Digital Skills Training on Microsoft Office

PowerPoint Tutorial

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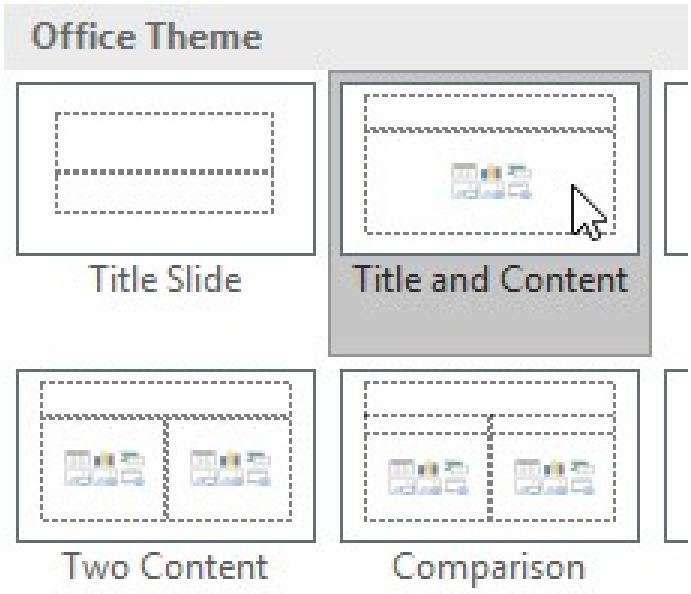
Lesson 2: Working with Slides

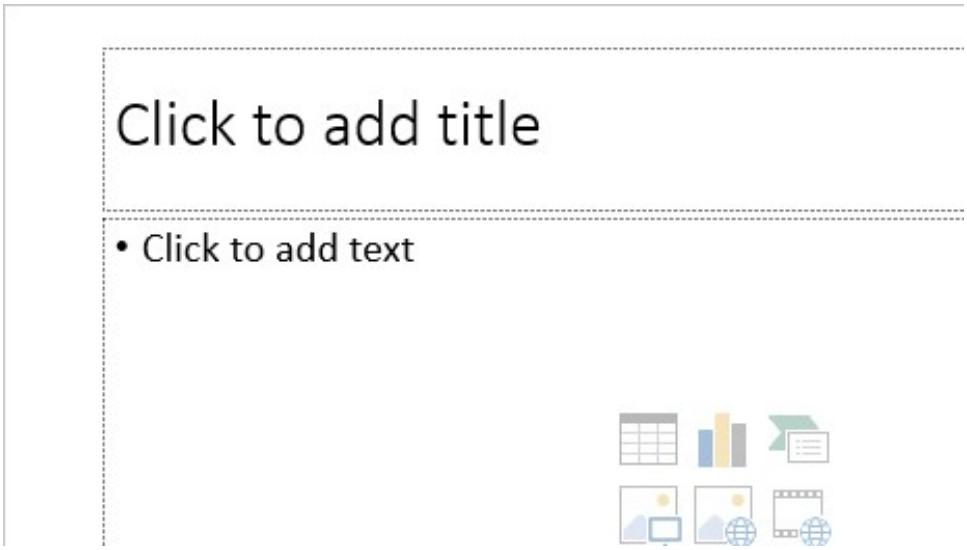
Every PowerPoint presentation is composed of a series of **slides**. To begin creating a slide show, you'll need to know the basics of working with slides. You'll need to feel comfortable with tasks like **inserting** a new slide, **changing the layout** of a slide, **arranging** existing slides, **changing the slide view**, and **adding notes** to a slide.

Understanding slides and slide layouts

When you insert a **new slide**, it will usually have **placeholders** to show you where content will be placed. Slides have different **layouts** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.



Placeholders can contain different types of content, including text, images, and videos. Many placeholders have **thumbnail icons** you can click to add specific types of content. In the example below, the slide has placeholders for the **title** and **content**.

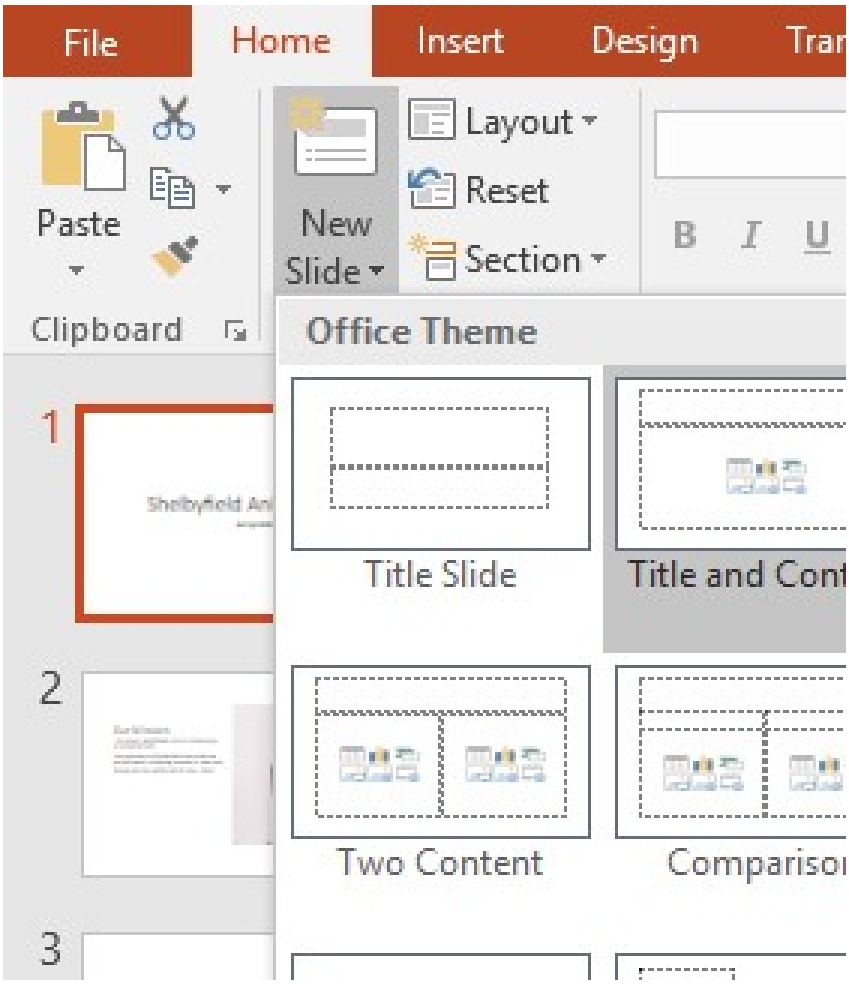


To insert a new slide:

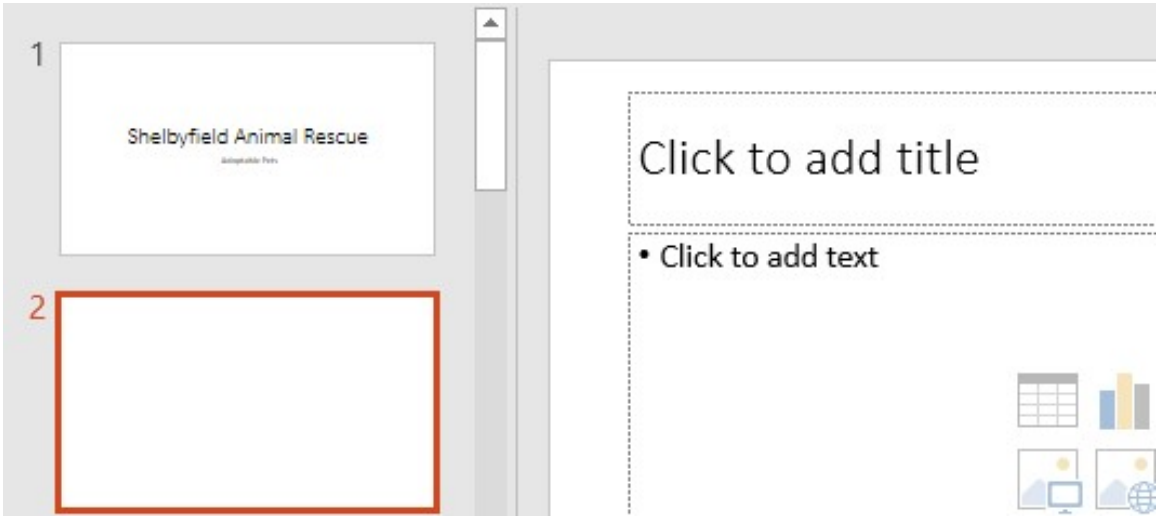
Whenever you start a new presentation, it will contain **one slide** with the **Title Slide** layout. You can insert as many slides as you need from a variety of layouts.

