

PowerPoint Tutorial

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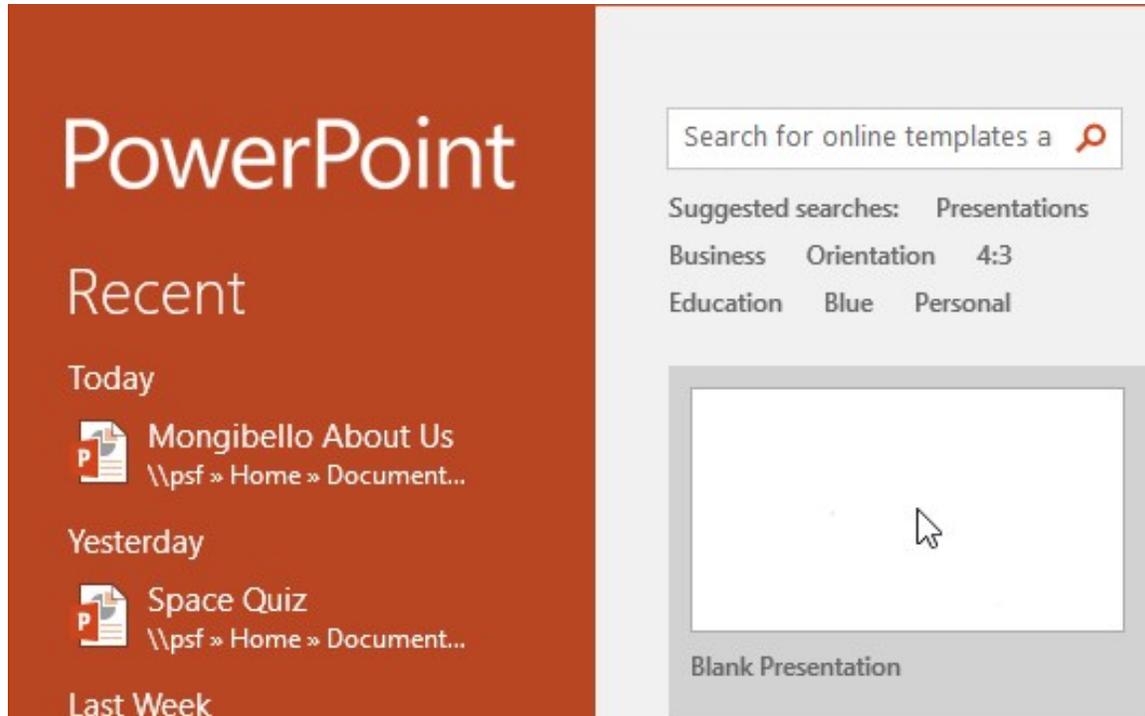
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Lesson 1: PowerPoint Basics

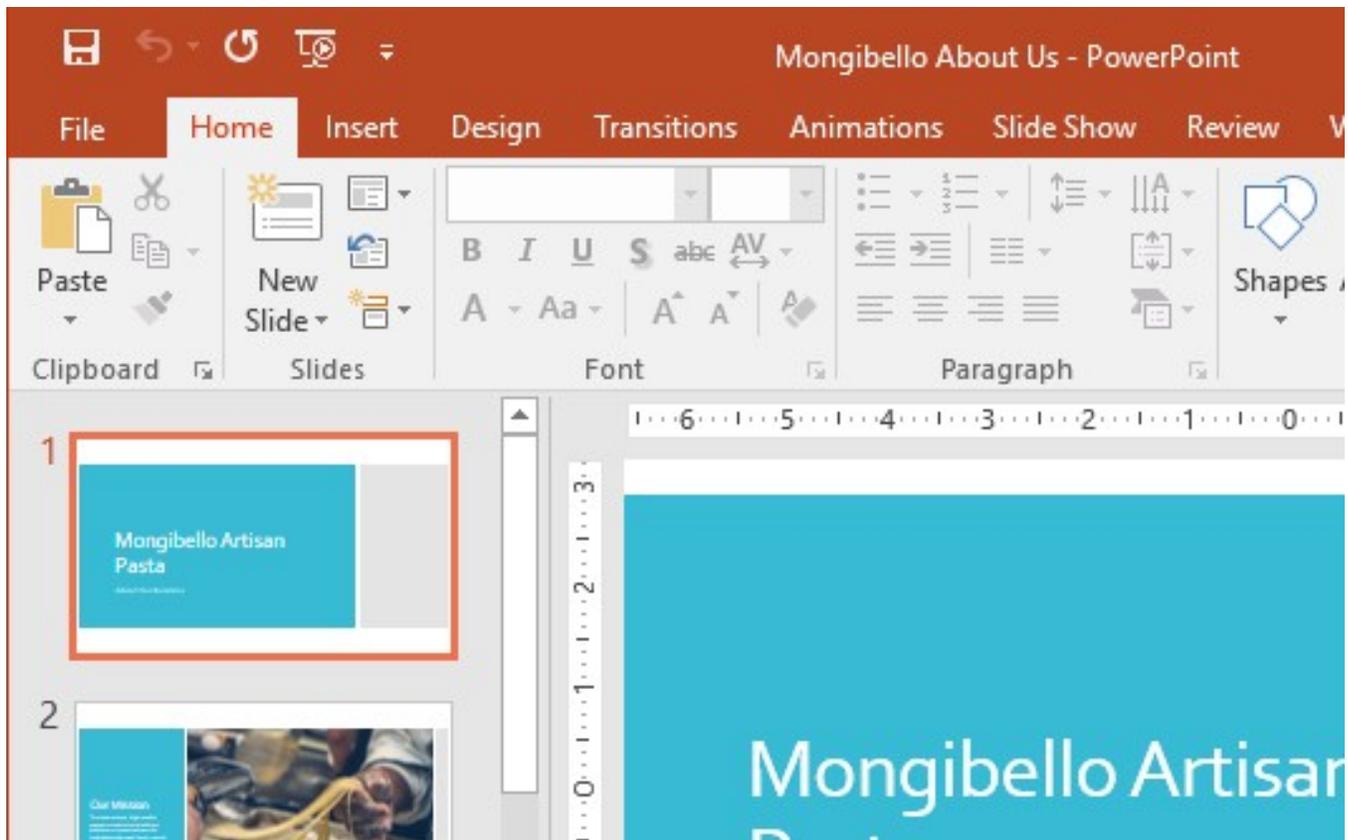
PowerPoint is a **presentation program** that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

The PowerPoint interface

When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**. From the **Start Screen**, locate and select **Blank Presentation** to access the PowerPoint interface.



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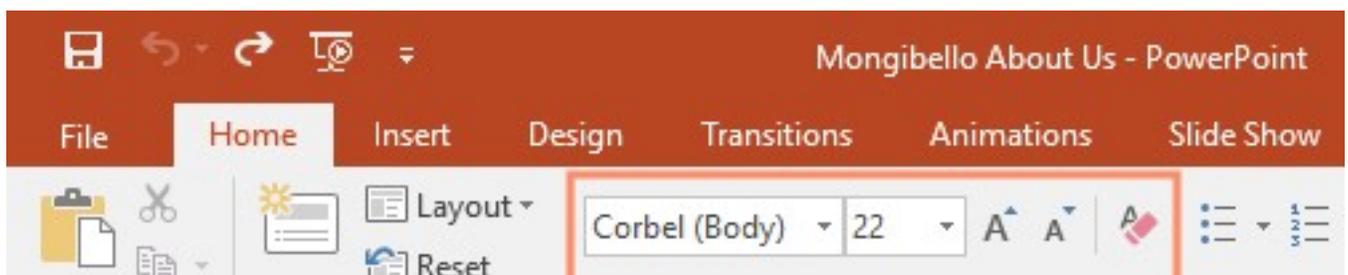


Working with the PowerPoint environment

The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in PowerPoint. **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.

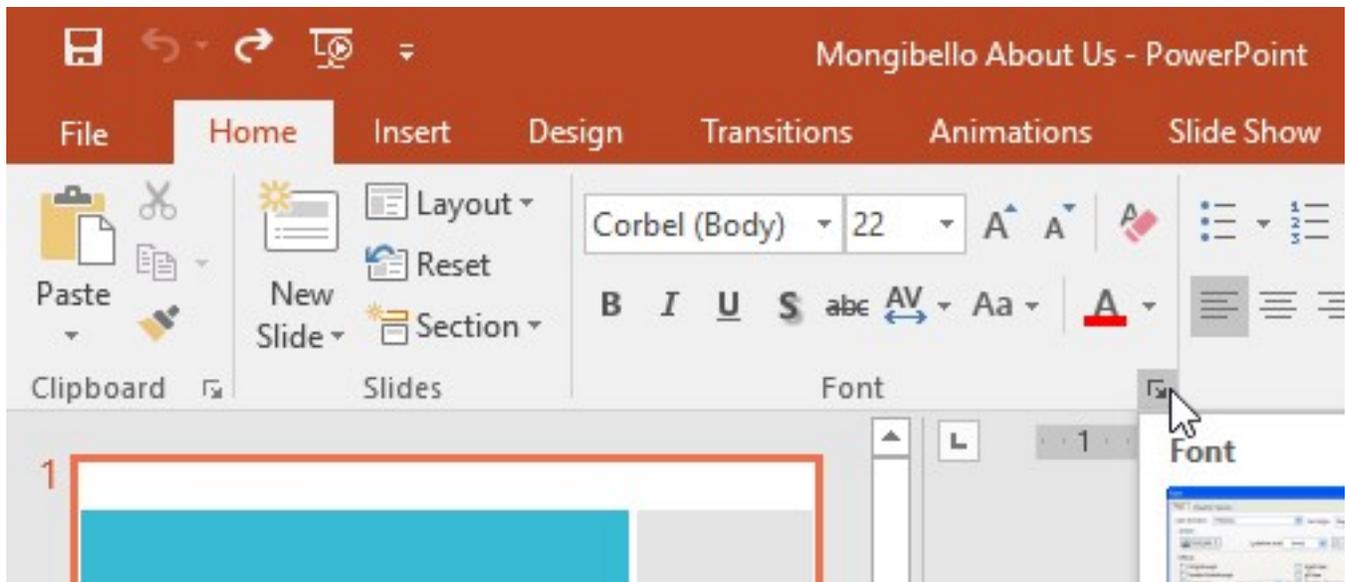
The Ribbon

PowerPoint uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, each with several **groups of commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.



