
 - To insert a shape after the selected shape, click Add Shape After.
 - To insert a shape before the selected shape, click Add Shape Before.

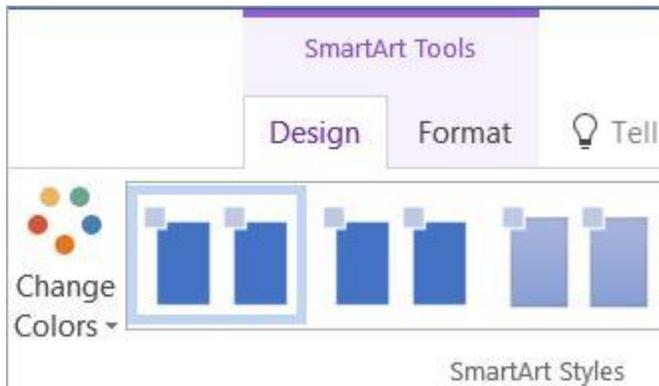
Before. Notes:

- To add a shape from the Text pane, click an existing shape, move your cursor before or after the text where you want to add the shape, and then press ENTER.
- To delete a shape from your SmartArt graphic, click the shape you want to delete, and then press DELETE. To delete your entire SmartArt graphic, click the border of your SmartArt graphic, and then press DELETE.
- To add a shape like a callout or a line, see Add shapes.

Change the colors of an entire SmartArt graphic

You can apply color variations that are derived from the theme colors to the shapes in your SmartArt graphic.

1. Click your SmartArt graphic.
2. Under SmartArt Tools, on the Design tab, in the SmartArt Styles group, click Change Colors.



If you don't see the SmartArt Tools or Design tabs, make sure that you've selected a SmartArt graphic. You may have to double-click the SmartArt graphic to open the Design tab.

3. Click the color variation that you want.

Apply a SmartArt Style to a SmartArt graphic

A SmartArt Style is a combination of various effects, such as line style, bevel, or 3-D, that you can apply to the shapes in your SmartArt graphic to create a unique and professionally designed look.

1. Click your SmartArt graphic.
2. Under SmartArt Tools, on the Design tab, in the SmartArt Styles group, click the SmartArt Style that you want.

Insert a SmartArt graphic and add text to it

1. On the Insert tab, in the Illustrations group, click SmartArt.



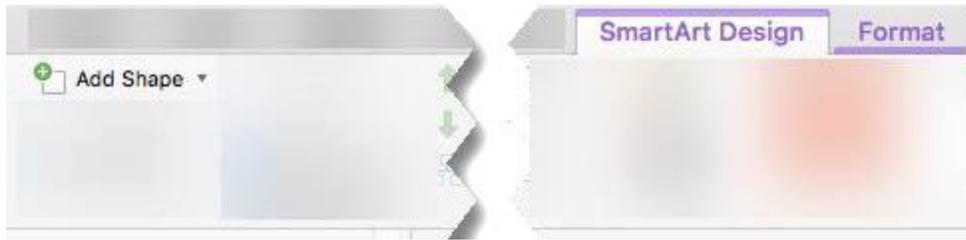
2. In the menu of types that appears, point at the type you want and then select a layout.
3. Enter your text by doing one of the following:
 - Click [Text] in the Text pane, and then type your text.
 - Copy text from another location or program, click [Text] in the Text pane, and then paste your text.

Notes:

- If the Text pane is not visible, click the arrow control on the left side of the SmartArt graphic.
- To add text, like a title, in an arbitrary position close to or on top of your SmartArt graphic, on the Insert tab, in the Text group, click Text Box to insert a text box. If you want only the text in your text box to appear, right-click your text box, click Format Shape or Format Text Box, and then set the text box to have no background color and no border.
- Click in a box in the SmartArt graphic, and then type your text. For best results, use this option after you add all of the boxes that you want.

Add or delete shapes in your SmartArt graphic

1. Click the SmartArt graphic that you want to add another shape to.
2. Click the existing shape that is located closest to where you want to add the new shape.
3. On the SmartArt Design tab, in the Create Graphic group, click the arrow next to Add Shape.