1. From the **Home** tab, click the **bottom half** of the **New Slide** command.

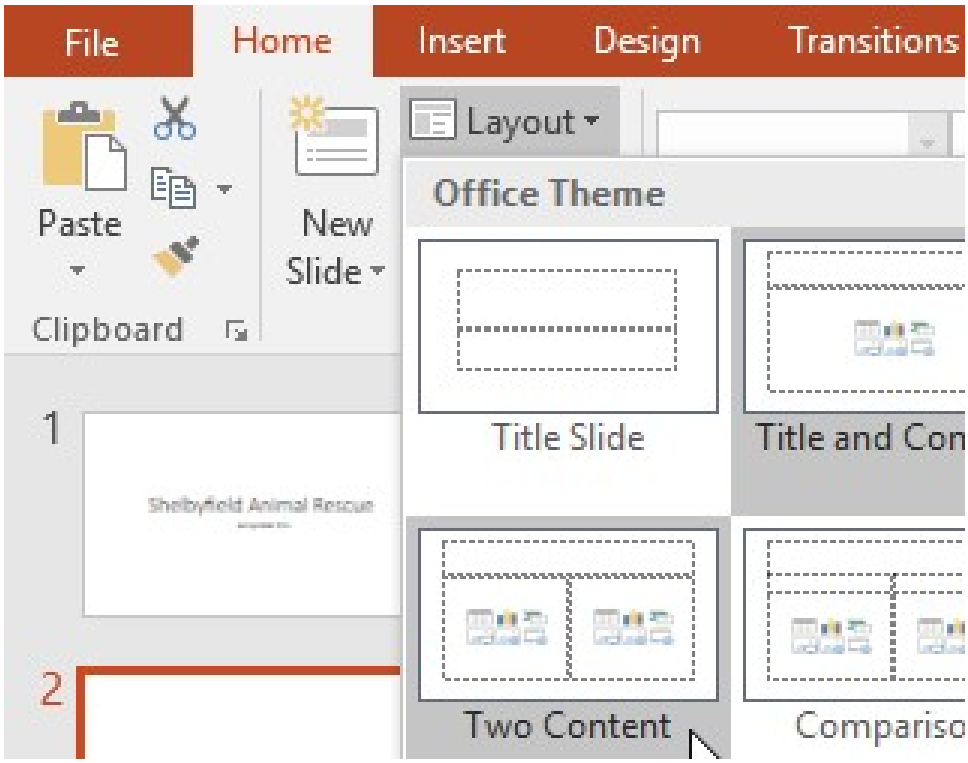
2. Choose the desired **slide layout** from the menu that appears.



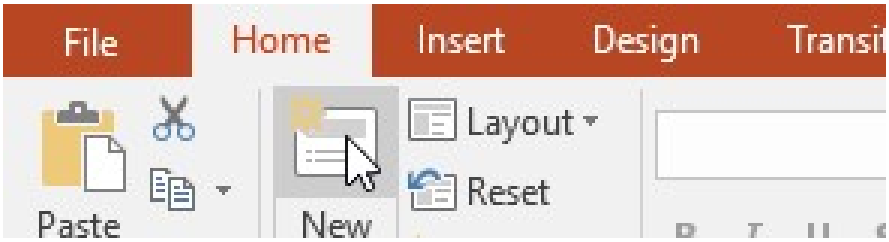
3. The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, like a **picture** or **chart**.



To change the layout of an existing slide, click the **Layout** command, then choose the desired layout.



To quickly add a slide that uses the same layout as the selected slide, click the **top half** of the **New Slide** command.



Organizing slides

PowerPoint presentations can contain as many slides as you need. The **Slide Navigation pane** on the left side of the screen makes it easy to **organize** your slides. From there, you can **duplicate**, **rearrange**, and **delete** slides in your presentation.

Working with slides

- **Duplicate slides**: If you want to copy and paste a slide quickly, you can **duplicate** it. To duplicate slides, select the slide you want to **duplicate**, right-click the mouse, and choose **Duplicate Slide** from the menu that appears. You can also duplicate **multiple slides** at once by selecting them first.
- **Move slides**: It's easy to change the **order** of your slides. Just click and drag the **desired slide** in the Slide Navigation pane to the desired position.

- **Delete slides**: If you want to remove a slide from your presentation, you can **delete** it. Simply select the slide you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

To copy and paste slides:

If you want to create several slides with the same layout, you may find it easier to **copy and paste** a slide you've already created instead of starting with an empty slide.

1. Select the **slide** you want to copy in the Slide Navigation pane, then click the **Copy** command on the **Home** tab. You can also press **Ctrl+C** on your keyboard.
2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A **horizontal insertion point** will appear.
3. Click the **Paste** command on the **Home** tab. You can also press **Ctrl+V** on your keyboard.
4. The slide will appear in the selected location.

Customizing slide layouts

Sometimes you may find that a slide layout doesn't exactly fit your needs. For example, a layout might have too many—or too few—placeholders. You might also want to change how the placeholders are arranged on the slide. Fortunately, PowerPoint makes it easy to adjust slide layouts as needed.

Adjusting placeholders

- **To select a placeholder**: Hover the mouse over the edge of the placeholder and click (you may need to click the text in the placeholder first to see the border). A selected placeholder will have a **solid line** instead of a dotted line.

- **To move a placeholder**: Select the placeholder, then click and drag it to the desired location.

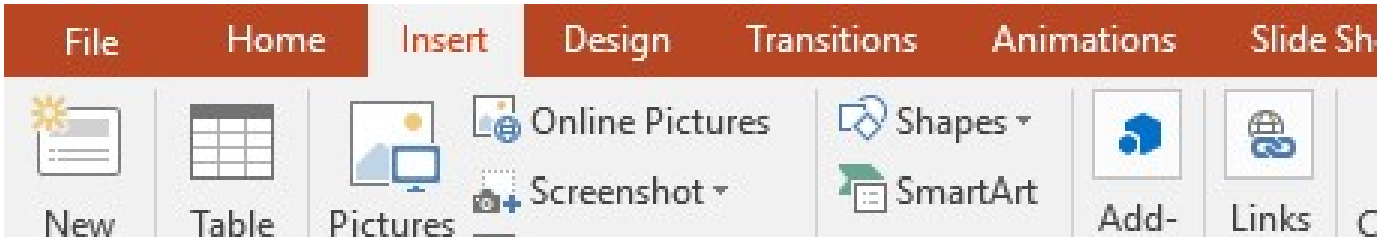
- **To resize a placeholder**: Select the placeholder you want to resize. **Sizing handles** will appear. Click and drag the **sizing handles** until the placeholder is the desired size. You can use the corner sizing handles to change the placeholder's **height** and **width** at the same time.

- **To delete a placeholder**: Select the placeholder you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

To add a text box:

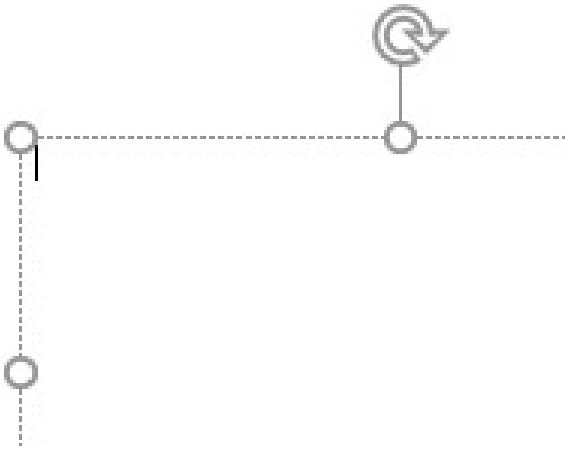
Text can be inserted into both **placeholders** and **text boxes**. Inserting **text boxes** allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the theme.

1. From the **Insert** tab, select the **Text Box** command.



2. Click and drag to draw the text box on the slide.

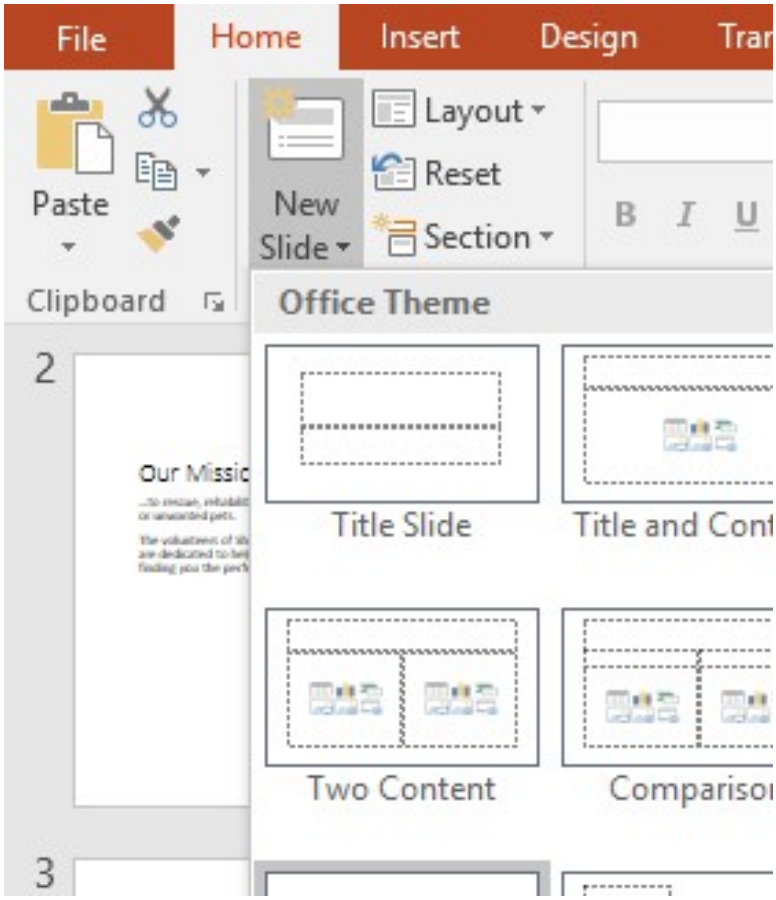
3. The text box will appear. To add text, simply click the text box and begin typing.



Using blank slides

If you want even more control over your content, you may prefer to use a **blank slide**, which contains no placeholders. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

- To insert a blank slide, click the bottom half of the **New Slide** command, then choose **Blank** from the menu that appears.

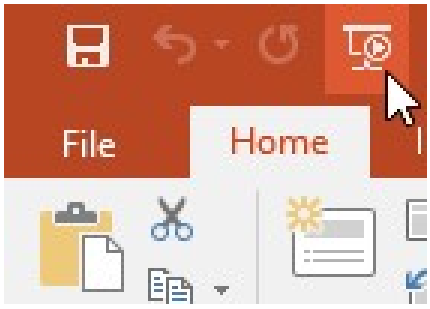


While blank slides offer more flexibility, keep in mind that you won't be able to take advantage of the predesigned layouts included in each theme.

To play the presentation:

Once you've arranged your slides, you may want to **play** your presentation. This is how you will present your slide show to an audience.