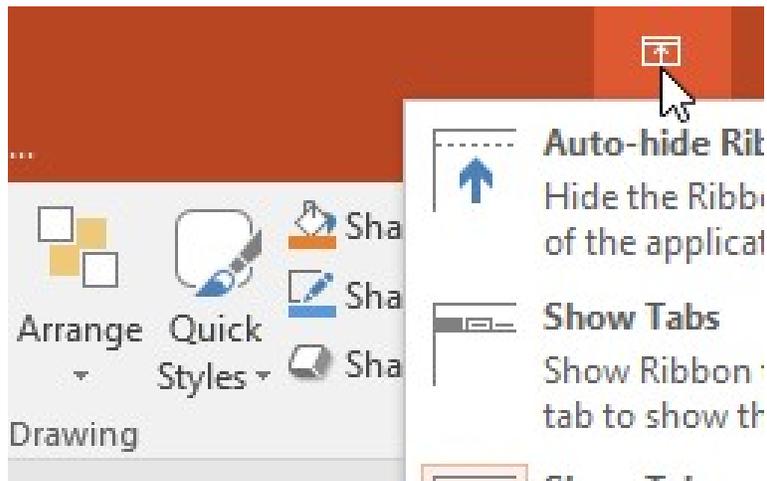
Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.

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Showing and hiding the Ribbon

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.

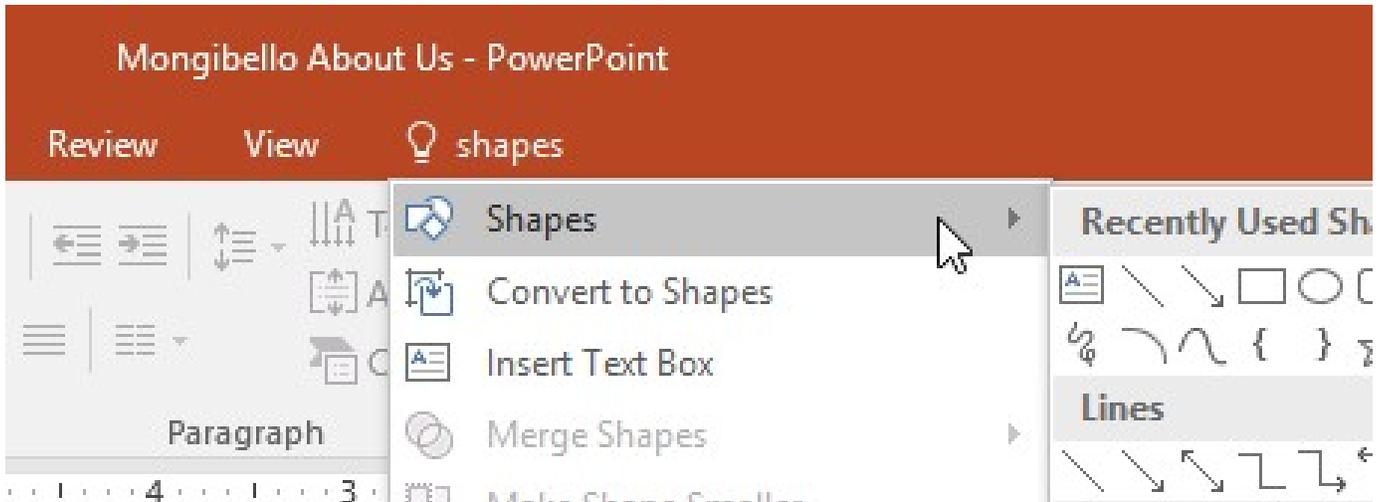


- **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open PowerPoint for the first time.

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Using the Tell me feature

If you're having trouble finding a command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.

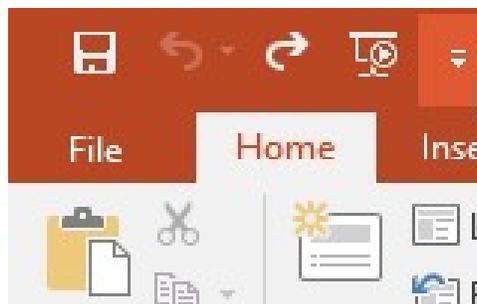


The Quick Access Toolbar

Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, **Redo**, and **Start From Beginning** commands. You can add other commands depending on your preference.

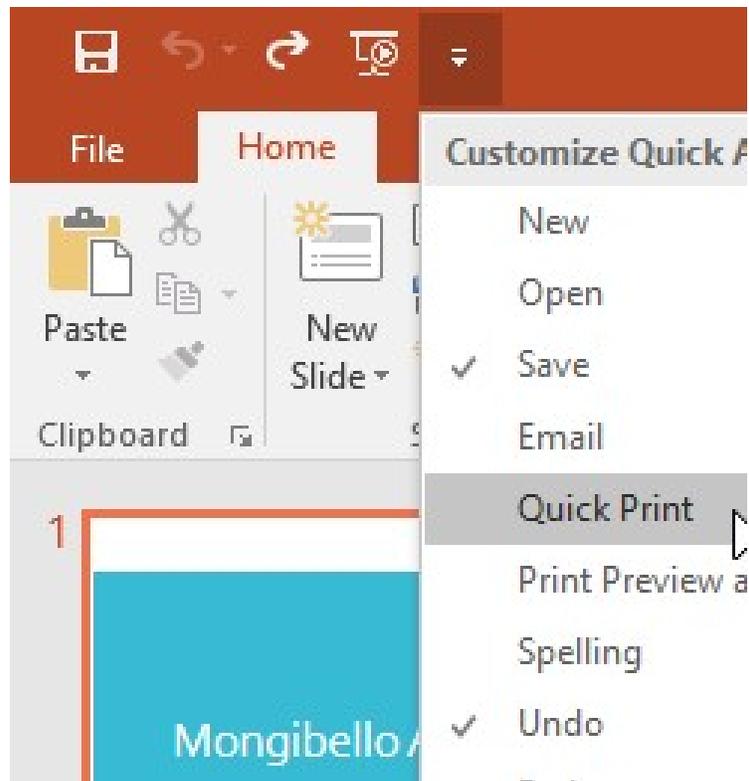
To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.

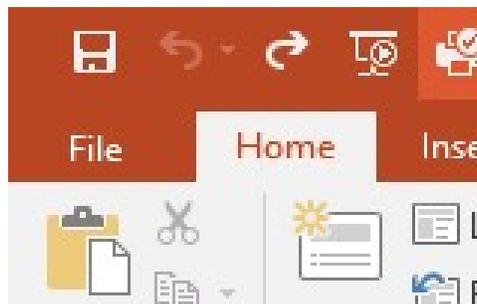


2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

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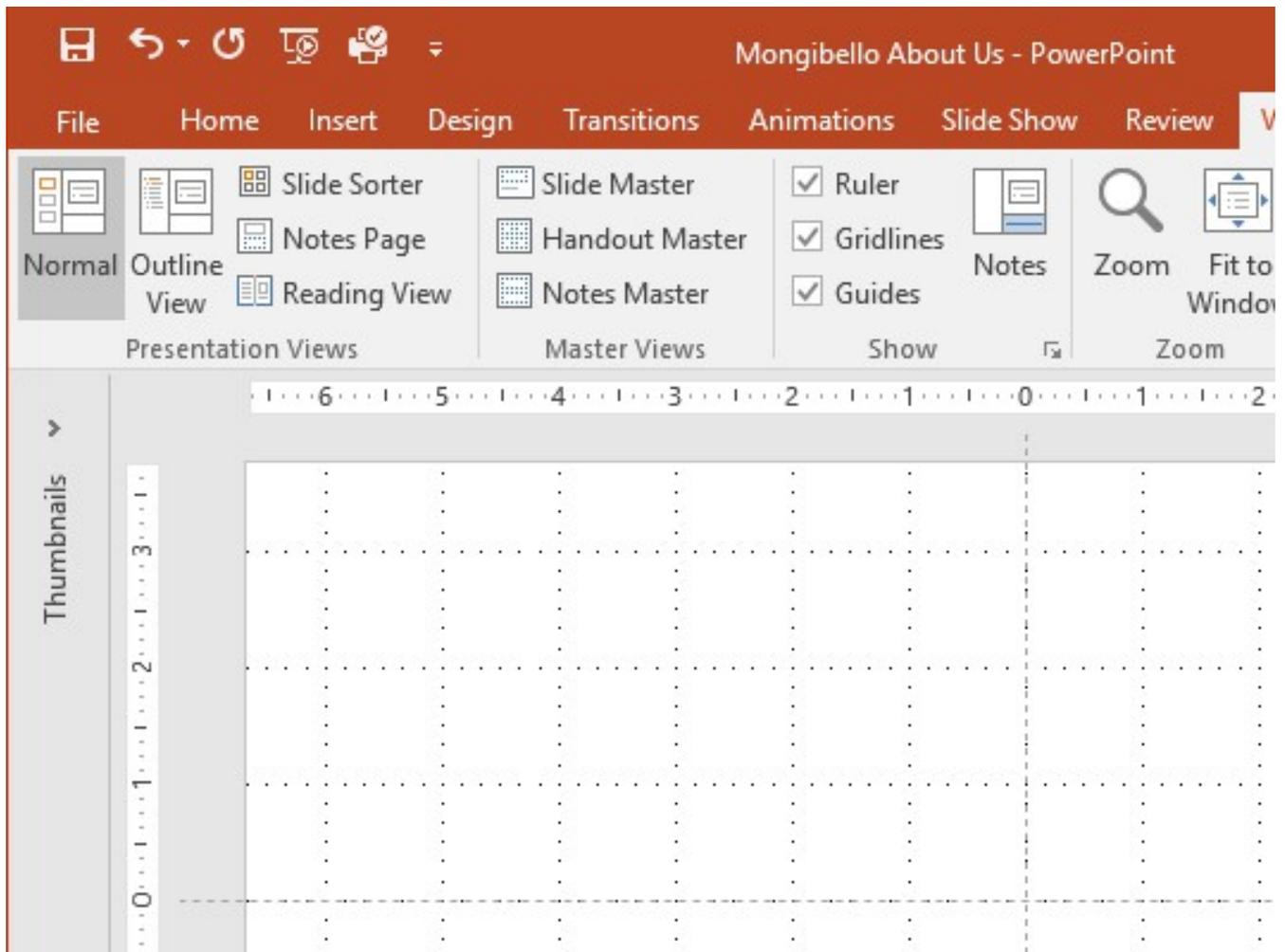
3. The command will be added to the Quick Access Toolbar.



The Ruler, guides, and gridlines

PowerPoint includes several tools to help organize and arrange content on your slides, including the **Ruler**, **guides**, and **gridlines**. These tools make it easier to **align objects** on your slides. Simply click the **checkboxes** in the **Show** group on the **View** tab to show and hide these tools.