If you don't see the SmartArt Design tab, make sure that you've selected the SmartArt graphic. You may have to double-click the SmartArt graphic to open the SmartArt Design tab.

4. Do one of the following:
 - To insert a shape after the selected shape, click Add Shape After.
 - To insert a shape before the selected shape, click Add Shape

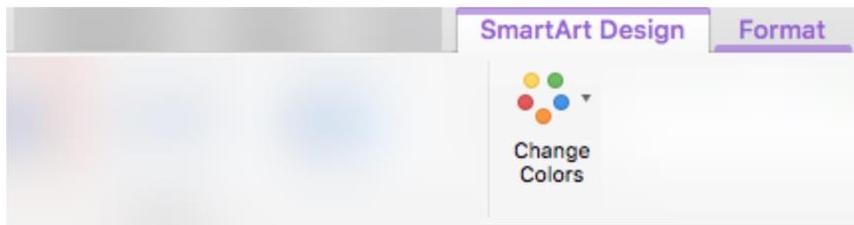
Before. Notes:

- To add a shape while using the Text pane, click an existing shape, move your cursor before or after the text where you want to add the shape, and then press ENTER.
- To delete a shape from your SmartArt graphic, click the shape you want to delete, and then press DELETE. To delete your entire SmartArt graphic, click the border of your SmartArt graphic, and then press DELETE.
- To add a shape like a callout or a line, see Add shapes.

Change the colors of an entire SmartArt graphic

You can apply color variations that are derived from the theme colors to the shapes in your SmartArt graphic.

1. Click your SmartArt graphic.
2. On the SmartArt Design tab, in the SmartArt Styles group, click Change Colors.



If you don't see the SmartArt Design tab, make sure that you've selected the SmartArt graphic. You may have to double-click the SmartArt graphic to open the SmartArt Design tab.

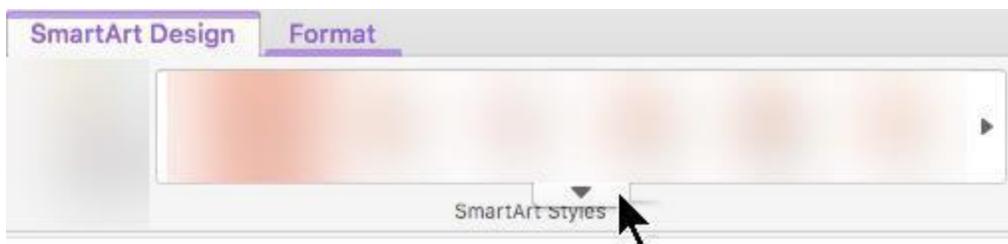
3. Click the color variation that you want.

Apply a SmartArt Style to a SmartArt graphic

A SmartArt Style is a combination of various effects, such as line style, bevel, or 3-D, that you can apply to the shapes in your SmartArt graphic to create a unique and professionally designed look.

1. Click your SmartArt graphic.
2. On the SmartArt Design tab, in the SmartArt Styles group, click the SmartArt Style that you want.

To see more SmartArt Styles, click the More button.



Insert a SmartArt graphic and add text to it

1. On the Insert menu, select SmartArt Graphic.
2. On the SmartArt tab of the ribbon, in the Insert SmartArt Graphic group, select at the type of graphic you want (List, Process, etc.), and then select a layout.
3. Enter your text by doing one of the following:

- Click [Text] in the Text pane, and then type your text.
- Copy text from another location or program, click [Text] in the Text pane, and then paste your text.

Notes:

- If the Text pane is not visible, click the editor control on the left side of the SmartArt graphic.
- To add text, like a title, in an arbitrary position close to or on top of your SmartArt graphic, on the Insert tab, in the Text group, click Text Box to insert a text box. If you want only the text in your text box to appear, right-click your text box, click Format Shape or Format Text Box, and then set the text box to have no background color and no border.
- Click in a box in the SmartArt graphic, and then type your text. For best results, use this option after you add all of the boxes that you want.