1. Click the **Start From Beginning** command on the Quick Access Toolbar to see your presentation.



2. The presentation will appear in full-screen mode.
3. You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. You can also use the **arrow keys** on your keyboard to move forward or backward through the presentation.
4. Press the **Esc** key to exit presentation mode.

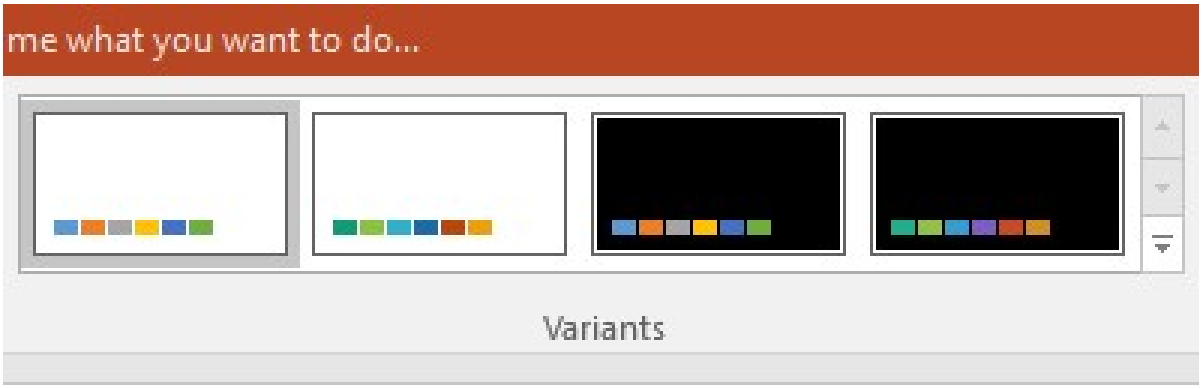
You can also press the **F5** key at the top of your keyboard to start a presentation.

Customizing slides

To change the slide size:

By default, all slides in PowerPoint 2013 use a **16-by-9**—or **widescreen**—aspect ratio. You might know that widescreen TVs also use the 16-by-9 aspect ratio. Widescreen slides will work best with widescreen monitors and projectors. However, if you need your presentation to fit a **4-by-3** screen, it's easy to change the slide size to fit.

- To change the slide size, select the **Design** tab, then click the **Slide Size** command. Choose the desired slide size from the menu that appears, or click **Custom Slide Size** for more options.

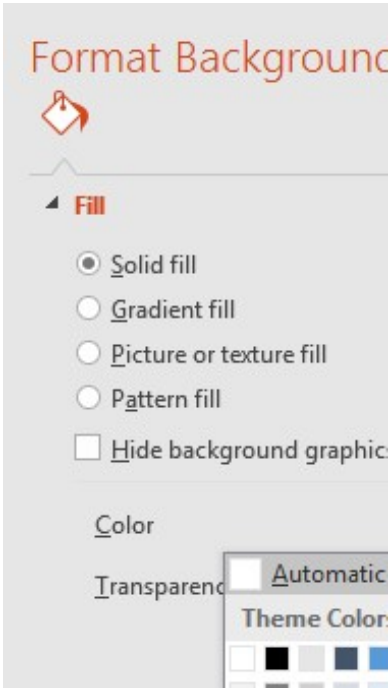


To format the slide background:

By default, all slides in your presentation use a **white background**. It's easy to change the background style for some or all of your slides. Backgrounds can have a **solid**, **gradient**, **pattern**, or **picture** fill.

1. Select the **Design** tab, then click the **Format Background** command.

2. The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.



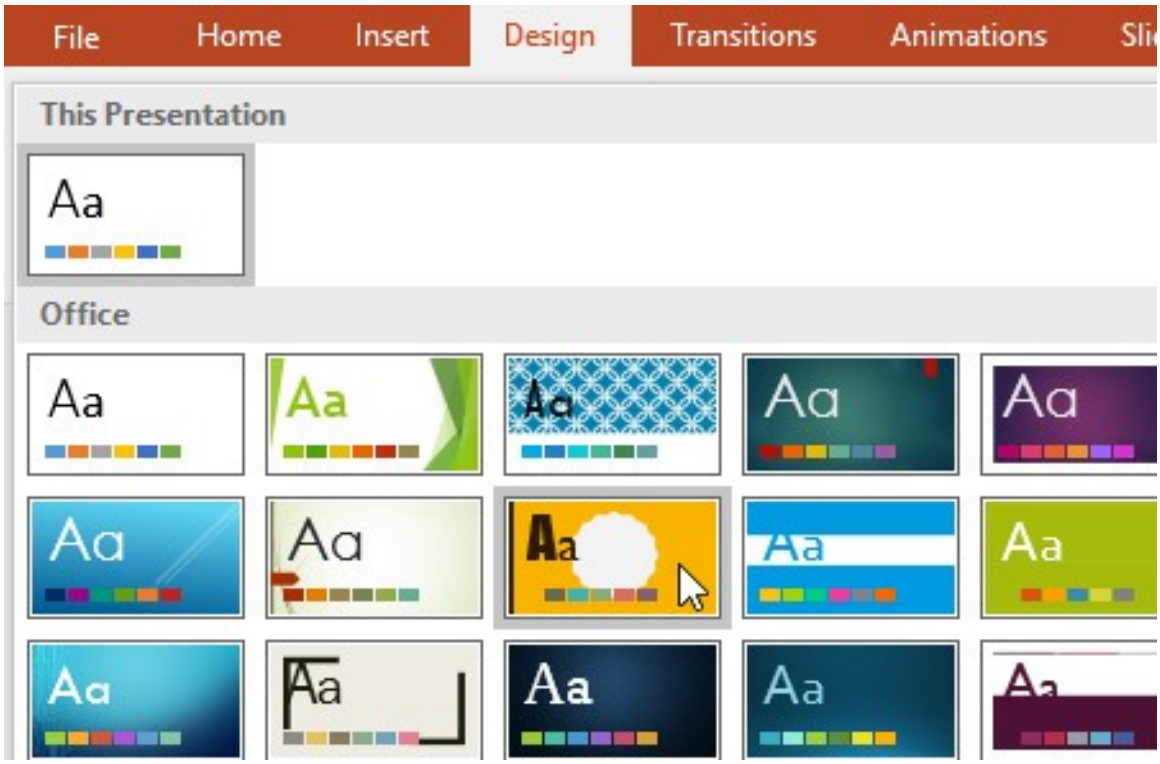
3. The background style of the selected slide will update.
4. If you want, you can click **Apply to All** to apply the same background style to all slides in your presentation.

To apply a theme:

A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also use different **slide layouts**, which can change the arrangement of your existing placeholders. We'll talk more about themes later in our **Applying Themes** lesson.

1. Select the **Design** tab on the Ribbon, then click the **More** drop-down arrow to see all of the available themes.

2. Select the **desired theme**.



3. The theme will be applied to your **entire presentation**.

Text Basics

If you're new to PowerPoint, you'll need to learn the basics of **working with text**. In this lesson, you'll learn how to **cut**, **copy**, **paste**, and **format** text.

To select text:

Before you can move or arrange text, you'll need to **select** it.

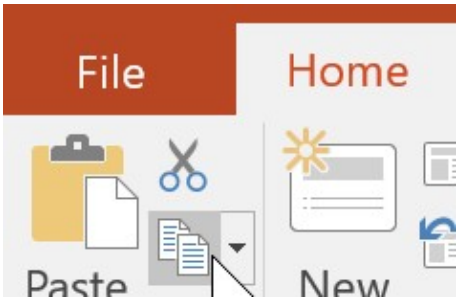
- Click next to the text you want to select, drag the mouse over the text, then release your mouse. The text will be selected.

Copying and moving text

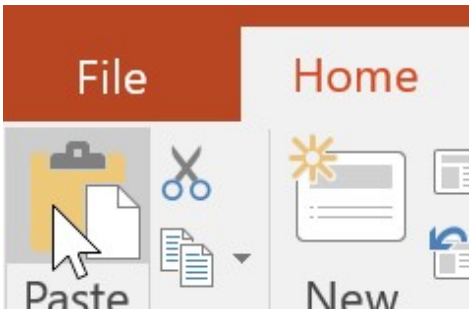
PowerPoint allows you to **copy** text that is already on a slide and **paste** it elsewhere, which can save you time. If you want to **move** text, you can **cut and paste** or **drag and drop** the text.

To copy and paste text:

1. Select the **text** you want to copy, then click the **Copy** command on the **Home** tab.



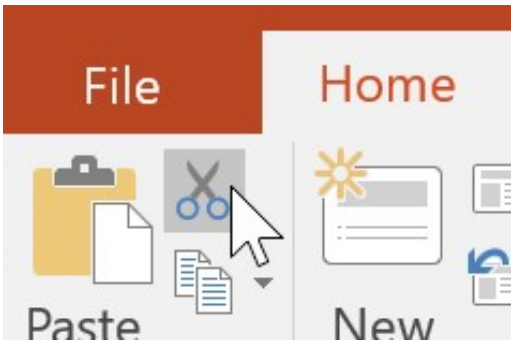
2. Place the insertion point where you want the text to appear.
3. Click the **Paste** command on the **Home** tab.



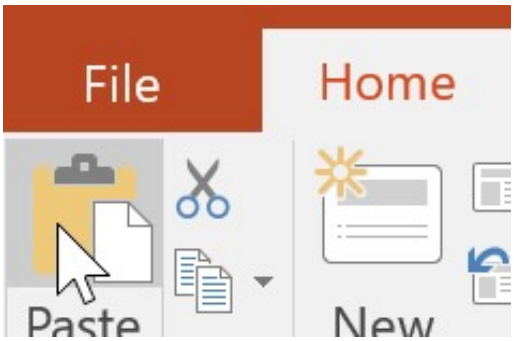
4. The copied text will appear.