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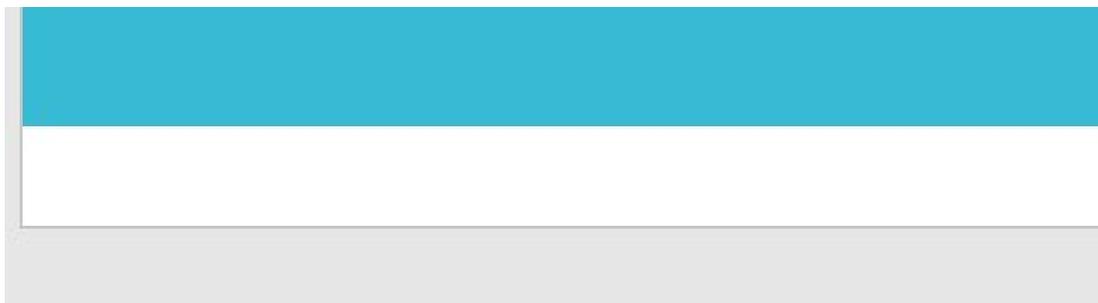


Zoom and other view options

PowerPoint has a variety of viewing options that change how your presentation is displayed. You can choose to view your presentation in **Normal** view, **Slide Sorter** view, **Reading** view, or **Slide Show** view. You can also **zoom in and out** to make your presentation easier to read.

Switching slide views

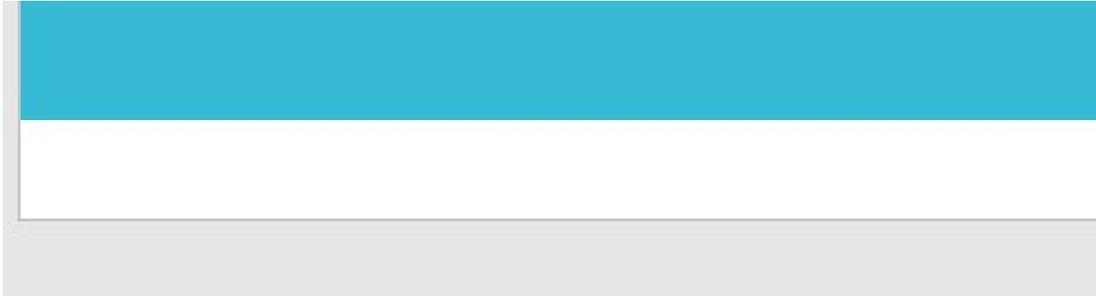
Switching between slide views is easy. Just locate and select the desired **slide view command** in the bottom-right corner of the PowerPoint window.



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Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the PowerPoint window. You can also select the + or - **commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.



Backstage view

Backstage view gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the **File** tab on the **Ribbon**.



Presentation1 - PowerPoint

Info

- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export



Protect Presentation ▾

Protect Presentation

Control what types of changes people can make to this presentation.



Check for Issues ▾

Inspect Presentation

Before publishing this file, be aware that it contains:

- Document properties and author's name
- Content that people with disabilities are unable to read

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Creating and Opening Presentations

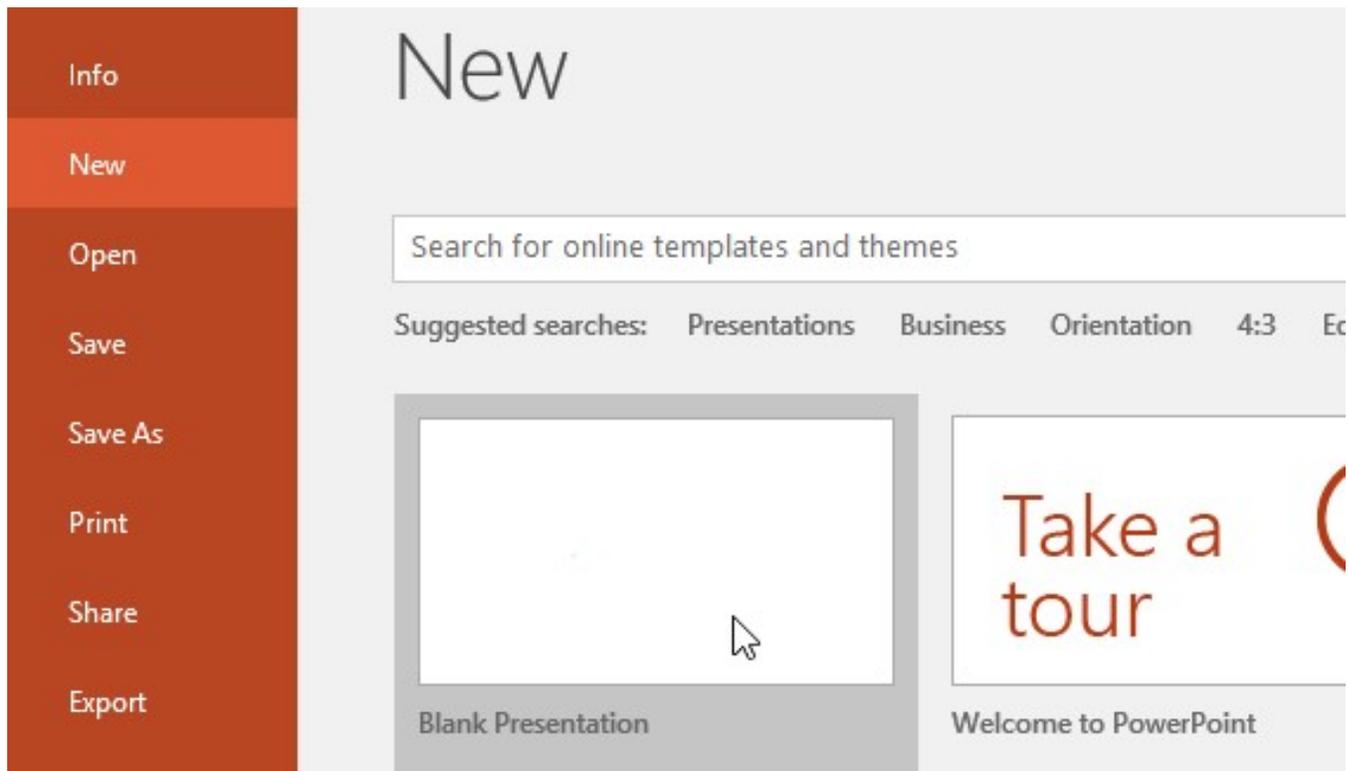
To create a new presentation:

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

1. Select the **File** tab to go to **Backstage view**.



2. Select **New** on the left side of the window, then click **Blank Presentation**.



3. A new presentation will appear.

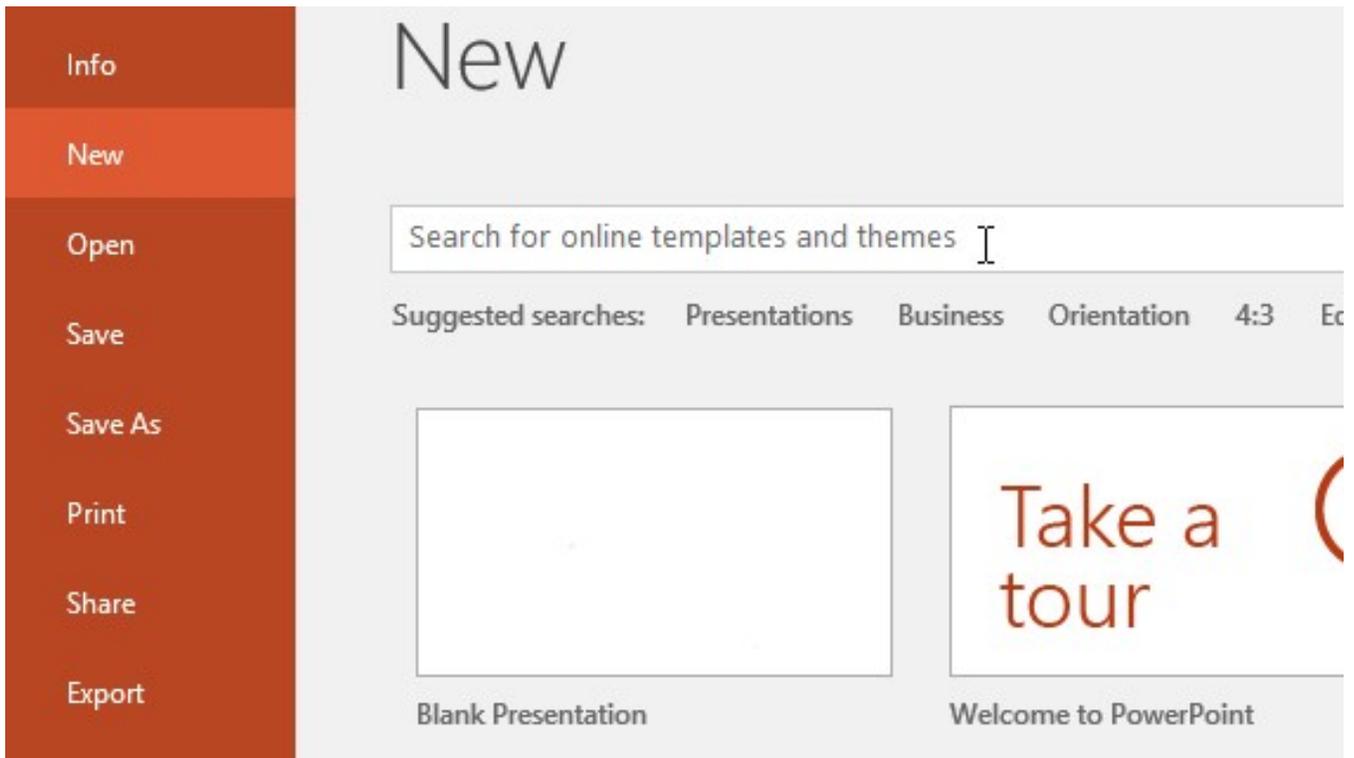
To create a new presentation from a template:

A **template** is a **predesigned presentation** you can use to create a new slide show quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