Add or delete shapes in your SmartArt graphic

1. Click the SmartArt graphic that you want to add another shape to.
2. Control-click the existing shape that is located closest to where you want to add the new shape.
3. On the shortcut menu, point at Add Shape, and then select the insertion option you want:
 - To insert a shape after the selected shape, click Add Shape After.
 - To insert a shape before the selected shape, click Add Shape Before.

Notes:

- To add a shape while using the Text pane, click an existing shape, move your cursor before or after the text where you want to add the shape, and then press ENTER.
- To delete a shape from your SmartArt graphic, click the shape you want to delete, and then press DELETE. To delete your entire SmartArt graphic, click the border of your SmartArt graphic, and then press DELETE.

- o To add a shape like a callout or a line, see Add shapes.

Change the colors of an entire SmartArt graphic

You can apply color variations that are derived from the theme colors to the shapes in your SmartArt graphic.

1. Click your SmartArt graphic.
2. On the SmartArt tab, in the SmartArt Graphic Styles group, click Colors.
3. Click the color variation that you want.

Apply a SmartArt Style to a SmartArt graphic

A SmartArt Style is a combination of various effects, such as line style, bevel, or 3-D, that you can apply to the shapes in your SmartArt graphic to create a unique and professionally designed look.

1. Click your SmartArt graphic.
2. On the SmartArt tab, in the SmartArt Graphic Styles group, click the SmartArt Style that you want.

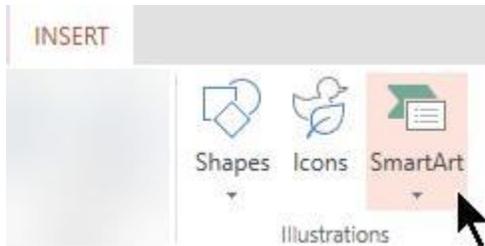
To see more SmartArt Styles, click the More button.



In PowerPoint for the web, you can add and edit SmartArt graphics.

Insert a SmartArt graphic and add text to it

1. On the Insert tab, select SmartArt.



2. On the dropdown menu, select the layout that you want.

The graphic is inserted on your slide. A text editor appears on the left of the graphic. Each bullet item in the editor corresponds to one item in the graphic.



3. To enter text, click next to a bullet in the Text editor, and then type your text, or paste text that you've copied from elsewhere.

Add or delete shapes in your SmartArt graphic

You add shapes in the Text editor by pressing the Enter key to add another bullet item.

You delete shapes in the Text editor by backspacing over the bullet item that you want to remove.

Change the colors of an entire SmartArt graphic

You can apply color variations (which are derived from the presentation's theme colors) to the shapes in your SmartArt graphic.

1. Click your SmartArt graphic.
2. On the Ribbon, under SmartArt Tools, select Change Colors.

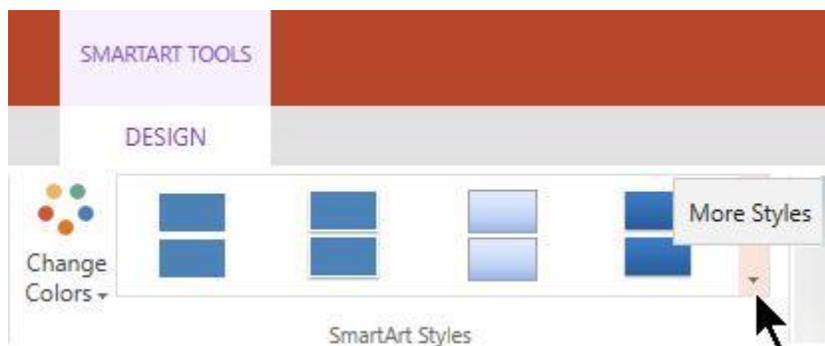


3. On the menu that appears, select the color variation you want.

Apply a SmartArt Style to a graphic

A SmartArt Style is a combination of effects, such as line style, bevel, or 3-D, that you can apply to the shapes in your SmartArt graphic to create a professional look.

1. Click your SmartArt graphic.
2. On the Ribbon, under SmartArt Tools, select Styles.



3. On the menu that appears, select the style you want.

Point your mouse at any option to see a description name for the option.

Reverse the order of the shapes in a graphic

By default, the shapes in a graphic are ordered from left to right (or clockwise, if the graphic is circular).