To cut and paste text:

1. Select the **text** you want to move, then click the **Cut** command.



2. Place the insertion point where you want the text to appear, then click the **Paste** command.



3. The text will appear in the new location.

You can access the **cut**, **copy**, and **paste** commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

To drag and drop text:

1. Select the **text** you want to move, then click and drag the text to the **desired location**.

2. The text will appear in the new location.

Formatting and aligning text

Formatted text can draw your audience's attention to specific parts of a presentation and emphasize important information. In PowerPoint, you have several options for adjusting text, including size and color. You can also adjust the alignment of the text to change how it is displayed on the slide.

Applying Themes

A theme is a **predefined combination** of colors, fonts, and effects. Different themes also use different **slide layouts**. You've already been using a theme, even if you didn't know it: the default **Office** theme. You can choose from a variety of new themes at any time, giving your entire presentation a consistent, professional look.

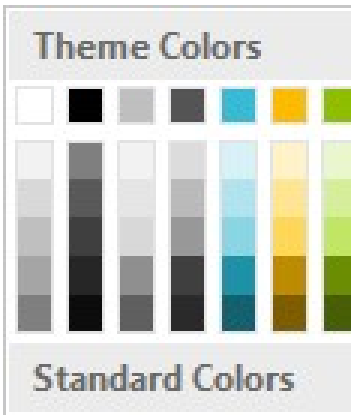
What is a theme?

In PowerPoint, **themes** give you a quick and easy way to change the design of your presentation. They control your primary color palette, basic fonts, slide layout, and other important elements. All of the elements of a theme will work well together, which means you won't have to spend as much time formatting your presentation.

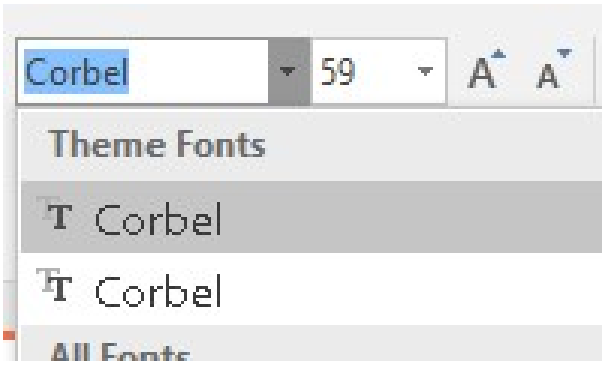
Each theme uses its own set of **slide layouts**. These layouts control the way your content is arranged, so the effect can be dramatic. In the examples below, you can see that the **placeholders**, **fonts**, and **colors** are different.

Every PowerPoint theme—including the default Office theme—has its own **theme elements**. These elements include:

- **Theme Colors**: There are **10 theme colors**, along with darker and lighter variations, available from every **Color** menu.



- **Theme Fonts**: There are **two theme fonts** available at the top of the **Font** menu under Theme Fonts.



- **Theme Effects**: These affect the preset **shape styles**. You can find shape styles on the **Format** tab whenever you select a shape or SmartArt graphic.

When you switch to a different theme, **all of these elements will update** to reflect the new theme. You can drastically change the look of your presentation in a few clicks.

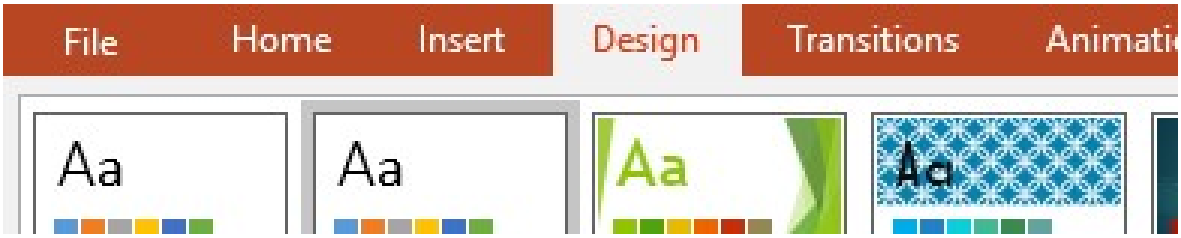
If you apply a font or color that isn't part of the theme, it won't change when you select a different theme. This includes colors selected from the **Standard Colors** or **More Colors** options and fonts selected from **All Fonts**. Using non-theme elements can be useful when you want certain text to be a specific color or font, like a logo.

Applying themes

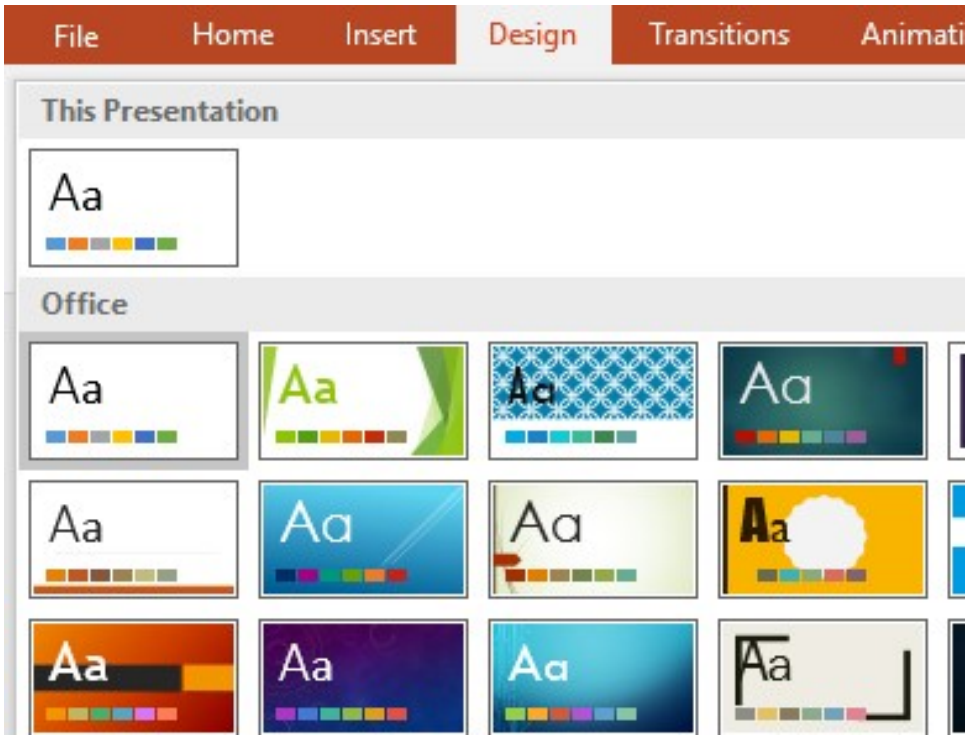
All themes included in PowerPoint are located in the **Themes** group on the **Design** tab. Themes can be applied or changed at any time.

To apply a theme:

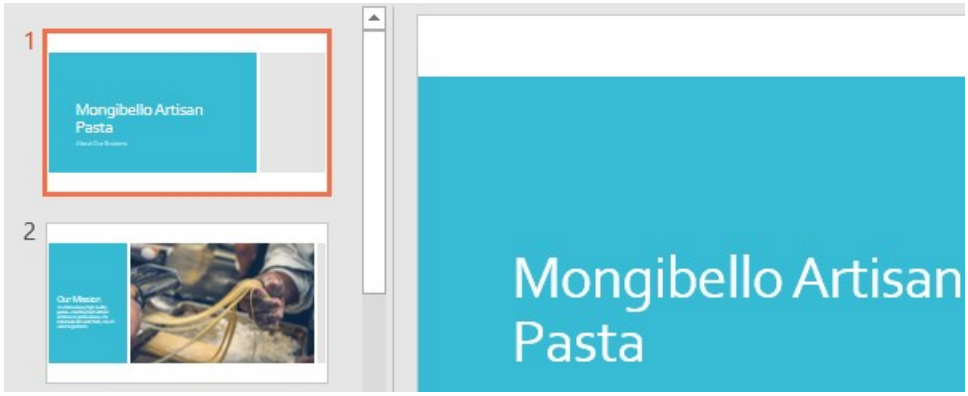
1. Select the **Design** tab on the Ribbon, then locate the **Themes** group. Each image represents a theme.
2. Click the **More** drop-down arrow to see all available themes.



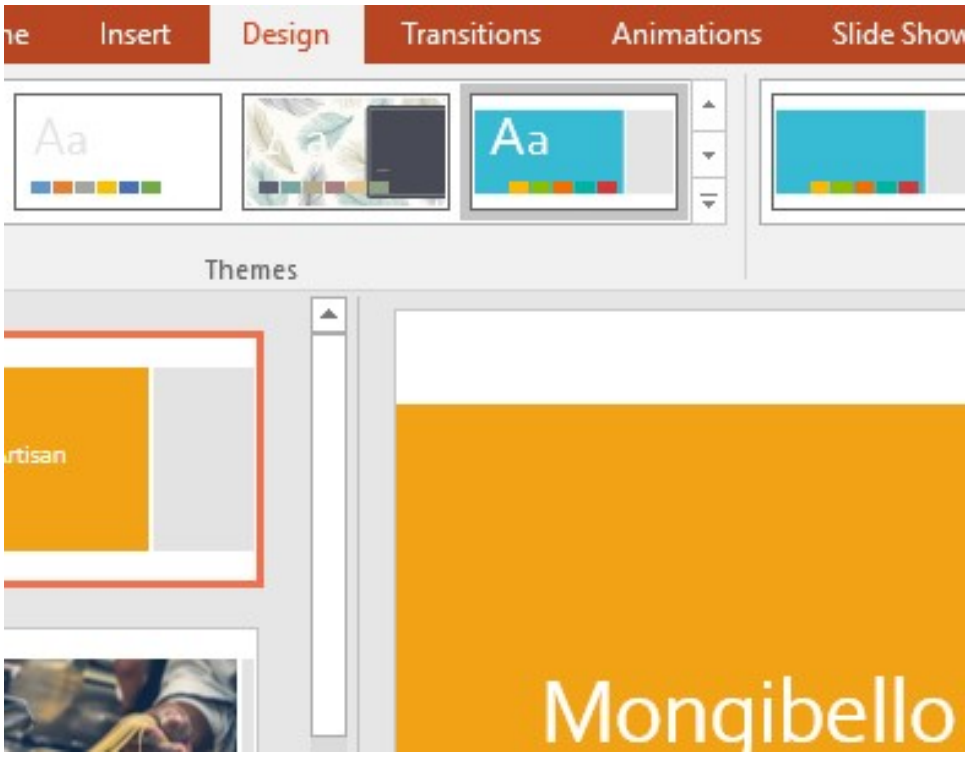
3. Select the **desired theme**.