1. Click the **File** tab to access **Backstage view**, then select **New**.

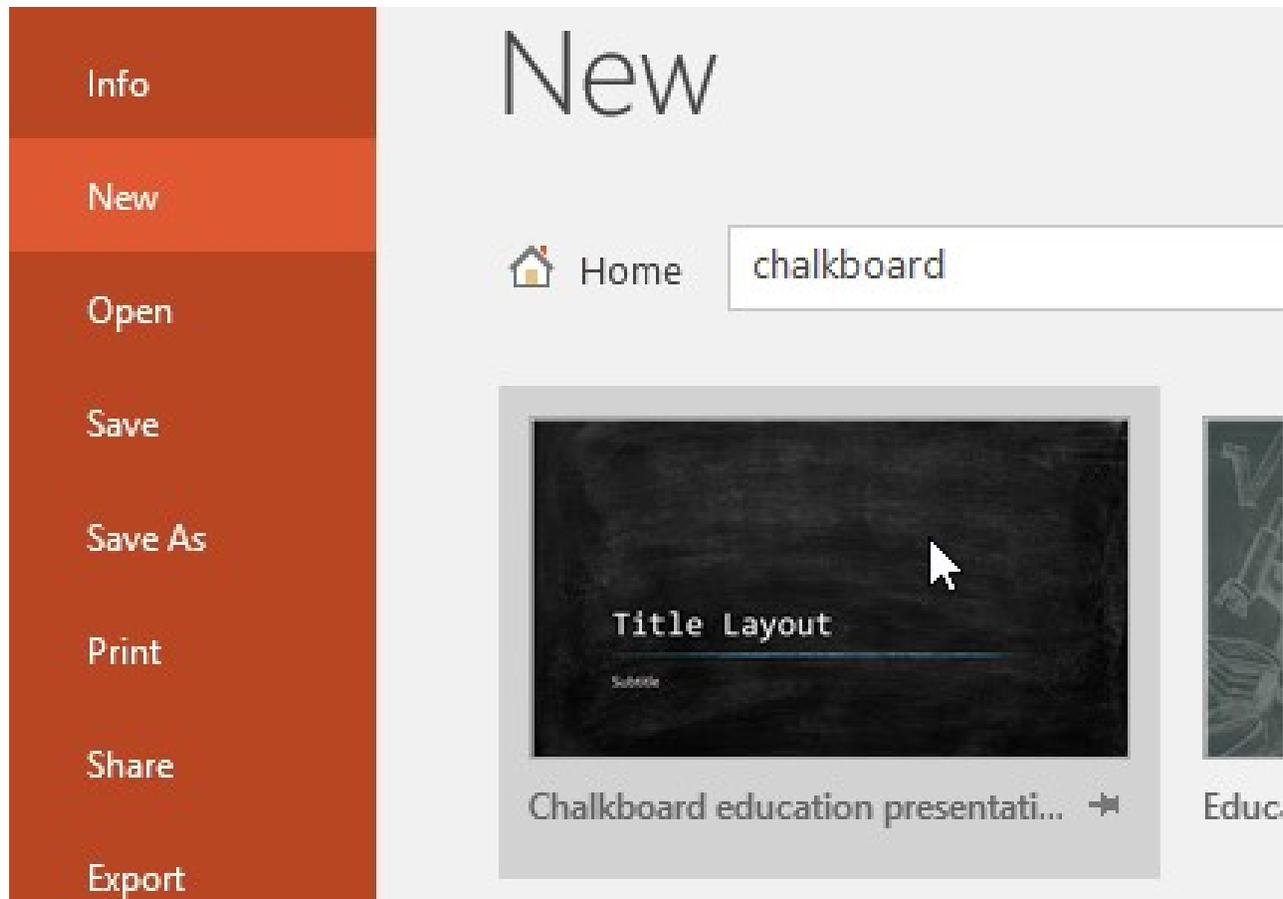
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2. You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for the keyword **chalkboard**.

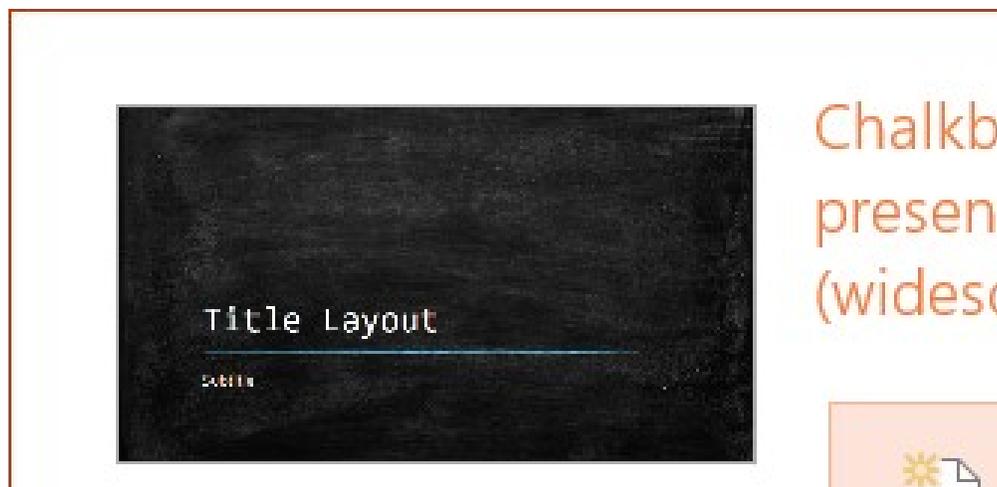


3. Select a **template** to review it.

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4. A **preview** of the template will appear, along with **additional information** on how the template can be used.
5. Click **Create** to use the selected template.



6. A new presentation will appear with the **selected template**.

It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.

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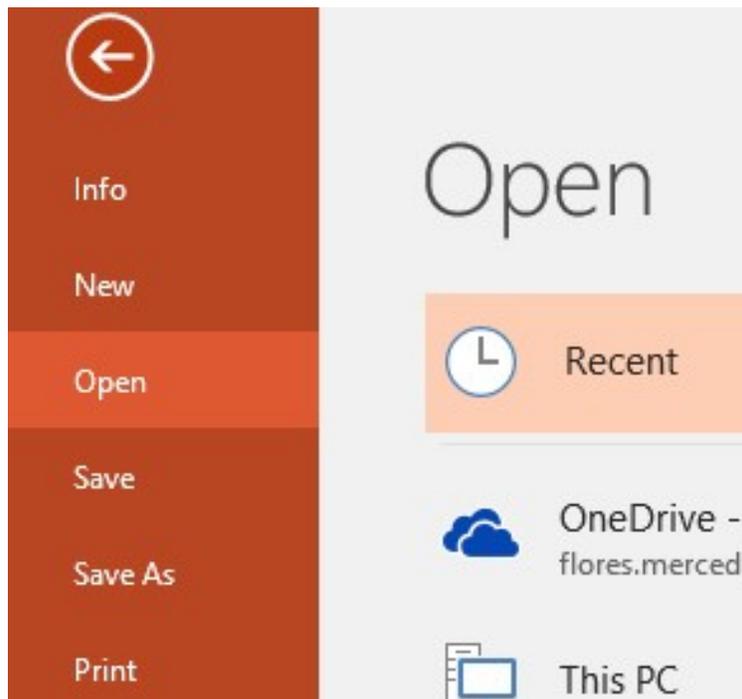
To open an existing presentation:

In addition to creating new presentations, you'll often need to open a presentation that was previously saved. To learn more about saving presentations, review our lesson on [Saving Presentations](#).

1. Select the **File** tab to go to **Backstage view**, then click **Open**.

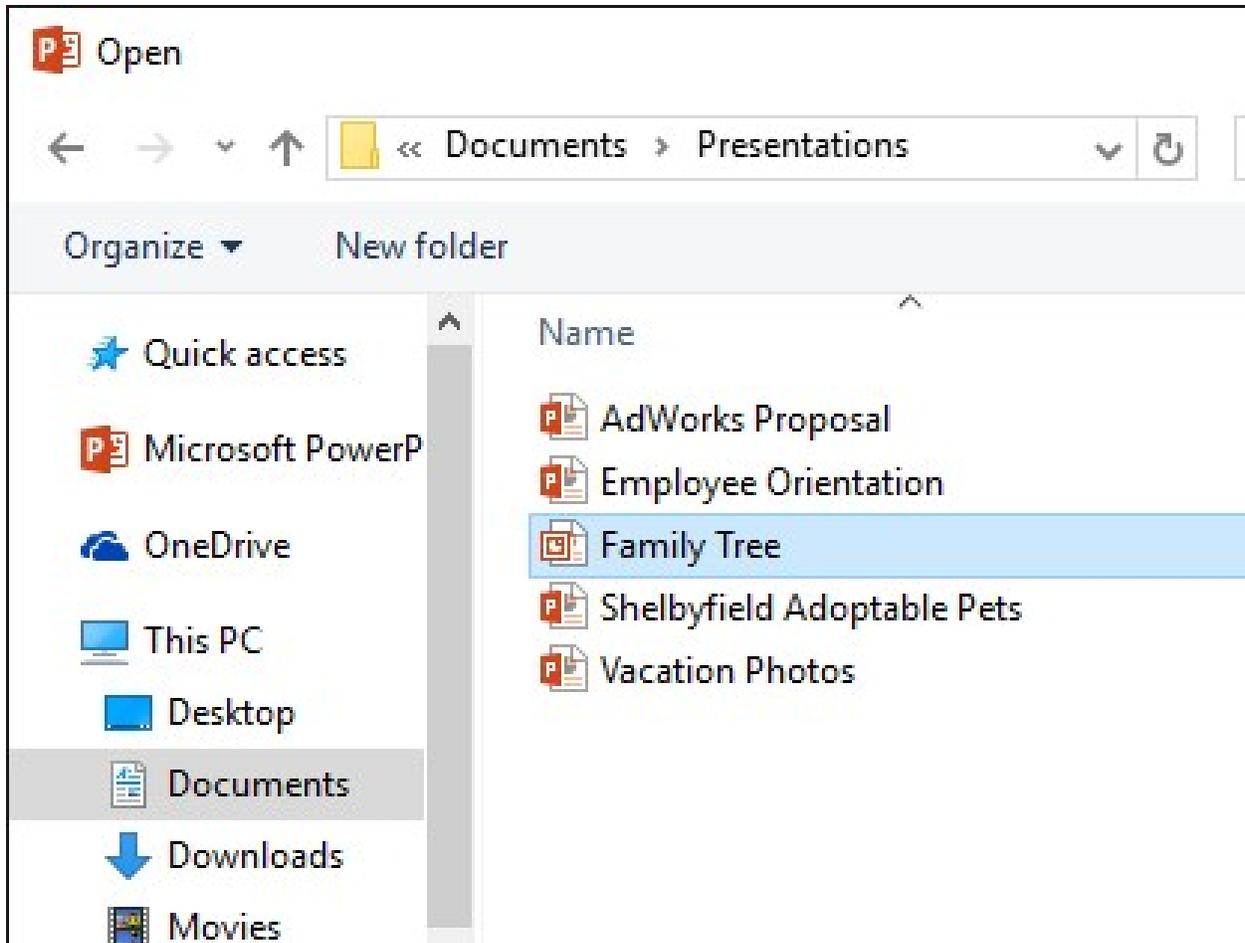


2. Click **Browse**. You can also choose **OneDrive** to open files stored on your OneDrive.



3. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.