To reverse the order of the shapes:

1. Select the graphic.
2. On the Ribbon, under SmartArt Tools, select Right to Left.

Change the list level of an item

The Text pane works like an outline or a bulleted list that maps information directly to your SmartArt graphic. Each SmartArt graphic defines its own mapping between the bullets in the Text editor and the set of shapes in the SmartArt graphic.

To indent a line in the Text pane, select the line that you want to indent, and then under SmartArt Tools, on the Design tab, click Demote.

To decrease the list level, select the line that you want to indent, and then click Promote (or press Shift+Tab).

Tips

- To resize your entire SmartArt graphic, click the border of your SmartArt graphic, and then drag the sizing handles in or out until your SmartArt graphic is the size that you want.
- In PowerPoint on Windows or macOS, if you already have text on a slide, you can convert slide text to a SmartArt graphic.

Adding Video, Audio & Animation to Slides
Adding Audio to Slides

Add or delete audio in your PowerPoint presentation **Add audio from your PC**

1. Select Insert > Audio.
2. Select Audio on My PC.
3. In the Insert Audio dialog box, select the audio file you want to add.
4. Select Insert.

Record audio

1. Select Insert > Audio.
2. Select Record Audio.
3. Type in a name for your audio file, select Record, and then speak.

Note: Your device must have a microphone enabled in order to record audio.

4. To review your recording, select Stop and then select Play.
5. Select Record to re-record your clip, or select OK if you're satisfied.
6. To move your clip, select and drag the audio icon to where you want it on the slide.

If you're using more than one audio file per slide, we recommend putting the audio icon in the same spot on a slide to find it easily.

7. Select Play.

Change playback options

Select the audio icon and then select the Audio Tools Playback tab. Then select which options you'd like to use:

- To trim the audio, select Trim and then use the red and green sliders to trim the audio file accordingly.
- To fade in or fade out audio, change the number in the Fade Duration boxes.
- To adjust volume, select Volume and select the setting you prefer.
- To choose how the audio file starts, select the dropdown arrow and select an option:
In Click Sequence: Plays the audio file automatically with a click.

Automatically: Plays automatically once you advance to the slide that the audio file is on.

When Clicked On: Plays audio only when the icon is clicked on.

- To choose how the audio plays in your presentation, select an option:

Play Across Slides: Plays one audio file across all slides.

Loop until Stopped: Plays an audio file on loop until it's stopped manually by clicking the Play/Pause button.

- To have the audio play continuously across all slides in the background, select Play in Background.

Delete audio

To delete an audio clip, select the audio icon on the slide and press Delete.

Add, change, or remove transitions between slides

A slide transition is the visual effect that occurs when you move from one slide to the next during a presentation. You can control the speed, add sound, and customize the look of transition effects.

Add slide transitions to bring your presentation to life

1. Select the slide you want to add a transition to.
2. Select the Transitions tab and choose a transition. Select a transition to see a preview.
3. Select Effect Options to choose the direction and nature of the transition.
4. Select Preview to see what the transition looks like.

To remove a transition, select Transitions > None.

Adding Slide Animations

You can animate the text, pictures, shapes, tables, SmartArt graphics, and other objects in your PowerPoint presentation.

Effects can make an object appear, disappear, or move. They can change an object's size or color.

Add animations to text, pictures, shapes, and more in your presentation

1. Select the object or text you want to animate.
2. Select Animations and choose an animation.
3. Select Effect Options and choose an

effect. Manage animations and effects

There are different ways to start animations in your presentation:

- On Click: Start an animation when you click a slide.
- With Previous: Play an animation at the same time as the previous animation in your sequence.
- After Previous: Start an animation immediately after the previous one happens.
- Duration: Lengthen or shorten an effect.
- Delay: Add time before an effect runs.

1. Select an object or text with an animation.
2. Select Add Animation and choose one.

Change the order of animations

1. Select an animation marker.

2. Choose the option you want:

- Move Earlier: Make an animation appear earlier in the sequence.
- Move Later: Make an animation occur later in the

sequence. Add animation to grouped objects

You can add an animation to grouped objects, text, and more.