4. The theme will be applied to the entire **presentation**. To apply a different theme, simply select it from the Design tab.



Once you've applied a theme, you can select a **variant** for the theme from the **Variants** group. Variants use **different theme colors** while preserving a theme's overall look.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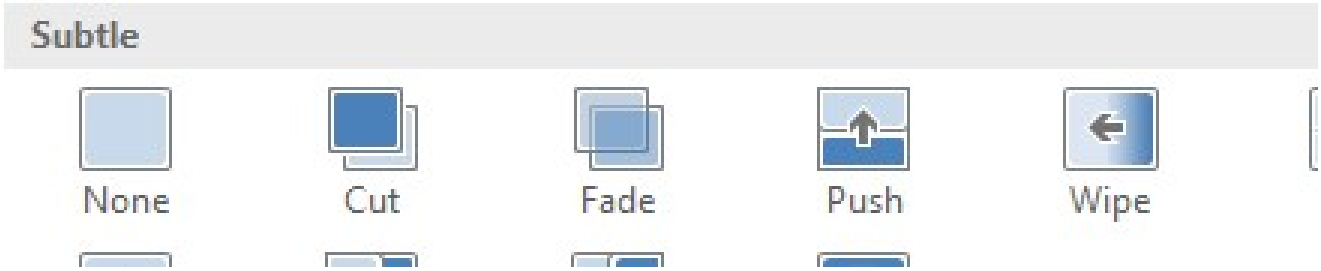
Applying Transitions

If you've ever seen a PowerPoint presentation that had special effects between each slide, you've seen **slide transitions**. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look.

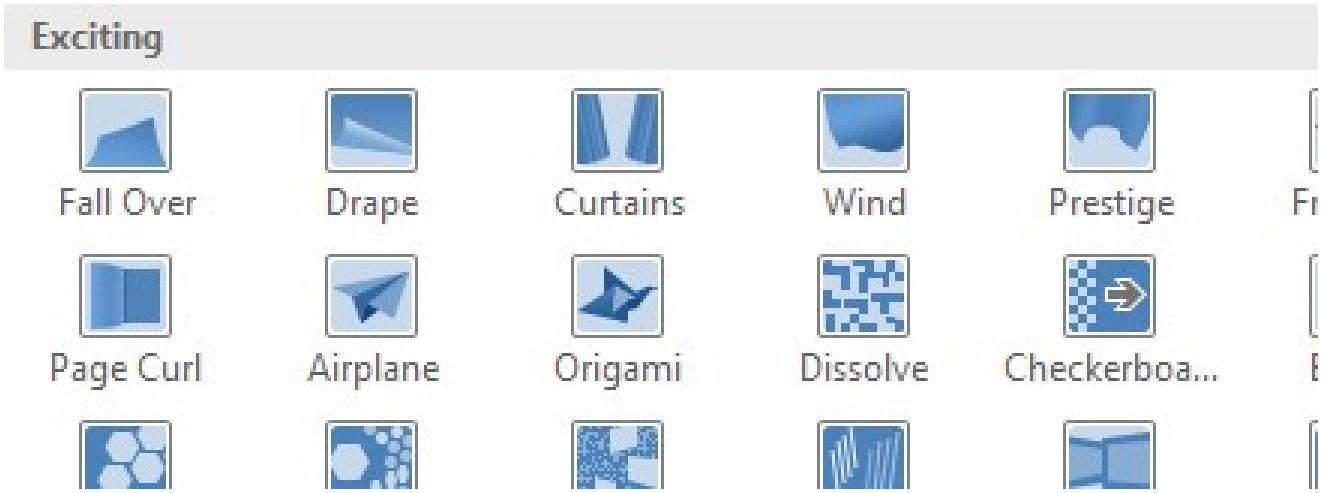
About transitions

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab.

- **Subtle**: These are the most basic types of transitions. They use **simple animations** to move between slides.



- **Exciting**: These use more **complex animations** to transition between slides. While they're more visually interesting than **Subtle** transitions, adding too many can make your presentation look less professional. However, when used in moderation they can add a nice touch between important slides.



- **Dynamic Content**: If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.

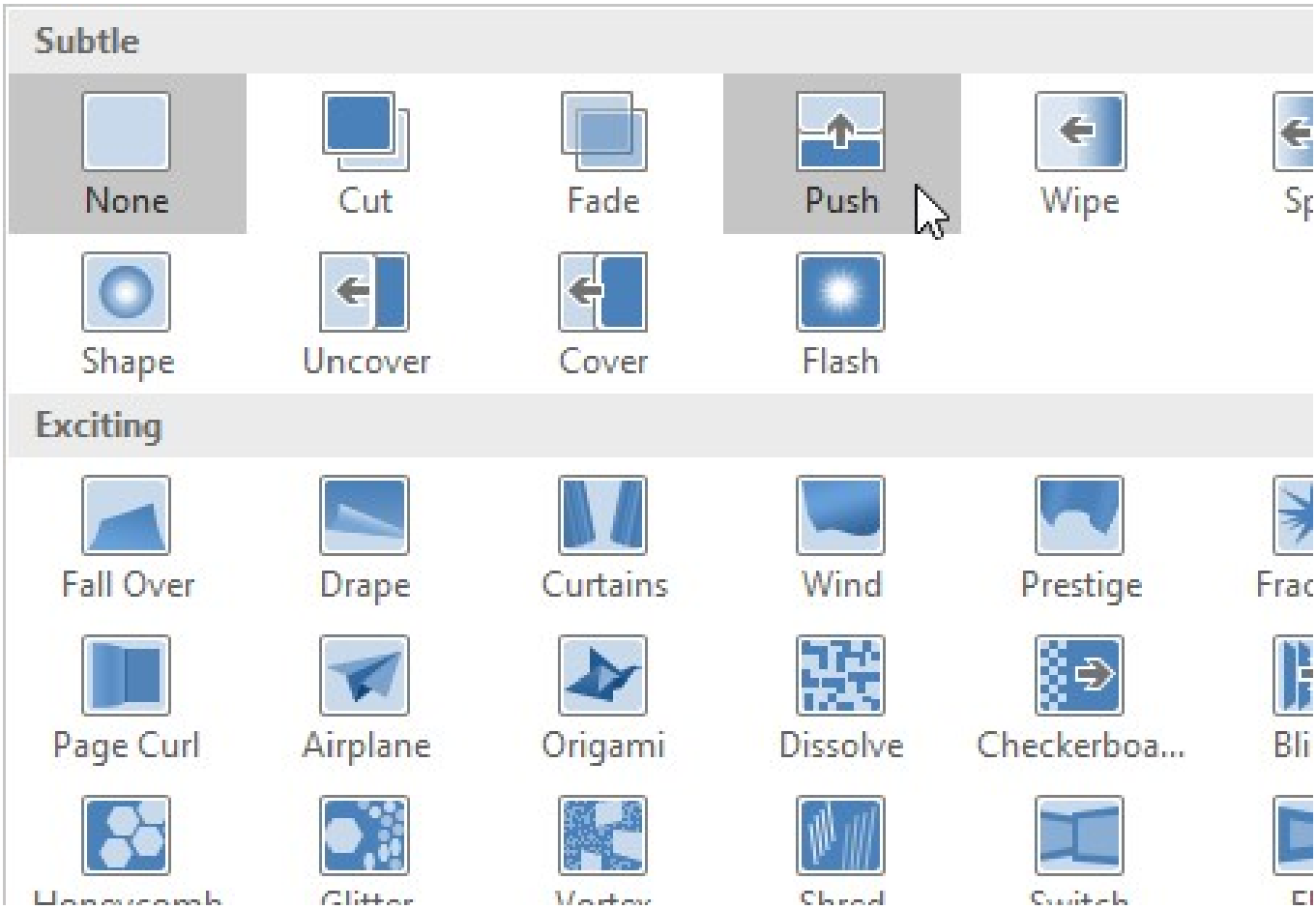
Transitions are best used in moderation. Adding too many transitions can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle transitions, or not using transitions at all.

To apply a transition:

1. Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.

2. Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.
3. Click the **More** drop-down arrow to display all transitions.

4. Click a **transition** to apply it to the selected slide. This will automatically preview the transition.



You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.

Try applying a few types of transitions to various slides in your presentation. You may find that some transitions work better than others, depending on the content of your slides.

To preview a transition:

You can **preview** the transition for a selected slide at any time using one of these two methods:

- Click the **Preview** command on the **Transitions** tab.

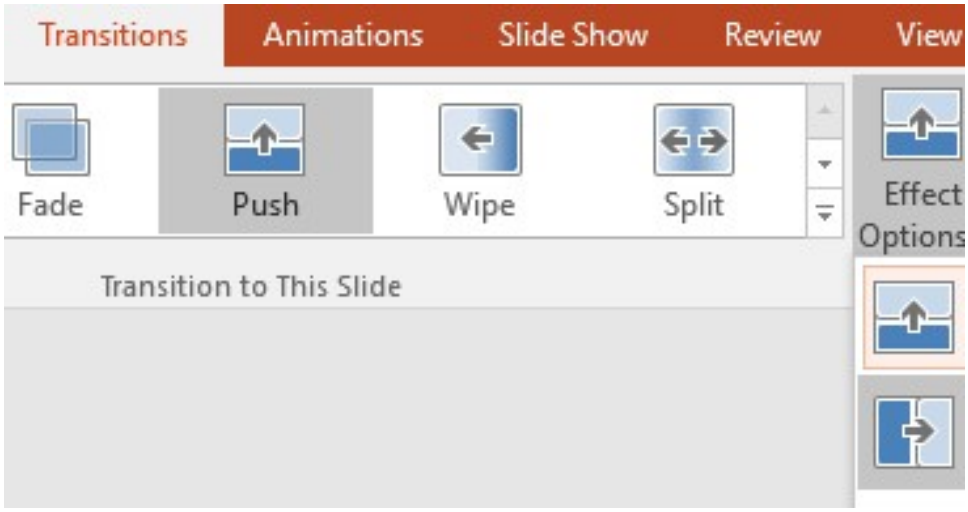
- Click the **Play Animations** command in the **Slide Navigation** pane.