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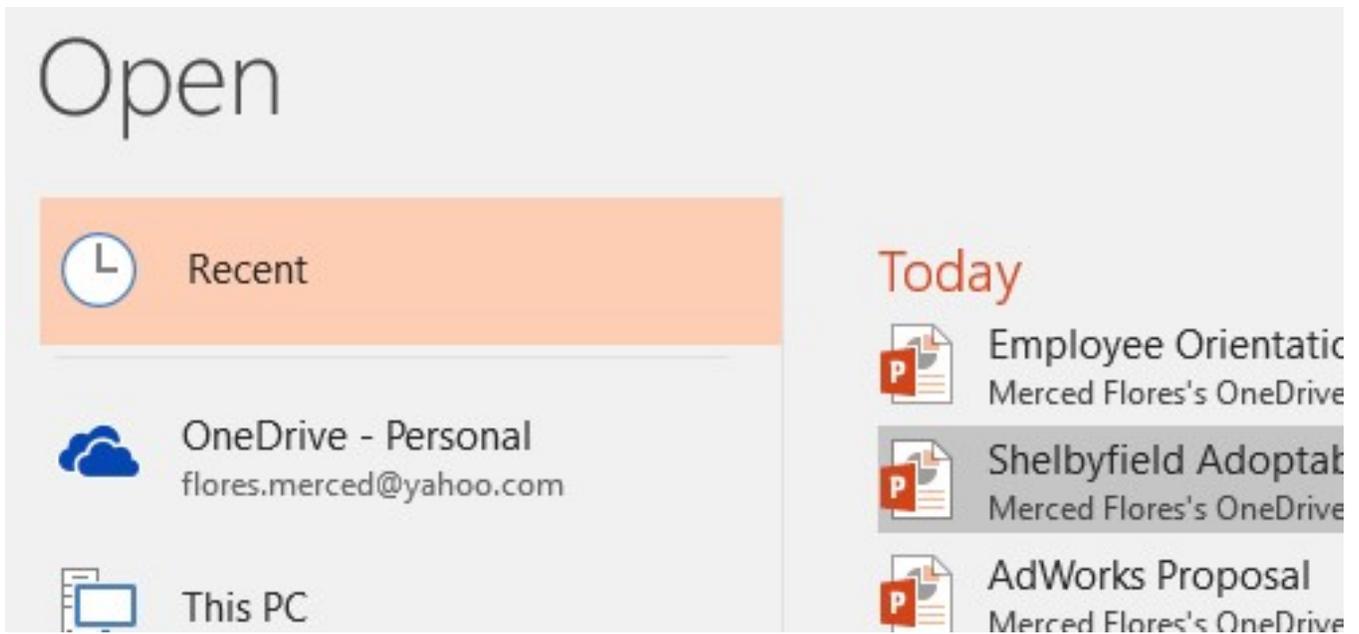
Most features in Microsoft Office, including PowerPoint, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to PowerPoint with your Microsoft account. Review our lesson on [Understanding OneDrive](#) to learn more.

To pin a presentation:

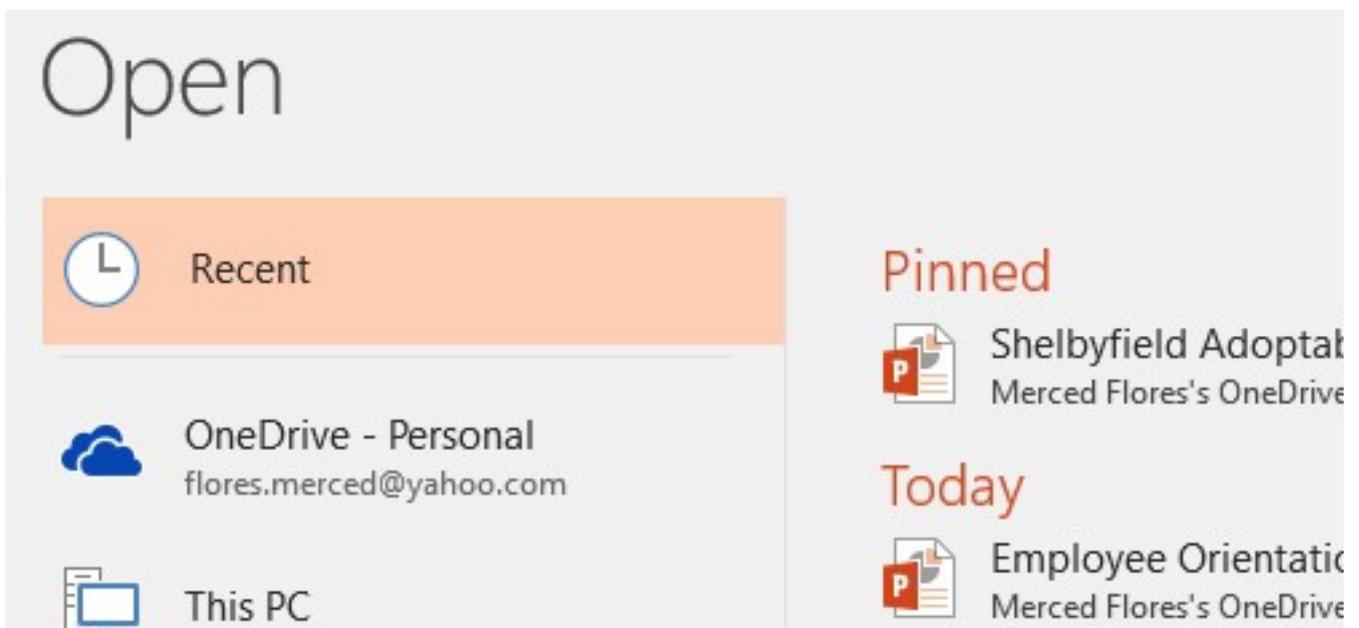
If you frequently work with the **same presentation**, you can **pin it** to Backstage view for easy access.

1. Select the **File** tab to go to **Backstage view**, then click **Open**. Your **Recent Presentations** will appear.
2. Hover the mouse over the **presentation** you want to pin, then click the **pushpin icon**.

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3. The presentation will stay in the **Recent presentations** list until it is unpinned. To **unpin** a presentation, click the pushpin icon again.



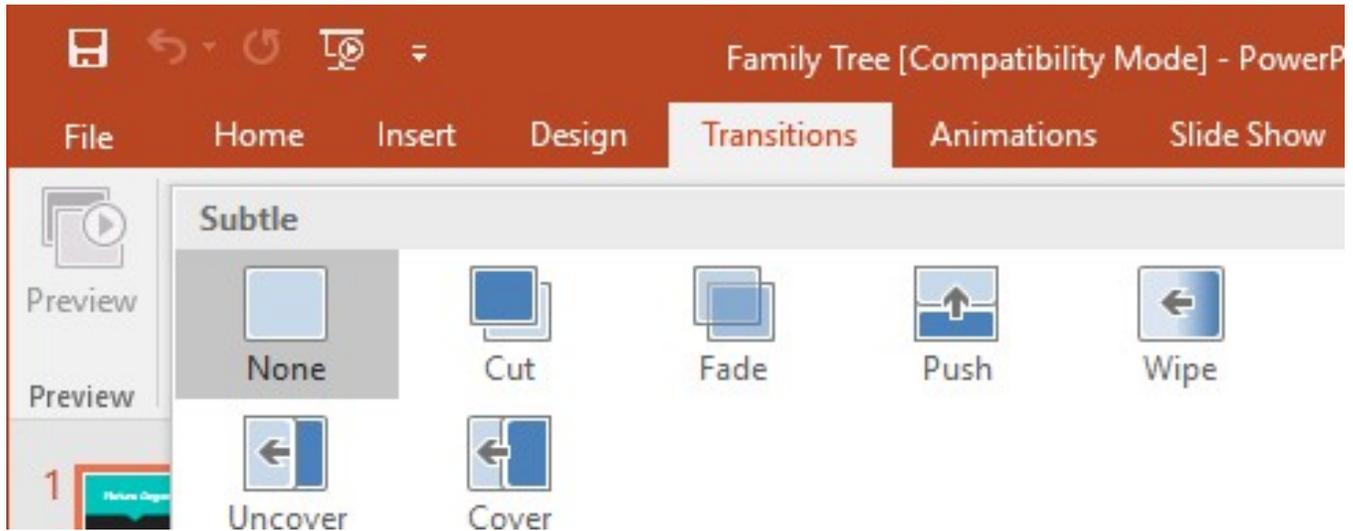
Compatibility Mode

Sometimes you may need to work with presentations that were created in earlier versions of PowerPoint, like PowerPoint 2003 or PowerPoint 2000. When you open these types of presentations, they will appear in **Compatibility Mode**.

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Compatibility Mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the presentation. For example, if you open a presentation created in PowerPoint 2003, you can only use tabs and commands found in PowerPoint 2003.

In the image below, you can see at the top of the window that the presentation is in Compatibility Mode. This will disable some current PowerPoint features, including newer types of slide transitions.



To exit Compatibility Mode, you'll need to **convert** the presentation to the current version type. However, if you're collaborating with others who only have access to an earlier version of PowerPoint, it's best to leave the presentation in Compatibility Mode so the format will not change.

You can review this [support page](#) from Microsoft to learn more about which features are disabled in Compatibility Mode.

To convert a presentation:

If you want access to the newer features, you can **convert** the presentation to the current file format.

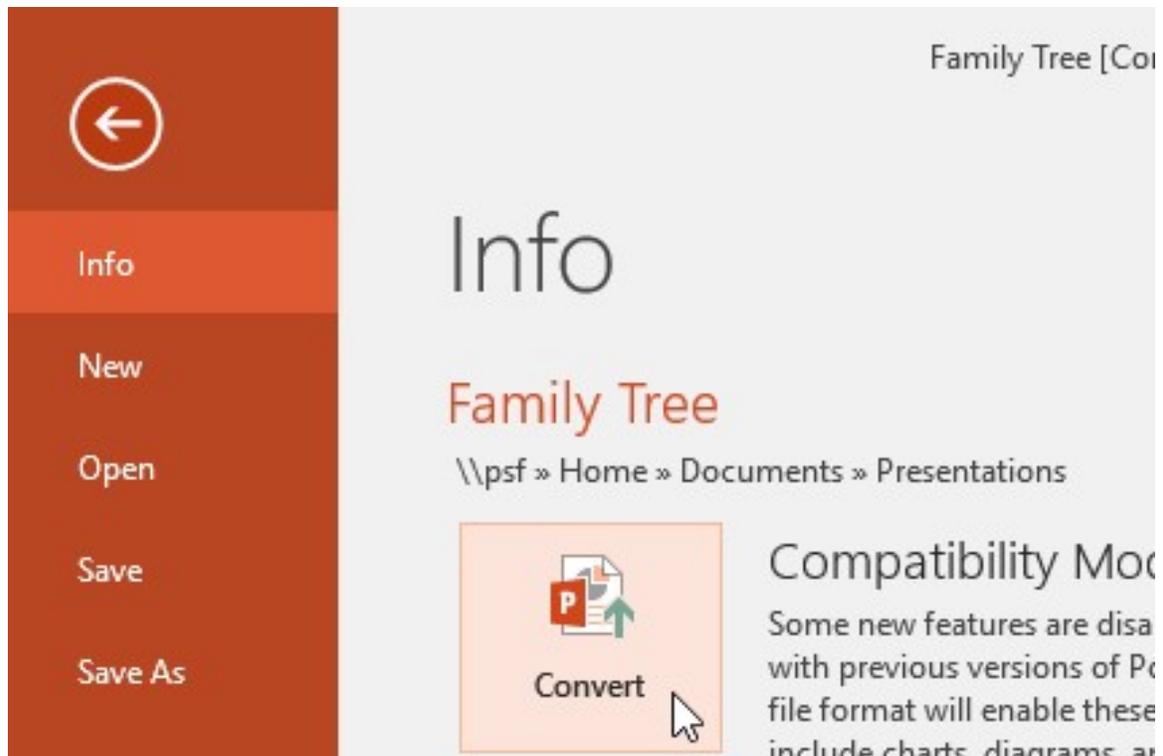
Note that converting a file may cause some changes to the **original layout** of the presentation.