1. Press Ctrl and select the objects you want.
2. Select Format > Group > Group to group the objects together.
3. Select Animations and choose an animation.

Use the Morph transition

The Morph transition allows you to animate smooth movement from one slide to the next. This video describes the concept and how to use the Morph transition, all in 90 seconds.

You can apply the Morph transition to slides to create the appearance of movement in a wide range of things—text, shapes, pictures, SmartArt graphics, WordArt, and charts.

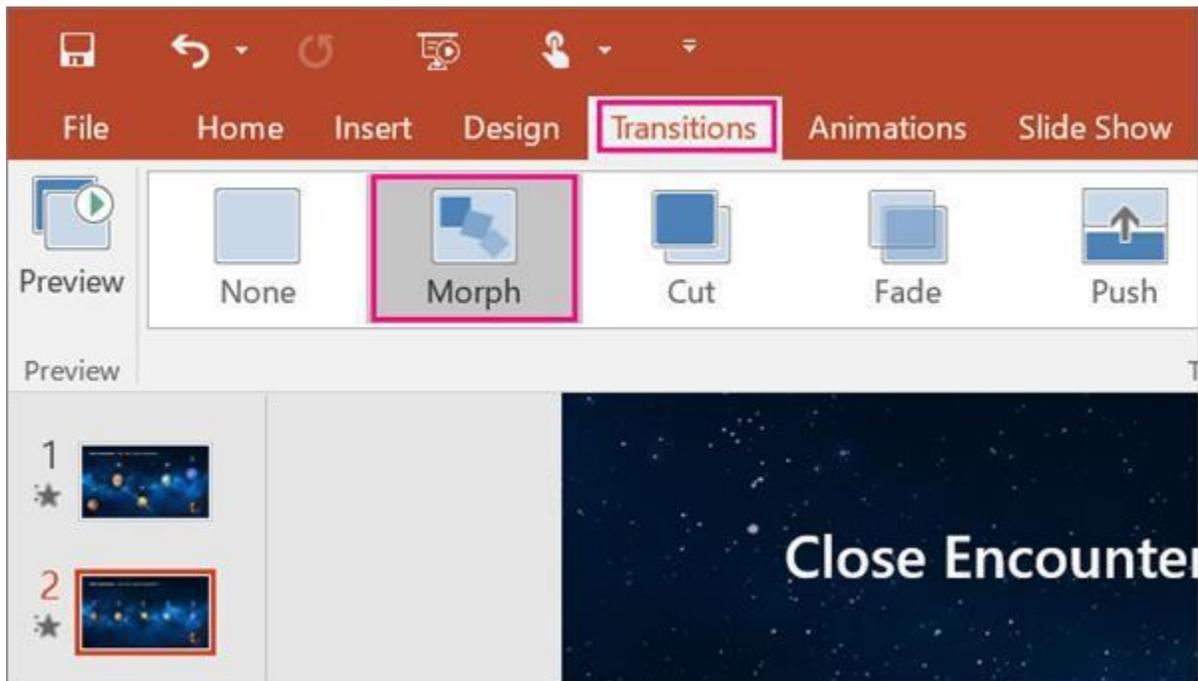
Note: Morph is available if you have an Office 365 subscription or are using PowerPoint 2019. For Office 365 subscribers using PowerPoint for the web, Morph is available when you are using files stored in OneDrive for Business or SharePoint Online.

How to set up a Morph transition

To use the Morph transition effectively, you'll need to have two slides with at least one object in common—the easiest way is to duplicate the slide and then move the object on the second slide to a different place, or copy and paste the object from one slide and add it to the next. Then, apply the Morph transition to the second slide to see what Morph can do to automatically animate and move your object. Here's how:

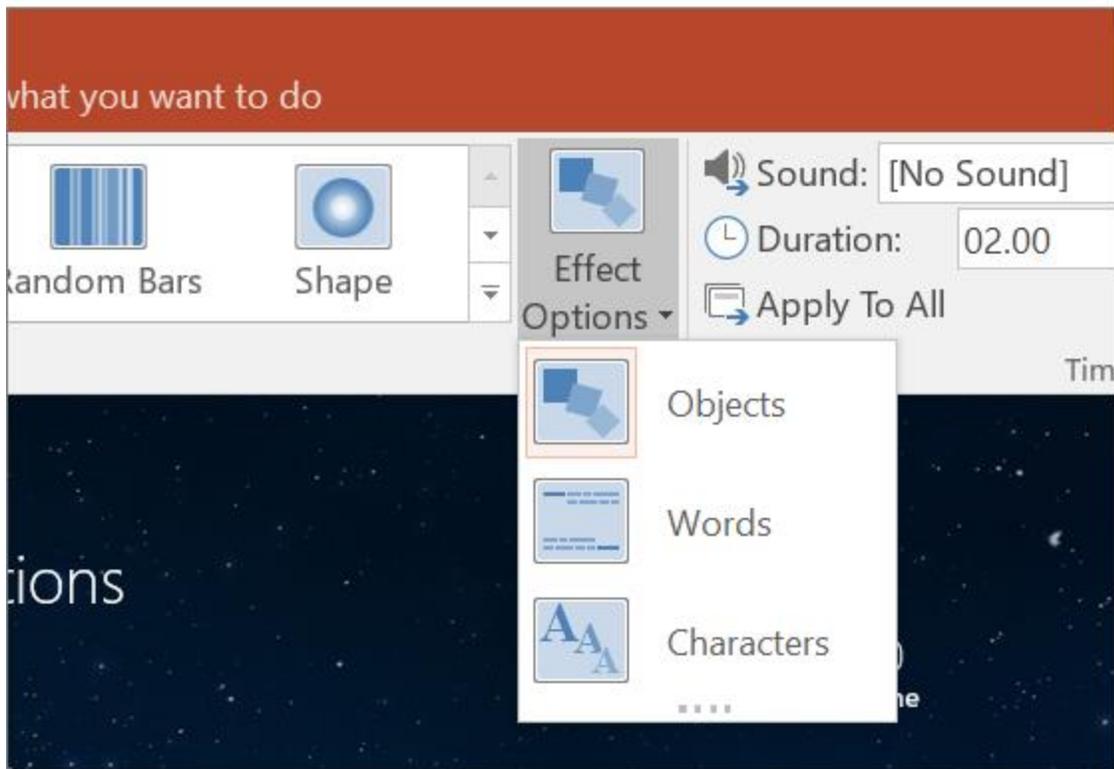
1. In the Thumbnail pane on the left side, click the slide that you want to apply a transition to, which should be the second slide you added the object, picture, or words you'd like to apply the morph effect to.

2. On the Transitions tab, select Morph.



Note: In PowerPoint for Android, select Transitions > Transition Effects > Morph.

3. Select Transitions > Effect Options to choose just how you'd like the Morph transition to work.



You can move objects around on the slide, change colors, move words and characters around, and much more.

4. Click Preview to see the Morph transition in action.



Here's an example of how the Morph transition can seamlessly animate objects across slides.

This is the original slide:



This is the second slide with the same objects after the Morph transition has been applied. The planets moved without needing individual motion paths or animations to be applied to them.



Requirements

To create Morph transitions, you need PowerPoint for the web, PowerPoint 2019 or PowerPoint for Office 365. Other versions of PowerPoint (as listed below) can play Morph transitions but can't create them. We encourage you to get an Office 365 subscription to stay up to date with the latest Office features, including Morph.

Record your screen in PowerPoint

PowerPoint for Office 365 PowerPoint 2019 PowerPoint 2016 PowerPoint 2013

You can record your computer screen and related audio, and then embed it in your PowerPoint slide—or you can save it as a separate file.

- To record and listen to audio associated with your screen recording, you'll need a sound card, microphone, and speakers.
- Make sure there's enough disk space on your local drive to record and save your screen recording.

Record from your computer screen and embed the recording in PowerPoint

Newer versionsOffice 2013

1. Open the slide that you want to put the screen recording on.
2. On the Insert tab of the ribbon, select Screen Recording.



3. On the Control Dock, click Select Area (Windows logo key+Shift+A), or, if you want to select the entire screen for recording, press Windows logo key+Shift+F.