Modifying transitions

To modify the transition effect:

You can quickly customize the look of a transition by changing its **direction**.

1. Select the **slide** with the transition you want to modify.
2. Click the **Effect Options** command and choose the desired option. These options will vary depending on the selected transition.

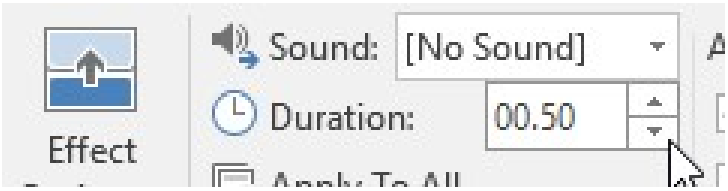


3. The transition will be **modified**, and a **preview** of the transition will appear.

Some transitions do not allow you to modify the direction.

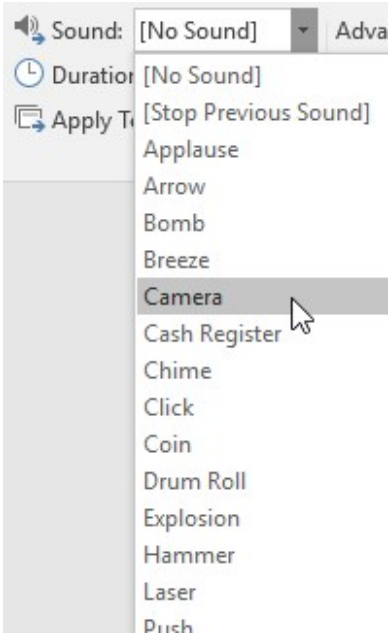
To modify the transition duration:

1. Select the **slide** with the transition you want to modify.
2. In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll decrease the time to half a second—or 00.50—to make the transition **faster**.



To add sound:

1. Select the **slide** with the transition you want to modify.
2. Click the **Sound** drop-down menu in the **Timing** group.
3. Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound.



Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

To remove a transition:

1. Select the **slide** with the transition you want to remove.
2. Choose **None** from the **Transition to This Slide** group. The transition will be removed.

To remove transitions from **all slides**, apply the **None** transition to a slide, then click the **Apply to All** command.

Advancing slides

Normally, in Slide Show view you would advance to the next slide by clicking your mouse or by pressing the spacebar or arrow keys on your keyboard. The **Advance Slides** setting in the **Timing** group allows the presentation to advance **on its own** and display each slide for a specific amount of time. This feature is especially useful for **unattended presentations**, such as those at a trade show booth.

To advance slides automatically:

1. Select the slide you want to modify.
2. Locate the **Timing** group on the **Transitions** tab. Under **Advance Slide**, uncheck the box next to **On Mouse Click**.
3. In the **After** field, enter the amount of time you want to display the slide. In this example, we will advance the slide automatically after 1 minute and 15 seconds, or 01:15:00.

4. Select another slide and repeat the process until all slides have the desired timing. You can also click the **Apply to All** command to apply the same timing to all slides.

If you need to advance to the next slide before an automatic transition, you can always click the mouse or press the spacebar to advance the slides as normal.

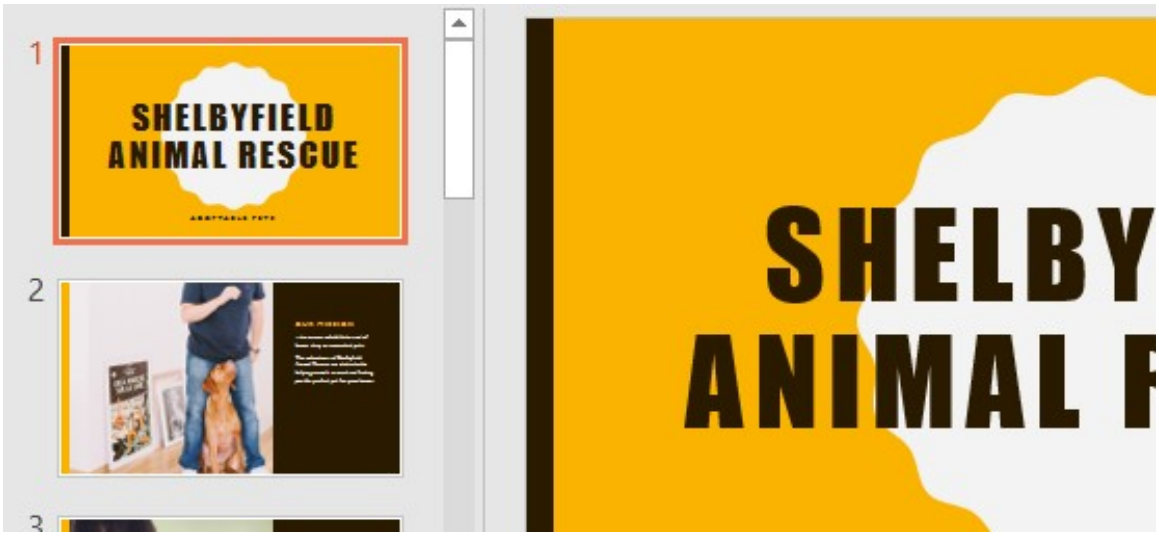
Managing Slides

As you add more slides to a presentation, it can be difficult to keep everything **organized**. Fortunately, PowerPoint offers tools to help organize and prepare your slide show.

About slide views

PowerPoint includes several **slide views**, which are all useful for various tasks. The **slide view commands** are located in the bottom-right of the PowerPoint window. There are four main slide views.

- **Normal view**: This is the **default** view, where you create and edit slides. You can also move slides in the Slide Navigation pane on the left.



- **Slide sorter view**: In this view, you'll see a **thumbnail version** of each slide. You can drag and drop slides to reorder them quickly.
- **Reading view**: This view fills the PowerPoint window with a **preview** of your presentation. It includes easily accessible **navigation buttons** at the bottom-right.

- **Slide show view**: This is the view you'll use to **present** to an audience. This command will begin the presentation from the **current slide**. You can also press **F5** on your keyboard to start from the beginning. A menu will appear in the bottom-left corner when you move the mouse. These commands allow you to navigate through the slides and access other features, such as the **pen** and **highlighter**.

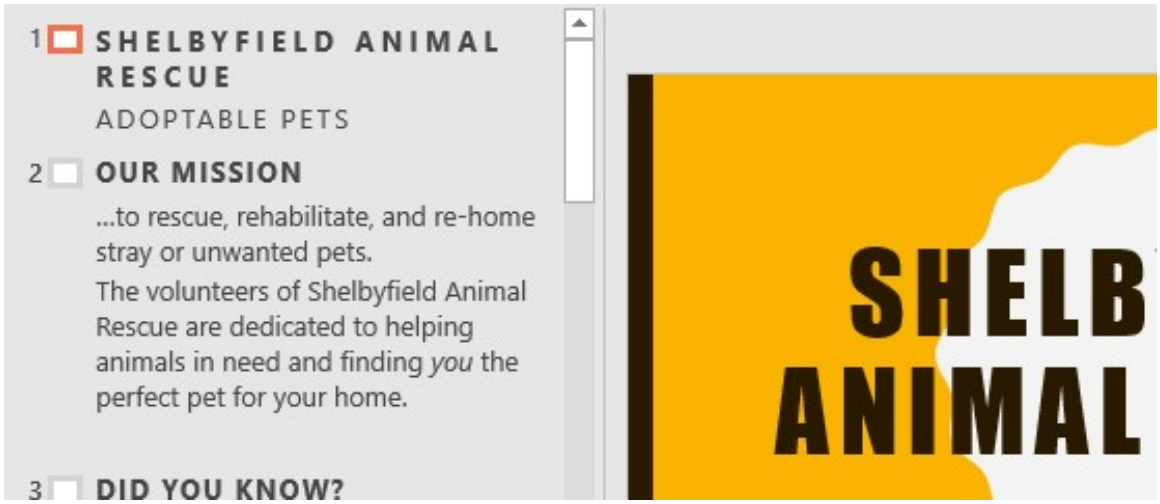
Outline view

Outline view shows your slide text in **outline** form. This allows you to quickly edit your slide text and view the content of multiple slides at once. You could use this layout to review the organization of your slide show and prepare to deliver your presentation.

To view an outline:

1. From the **View** tab, click the **Outline View** command.

2. An **outline** of your slide text will appear in the slide navigation pane.
3. You can type directly in the outline to make changes to your slide text.