1. Click the **File** tab to access Backstage view.



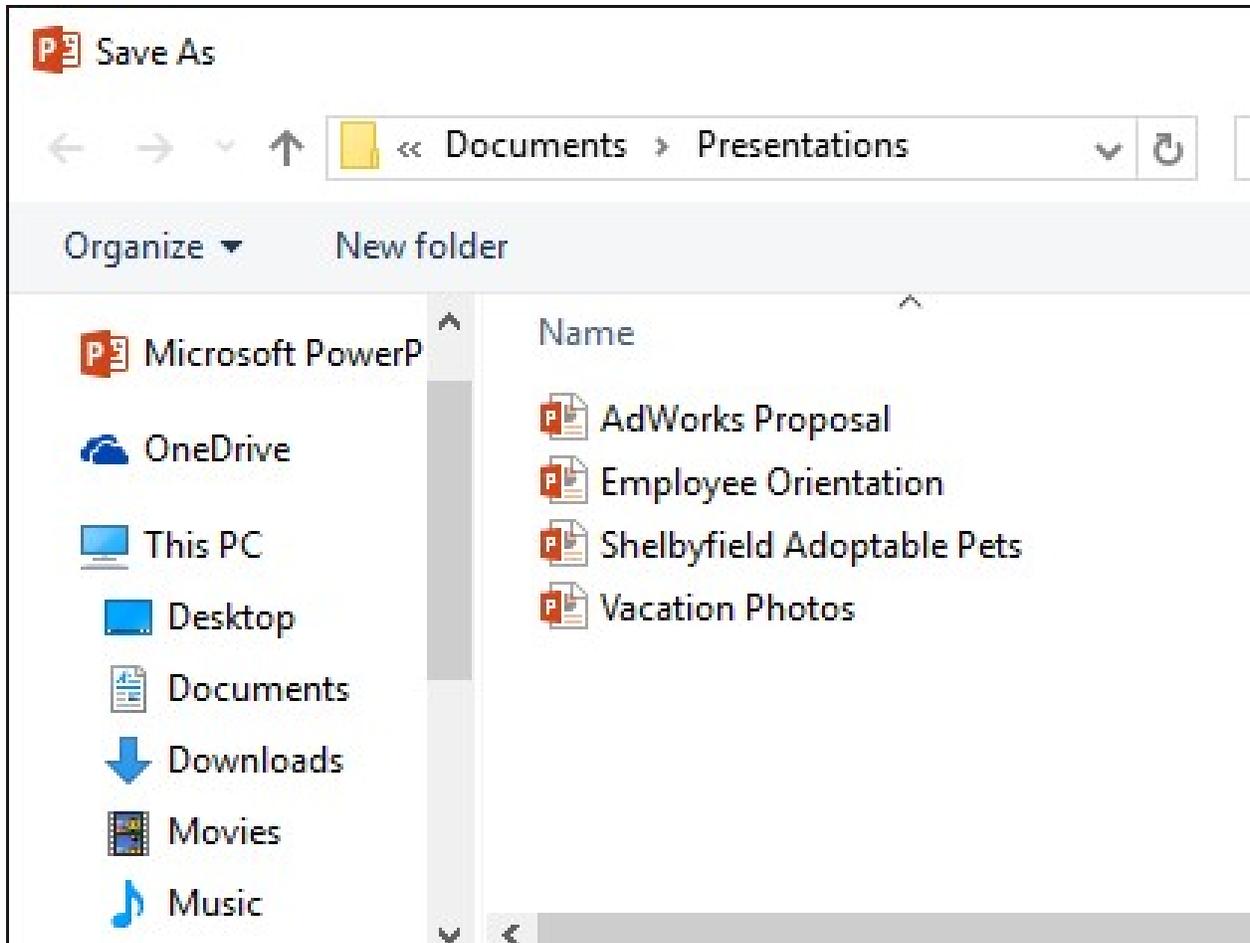
2. Locate and select the **Convert** command.

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3. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation, enter a **file name**, and click **Save**.

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4. The presentation will be converted to the newest file type.

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Saving Presentations

Save and Save As

PowerPoint offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

- **Save:** When you create or edit a presentation, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a presentation while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

To save a presentation:

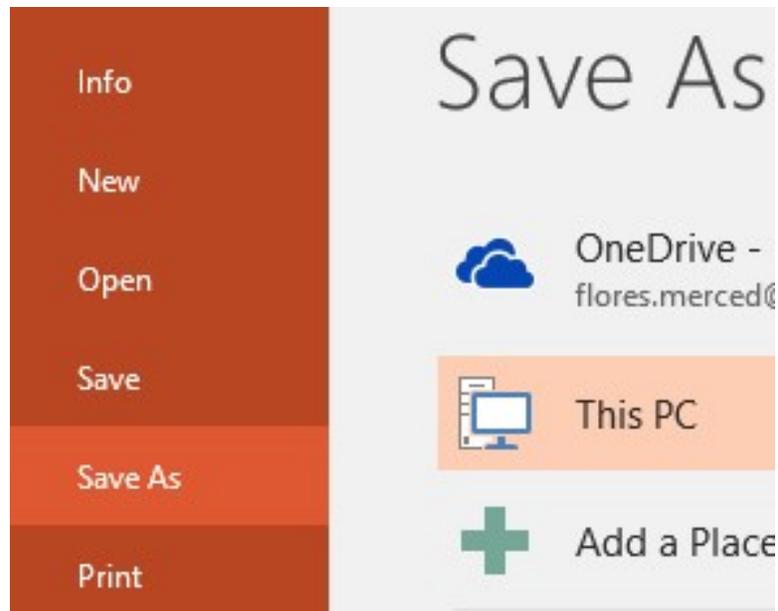
It's important to **save your presentation** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the presentation so it will be easy to find later.

1. Locate and select the **Save** command on the **Quick Access Toolbar**.

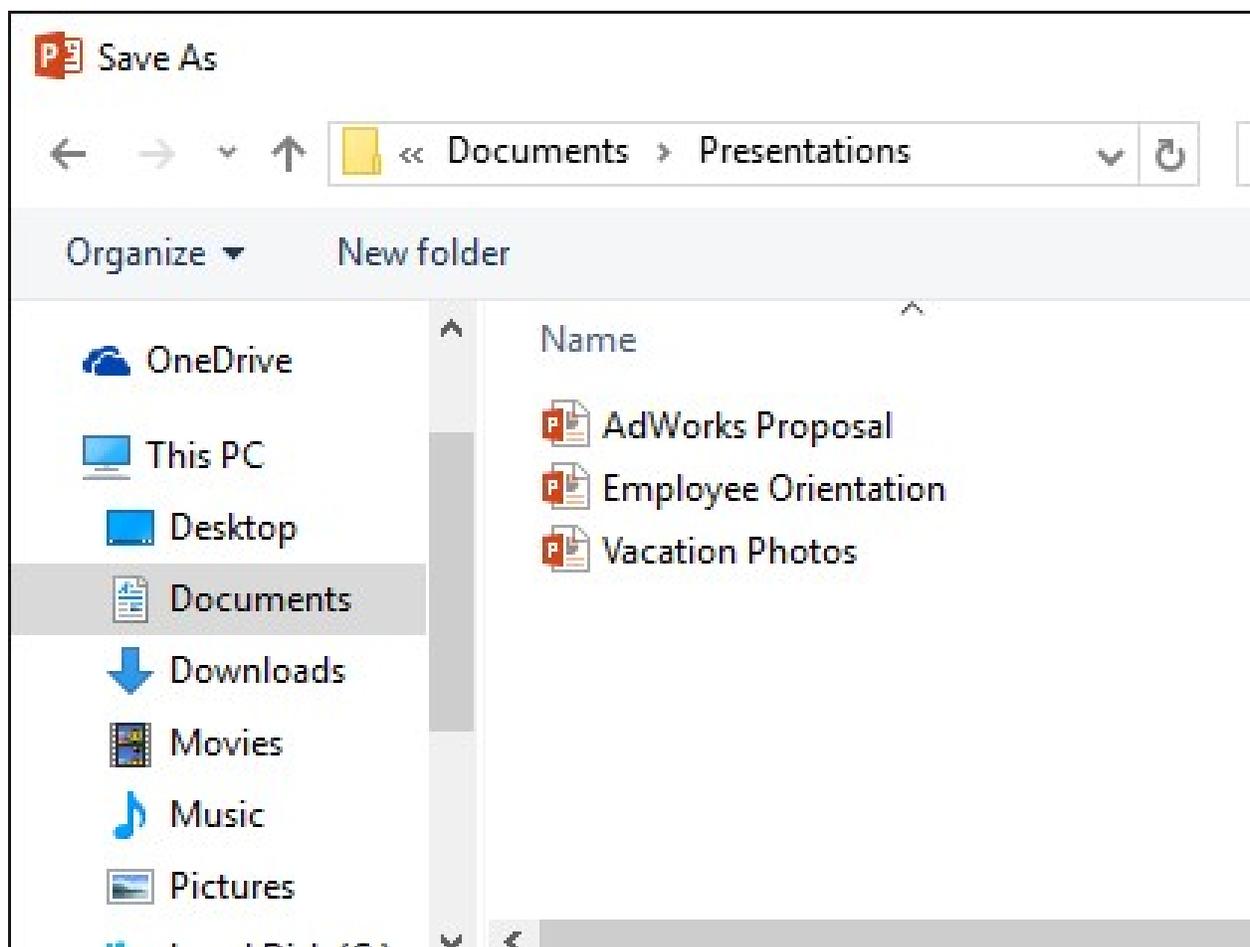


2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. You can also click **OneDrive** to save the file to your OneDrive.

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4. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation.
5. Enter a **file name** for the presentation, then click **Save**.



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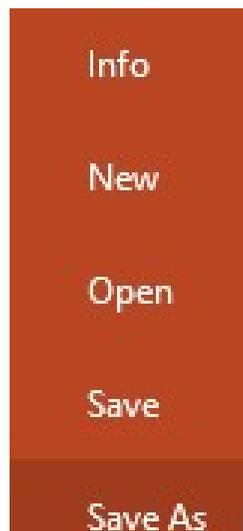
6. The presentation will be **saved**. You can click the **Save** command again to save your changes as you modify the presentation.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

Using Save As to make a copy

If you want to save a **different version** of a presentation while keeping the original, you can create a **copy**. For example, if you have a file named **Client Presentation** you could save it as **Client Presentation 2** so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find this inconvenient, you can change the **default save location** so **This PC** is selected by default.