(The Windows logo key+Shift+F keyboard shortcut is only available if you have an Office 2016 Click-to-Run installation; MSI-based installations don't have the shortcut. Additionally, the minimum required version of Office for the shortcut is 16.0.7571.2072.)

The minimum size area you can record is 64x64 pixels.

If you have opted to select an area, you see the cross-haired cursor . Click and drag to select the area of the screen you want to record. (If you have already done a screen recording during your current PowerPoint session, your prior area selection will appear on the screen. You can proceed with recording if that selection area suits you, or you can click Select Area to start over.)

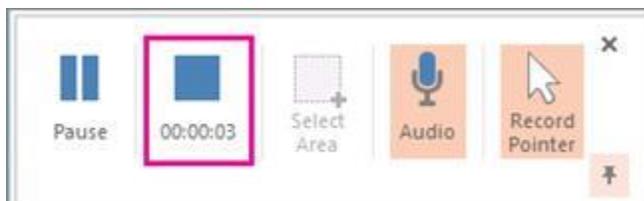
Tip: PowerPoint automatically records the audio and the mouse pointer, so by default those options are selected on the control dock. To turn them off, deselect Audio (Windows logo key+Shift+U) and Record Pointer (Windows logo key+Shift+O).

4. Click Record (Windows logo key+Shift+R).

Tip: Unless you pin the Control Dock to the screen, it will slide up into the margin while you record. To make the unpinned Control Dock reappear, point the mouse cursor at the top of the screen.

5. To control your recording:

- o Click Pause to temporarily stop the recording (Windows logo key+Shift+R).
- o Click Record to resume recording (Windows logo key+Shift+R).
- o Click Stop to end your recording (Windows logo key+Shift+Q) (shown below).



6. When you are finished recording, save your presentation: File > Save. The recording is now embedded on the slide you selected in step 2.

To save the recording itself as a separate file on your computer, right-click the picture on the slide that represents the recording, and select Save Media as. In the Save Media As dialog box, specify a file name and folder location, then click Save.

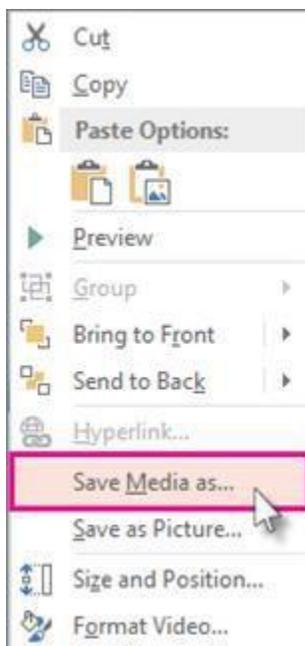
Save your screen recording as a separate file from PowerPoint

If you are using PowerPoint 2013, before you try to save your screen recording as a separate file, check to make sure you have installed all the required updates:

- Install version 15.0.4641.1001 or later for the Click-to-run version.
- Install both of these updates (KB2883051 and KB2883052) for all versions *except* Click-to-run.

Once you have installed the correct updates, you can save the video file. Here's how:

1. Right-click the video frame, and click Save Media as.

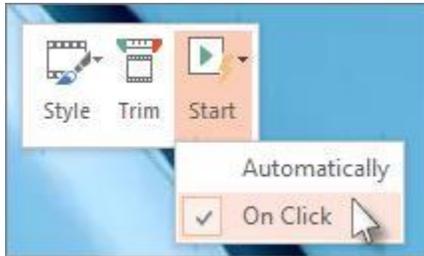


Tip: Ensure your disk has enough space to save the video file. Otherwise, you'll have to free up space and try again.

2. In the Save Media as box, choose a folder, and in the File name box, type a name.
3. Click Save.

Set your video 'Start' settings

Right-click the video frame, click Start, and pick how you want your video to start in your presentation; automatically when a slide appears, or when you click the mouse.