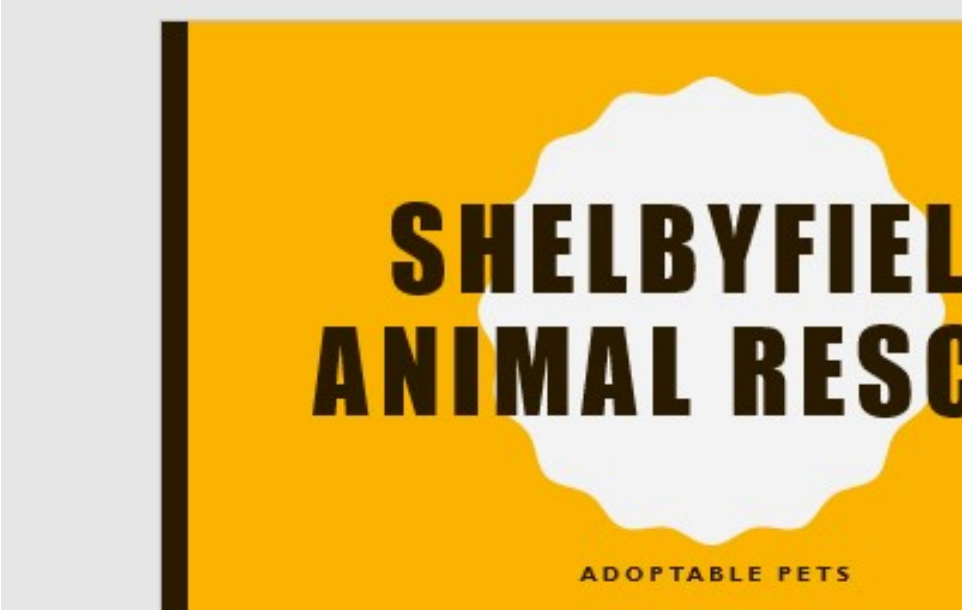
Slide notes

You can add **notes** to your slides from the **Notes** pane. Often called **speaker notes**, they can help you deliver or prepare for your presentation.

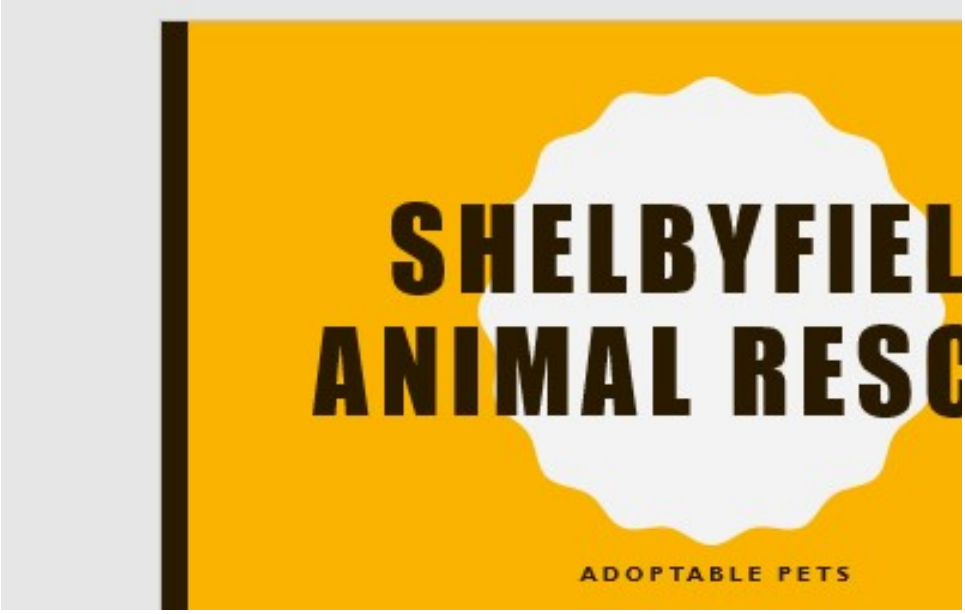
To add notes:

1. Click the **Notes** command at the bottom of the screen to open the **Notes** pane.

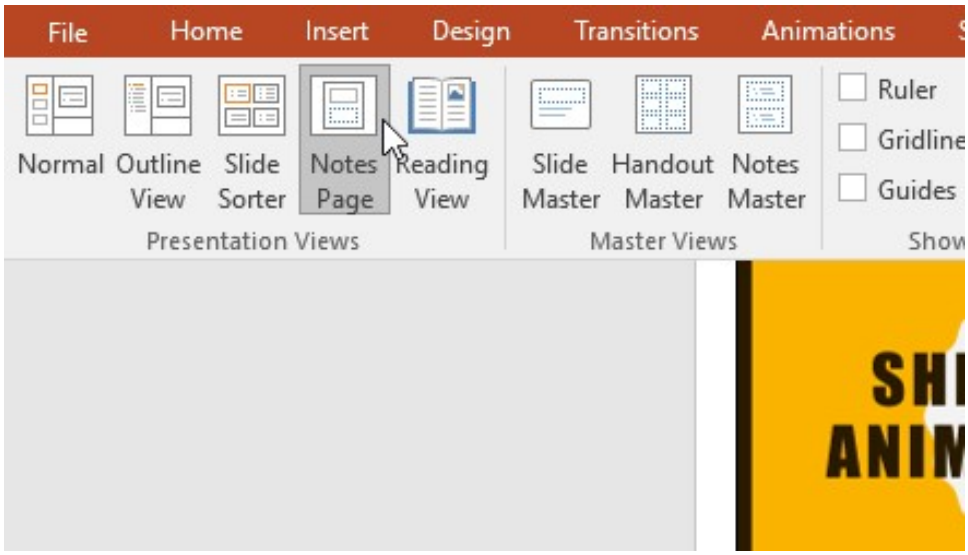
2. Click and drag the **edge** of the pane to **resize** it if desired.



3. Click the **Notes** pane, and begin typing to add notes.



You can also access **Notes Page view** to edit and review your notes. Just click the **Notes Page** command from the **View** tab. From here, you can type notes in the **text box** below each slide.



Slide sections

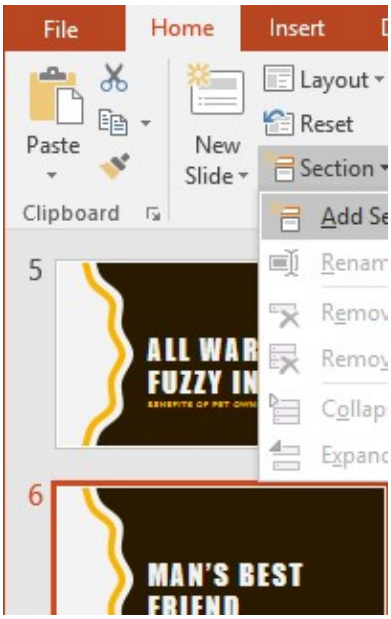
If you have a lot of slides, you can organize them into **sections** to make your presentation easier to navigate. Sections can be collapsed or expanded in the Slide Navigation pane and named for easy reference.

To create slide sections:

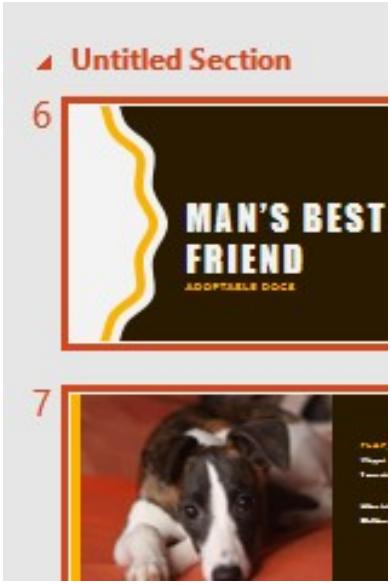
In our example, we will add two sections: one for dogs that are available for adoption, and another for cats and other pets.

1. Select the **slide** where you want to begin a section.

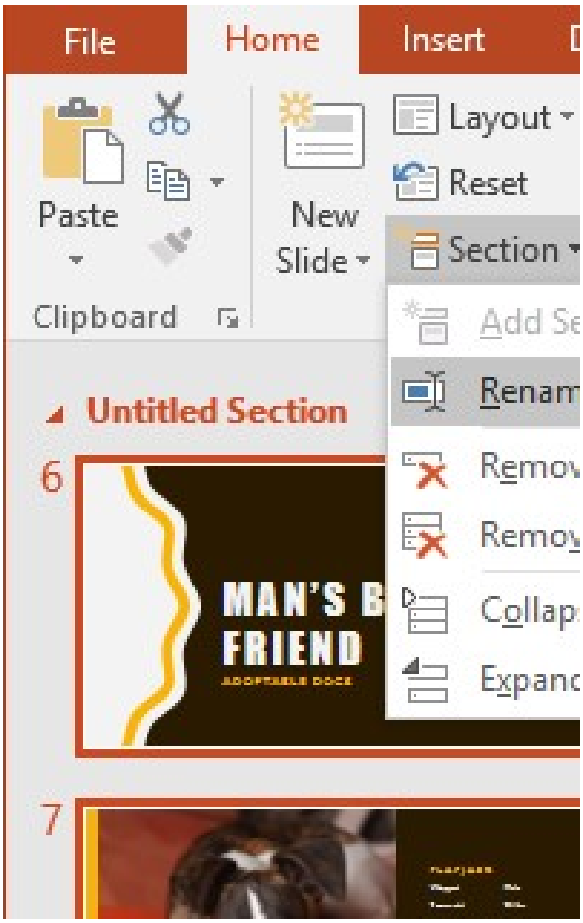
2. From the **Home** tab, click the **Section** command, then choose **Add Section** from the drop-down menu.



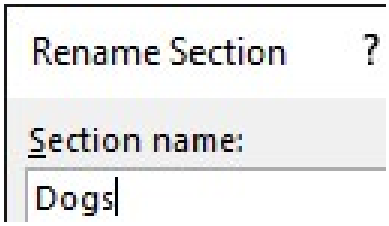
3. An **Untitled Section** will appear in the Slide Navigation pane.