1. Click the **File** tab to access **Backstage view**.

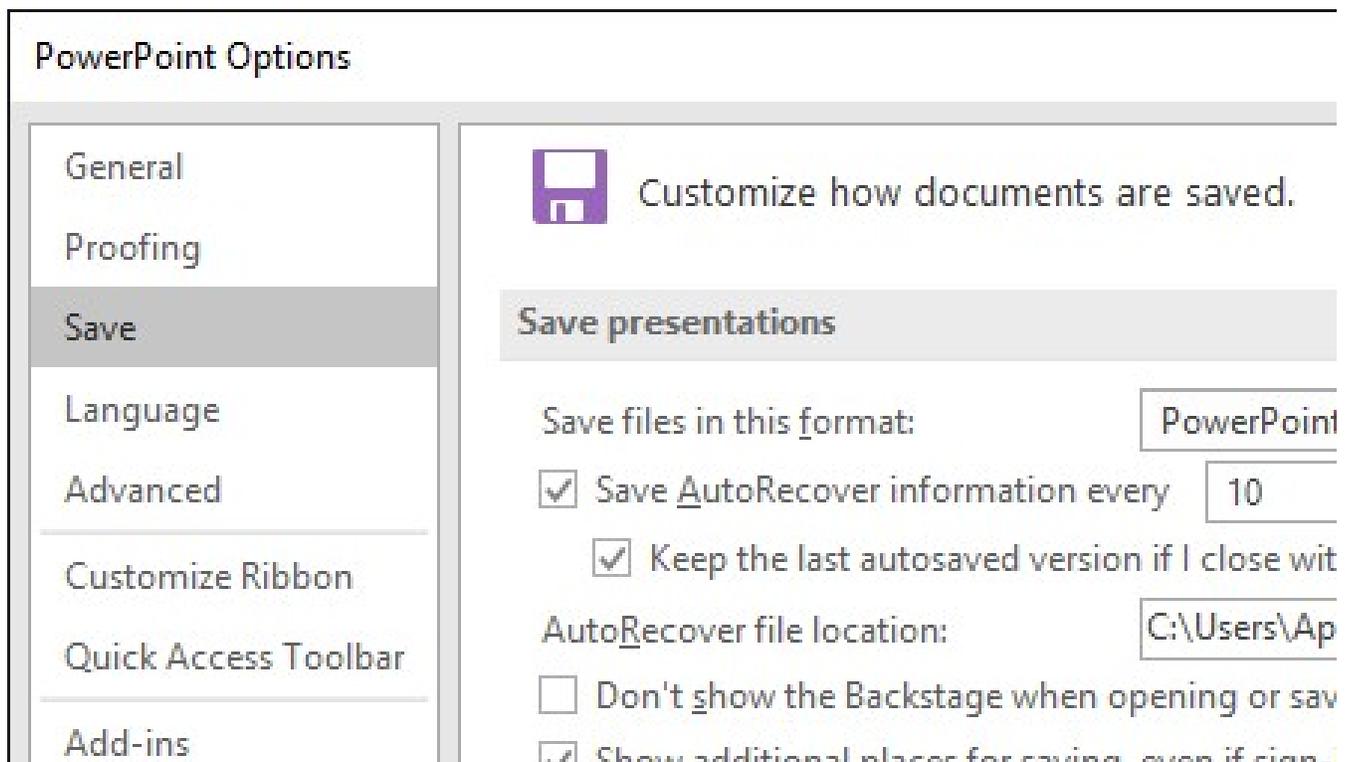


2. Click **Options**.

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3. The **PowerPoint Options** dialog box will appear. Select **Save**, check the box next to **Save to Computer by default**, then click **OK**. The default save location will be changed.



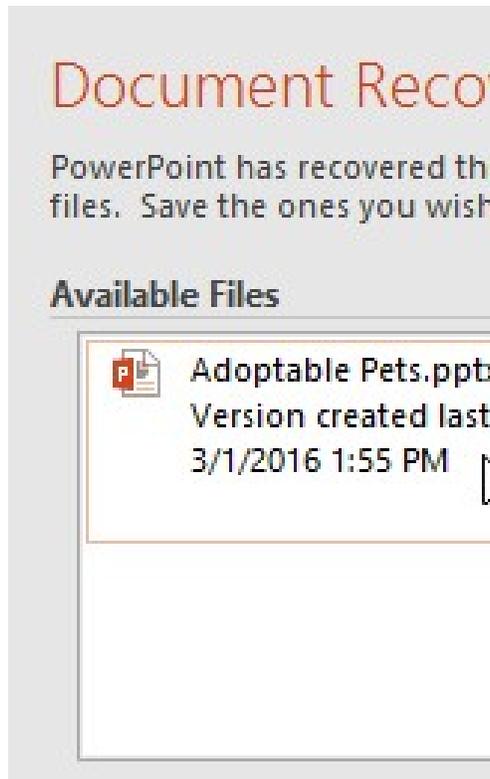
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Using AutoRecover

PowerPoint automatically saves your presentations to a temporary folder while you are working on them. If you forget to save your changes or if PowerPoint crashes, you can restore the file using **AutoRecover**.

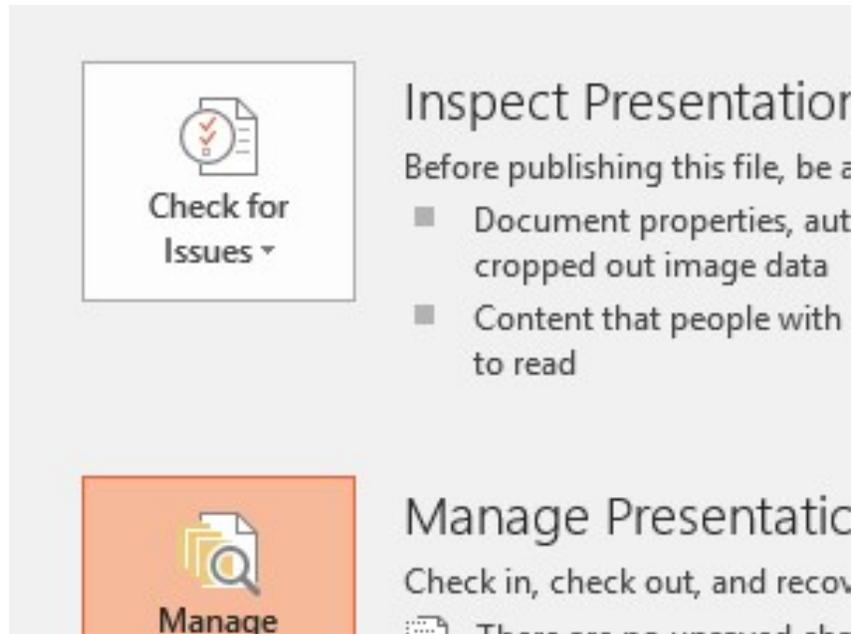
To use AutoRecover:

1. Open PowerPoint. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear.
2. Click to **open** an available file. The presentation will be recovered.



By default, PowerPoint autosaves every 10 minutes. If you are editing a presentation for less than 10 minutes, PowerPoint may not create an autosaved version.

If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Just select the **File** tab, click **Manage Presentation**, then choose **Recover Unsaved Presentations**.



Exporting presentations

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **PowerPoint 97-2003 presentation**. It's easy to **export** your presentation from PowerPoint to a variety of file types.

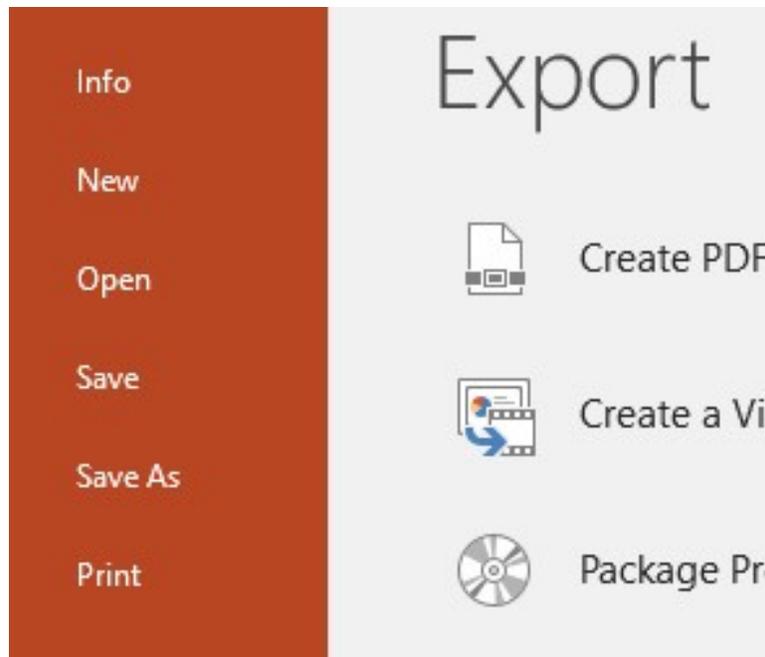
- **PDF:** This saves the presentation as a **PDF document** instead of a PowerPoint file.
- **Video:** This saves the presentation as a video.
- **Package for CD:** This saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download.
- **Handouts:** This prints a handout version of your slides.
- **Other file type:** This saves in other file types, including **PNG** and **PowerPoint 97-2003**.