Trim your video

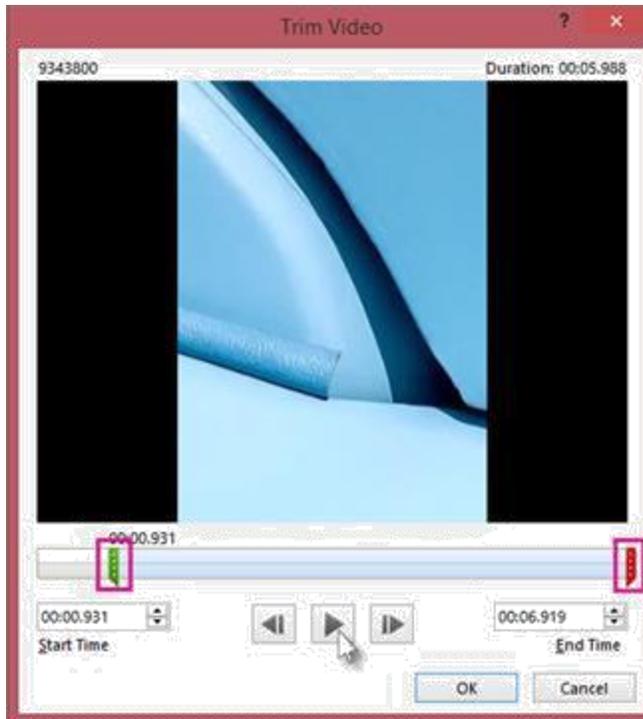
1. Right-click the video frame, and click Trim.



2. To determine where you want to trim your video footage, in the Trim Video box, click Play.
3. When you reach the point where you want to make the cut, click Pause.

Tip: Use the Next Frame and Previous Frame buttons to specify precise timing.

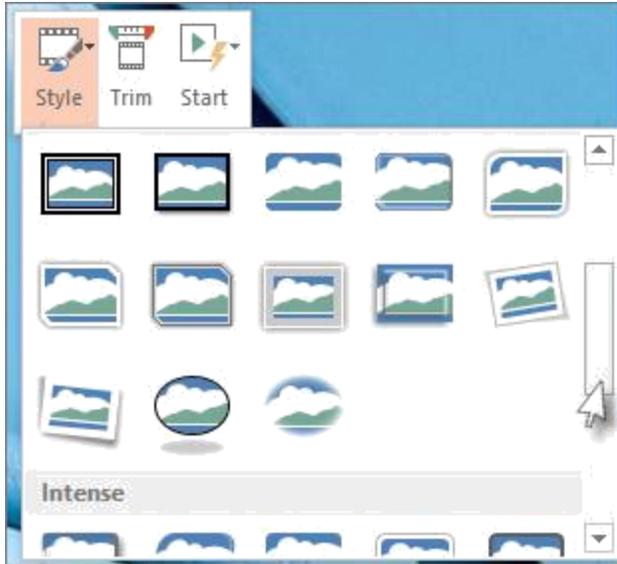
4. Do one or more of the following:
 - o To trim the beginning of the clip, click the start point (shown in the image below as a green marker). When you see the two-headed arrow, drag the arrow to the desired starting position for the video.



- To trim the end of the clip, click the end point (shown in the image above as a red marker). When you see the two-headed arrow, drag the arrow to the desired ending position for the video.

5. Click OK.

Apply a style to the video frame Right-click the video frame,
click Style, and pick a style you like.



Presenting the Presentation

Adding Speaker Notes

Add speaker notes to your slides

When you're creating a presentation, you can add speaker notes to refer to later while delivering the slide show in front of an audience.

During your presentation, the speaker notes are visible on your monitor, but aren't visible to the audience. So the Notes pane is the place to store talking points that you want to mention when you give your presentation.

Add speaker notes

1. Select Notes below the slide.
2. Type your notes.
3. Select Notes if you want to hide your speaker notes.

Office 365 subscribers can dictate their notes, rather than typing them. Just click in the Notes pane, then select Home > Dictate. Wait for the red dot to appear on the Dictate button, and then start talking. See Dictate your documents for more details.

Use Notes while you present

- In Presenter View, your Notes for each slide appear under the Next slide. Scroll to view all of them if necessary.
- Use the Make the text larger or Make the text smaller buttons to change the size of the Notes.