To export a presentation:

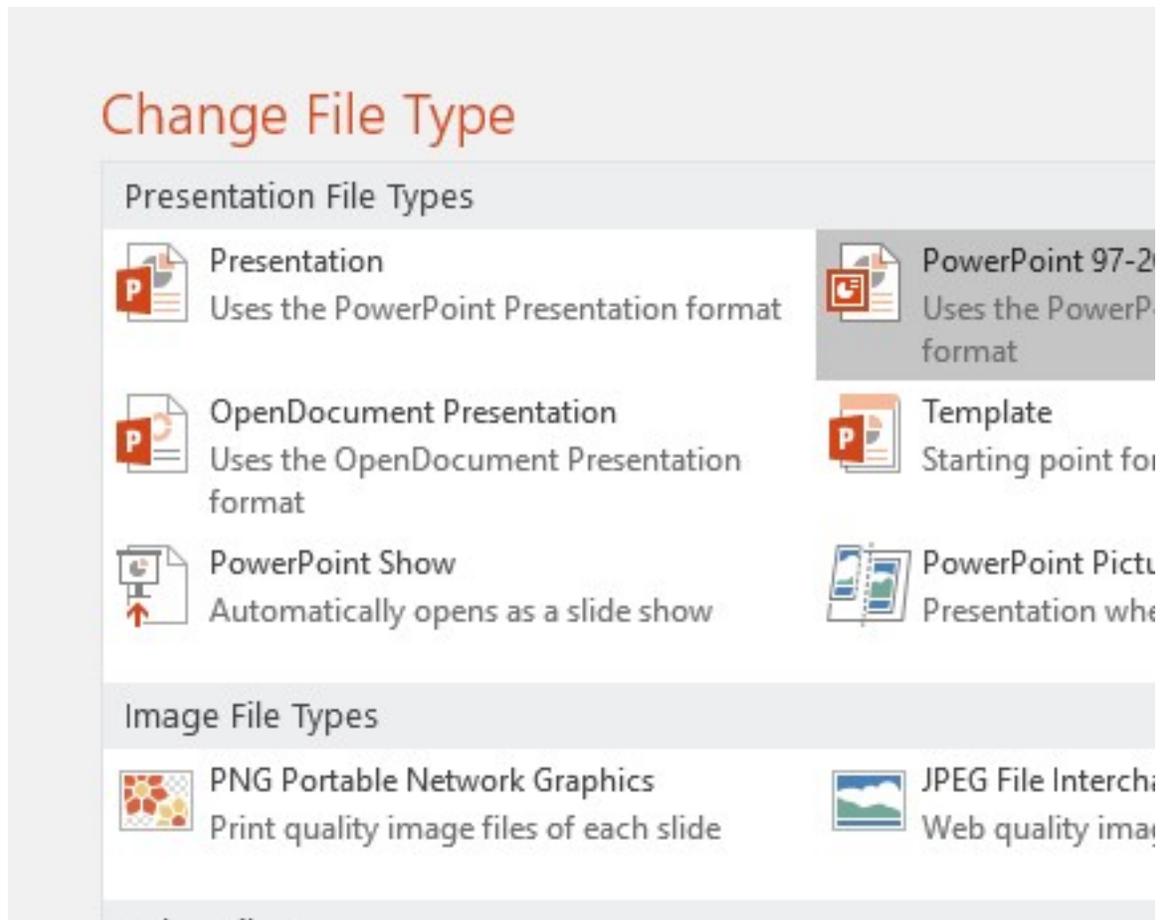
In our example, we'll save the presentation as a **PowerPoint 97-2003** file.

1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then choose the desired option. In our example, we'll select **Change File Type**.

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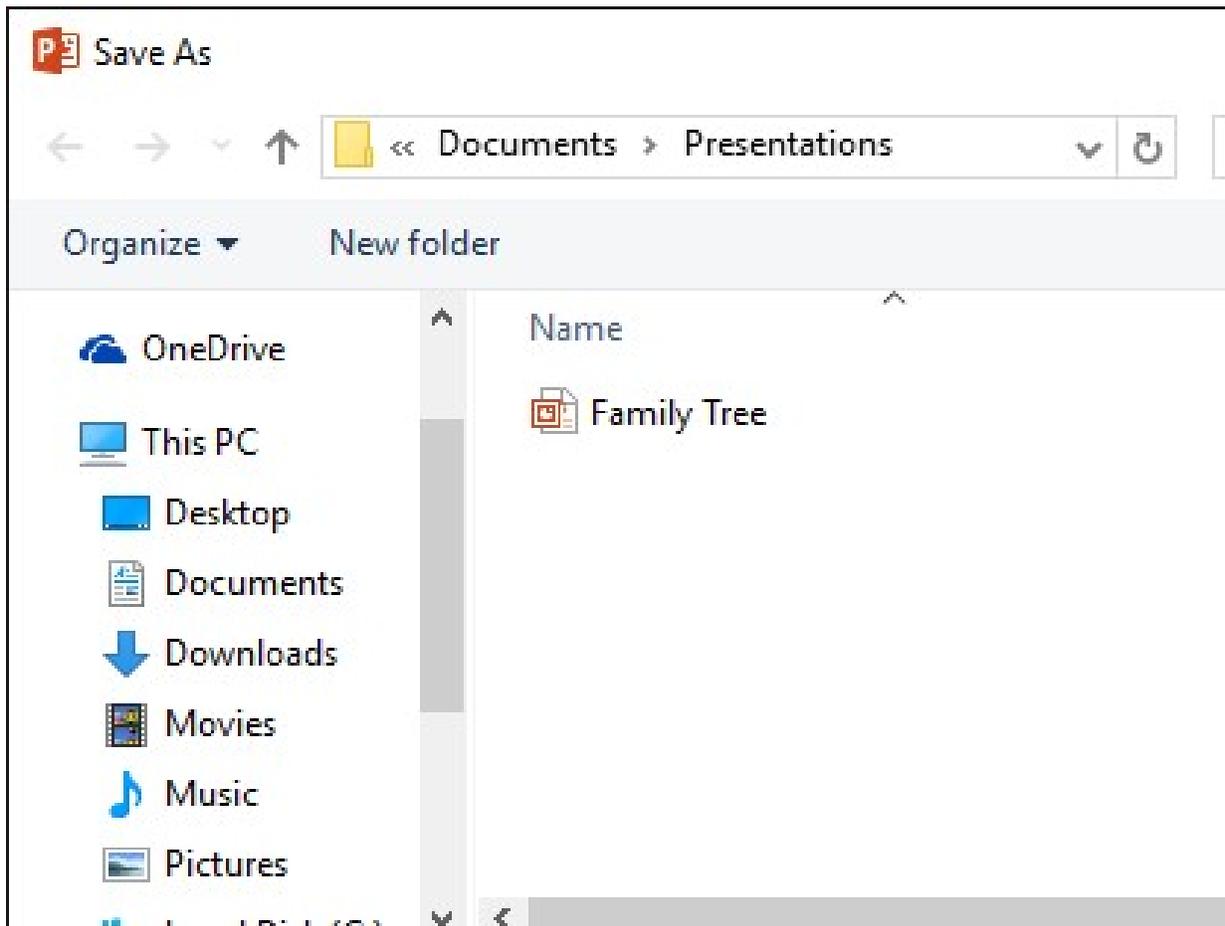


3. Select a **file type**, then click **Save As**.



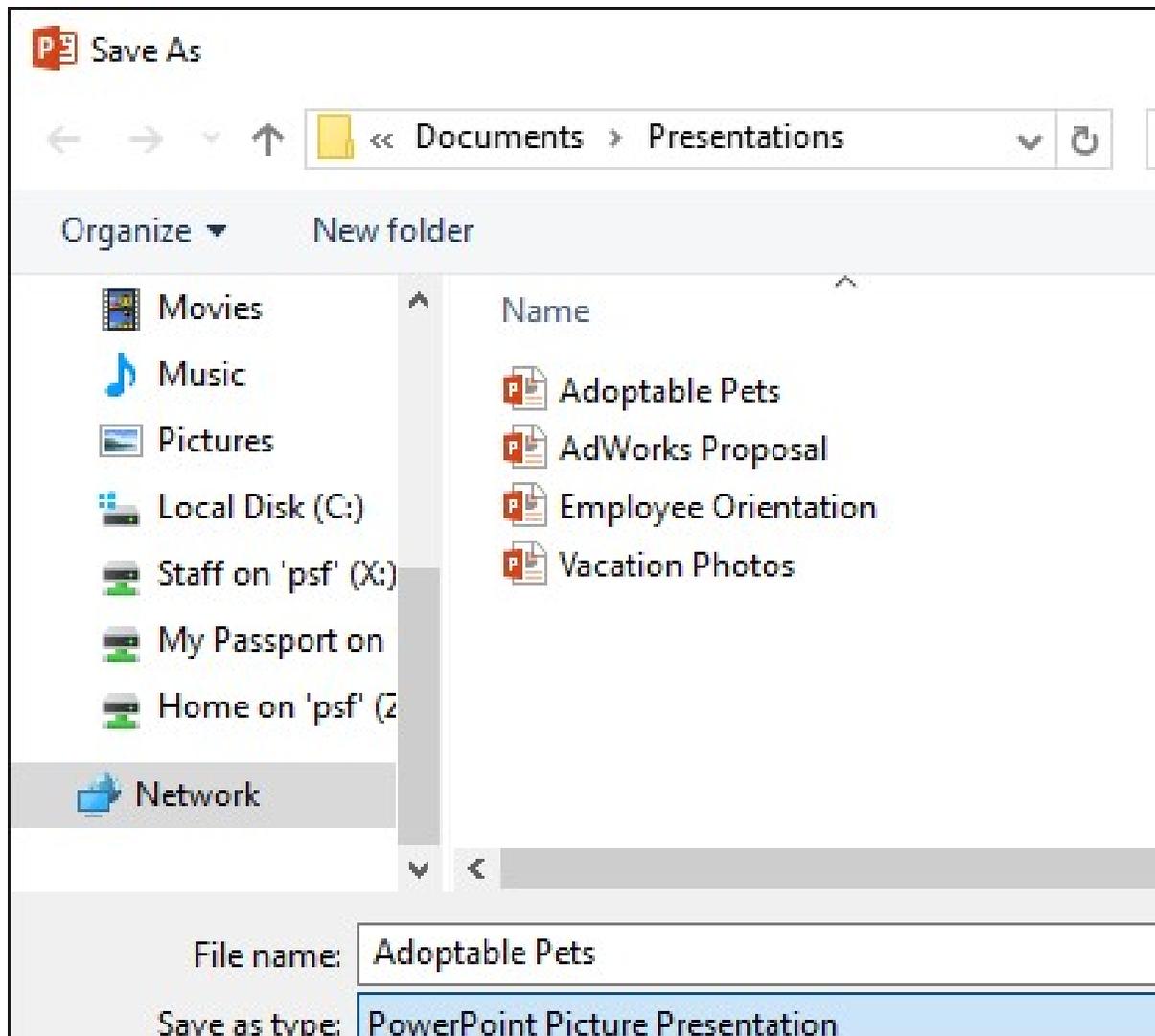
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4. The **Save As** dialog box will appear. Select the **location** where you want to export the presentation, type a **file name**, then click **Save**.



You can also use the **Save as type** drop-down menu in the **Save As** dialog box to save presentations in a variety of file types. Be careful to choose a file type others will be able to open.

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Sharing presentations

PowerPoint makes it easy to **share and collaborate** on presentations using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

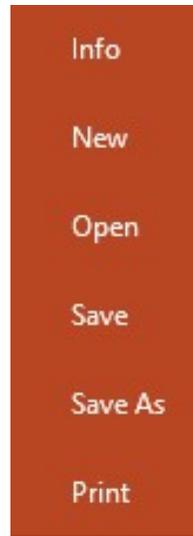
When you share a presentation from PowerPoint, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same presentation** without having to keep track of multiple versions.

In order to share a presentation, it must first be **saved to your OneDrive**.

To share a presentation:

1. Click the **File** tab to access **Backstage view**, then click **Share**.

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2. PowerPoint will return to Normal view and open the **Share** panel on the right side of the window. From here, you can invite people to share your document, see a list of who has access to the document, and set whether they can edit or only view the document.