4. To **rename** the section, click the **Section** command, then choose **Rename Section** from the drop-down menu.

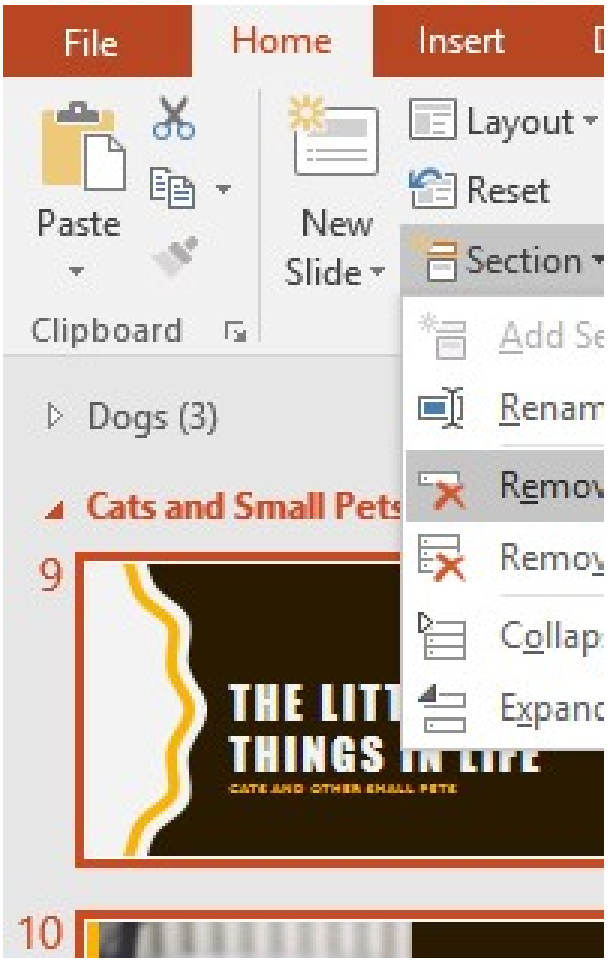


5. Type the new section name in the dialog box, then click **Rename**.



6. Repeat to add as many sections as you need.
7. In the Slide Navigation pane, click the **arrow** next to a section name to **collapse** or **expand** it.

To **remove** a section, click the **Section** command, then click **Remove Section**. You can also click **Remove All Sections** to remove all sections from your slides.

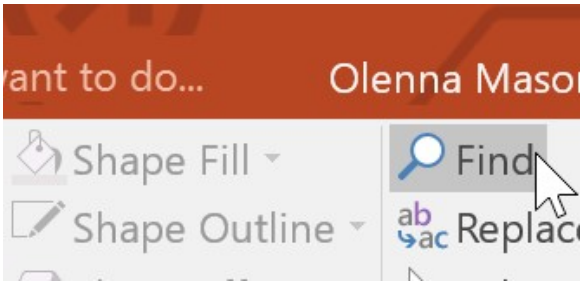

File
Home
Insert
Paste
New Slide
Layout
Reset
Section
Clipboard
Dogs (3)
Cats and Small Pets
9
10

Using Find & Replace

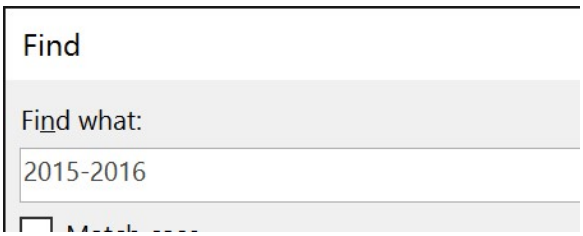
When you're working with longer presentations, it can be difficult and time consuming to locate a specific word or phrase. PowerPoint can automatically search your presentation using the **Find** feature, and it allows you to quickly change words or phrases using the **Replace** feature.

To find text:

1. From the **Home** tab, click the **Find** command.



2. A dialog box will appear. Enter the **text** you want to find in the **Find what:** field, then click **Find Next**.



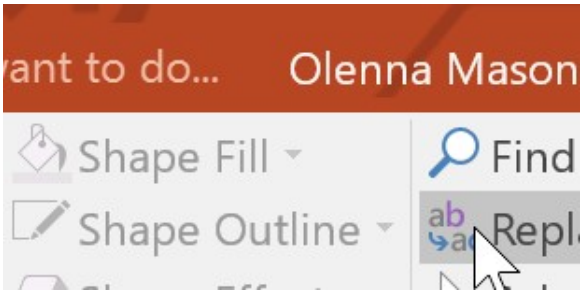
3. If the text is found, it will be selected.

You can also access the Find command by pressing **Ctrl+F** on your keyboard.

To replace text:

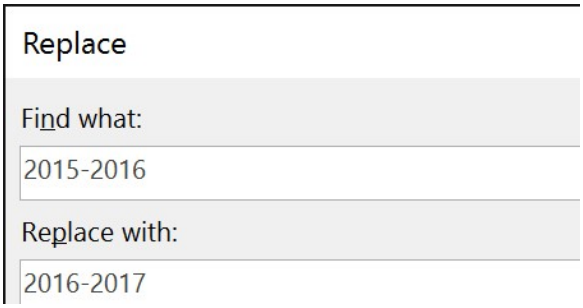
You may discover that you've repeatedly made a mistake throughout your presentation—like misspelling someone's name—or that you need to exchange a particular word or phrase for another. You can use the **Replace** feature to make quick revisions.

1. From the **Home** tab, click the **Replace** command.

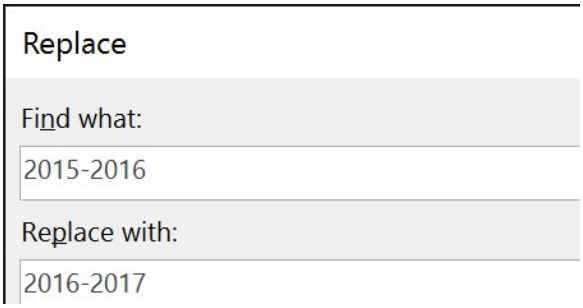


2. A dialog box will appear. Type the text you want to find in the **Find what:** field.

3. Type the text you want to replace it with in the **Replace with**: field, then click **Find Next**.



4. If the text is found, it will be selected. Review the text to make sure you want to replace it.
5. If you want to replace it, select one of the **replace** options. **Replace** will replace individual instances, and **Replace All** will replace every instance. In our example, we'll use the **Replace** option.



6. The selected text will be **replaced**.
7. PowerPoint will move to the next instance of the text in the presentation. When you're finished replacing text, click **Close** to exit the dialog box.

When it comes to using **Replace All**, it's important to remember that it could find matches you didn't anticipate and might not actually want to change. Only use this option if you're absolutely sure it won't replace anything you didn't intend it to replace.

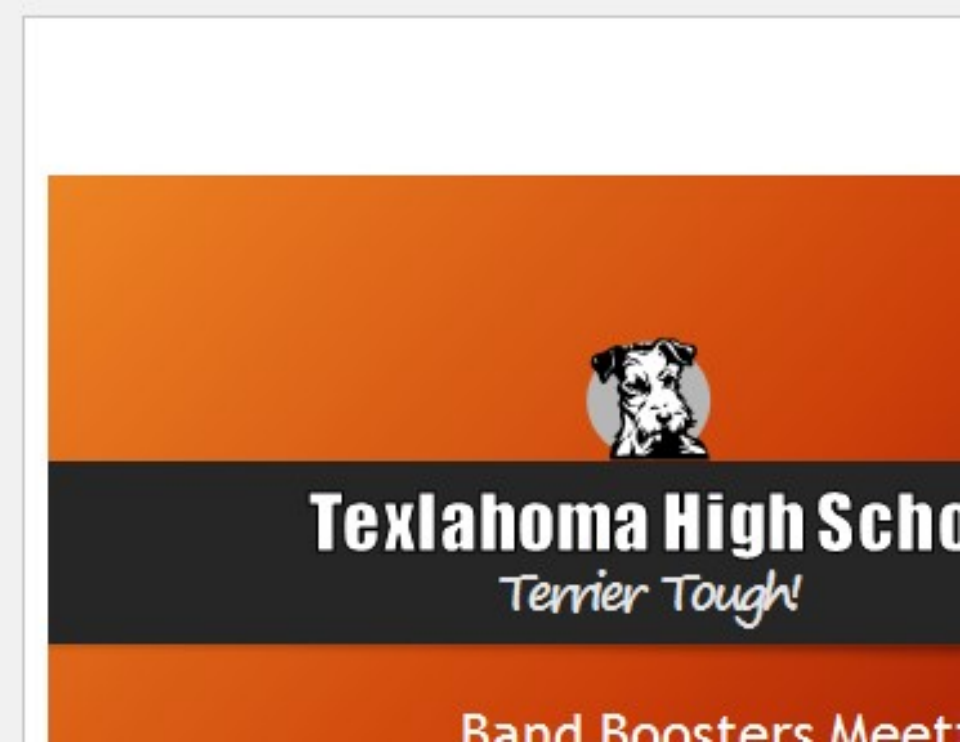
Printing

Even though PowerPoint presentations are designed to be viewed on a computer, there may be times when you want to **print** them. You can even print custom versions of a presentation, which can be especially helpful when presenting your slide show. The **Print pane** makes it easy to preview and print your presentation.

Print layouts

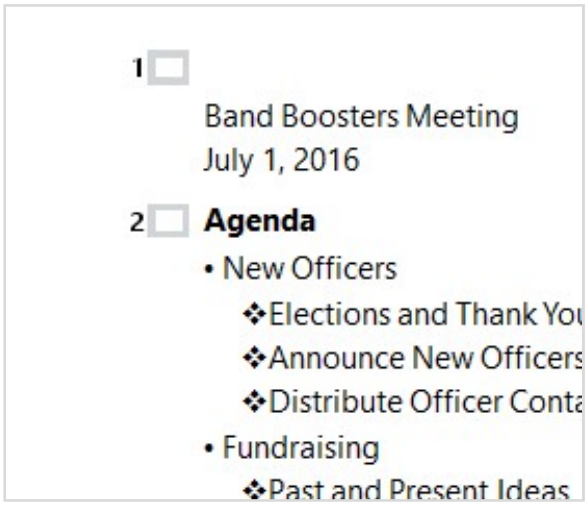
PowerPoint offers several **layouts** to choose from when printing a presentation. The layout you choose will mostly depend on **why** you're printing the slide show. There are four types of print layouts.

- **Full Page Slides**: This prints a full page for **each slide** in your presentation. This layout is most useful if you need to **review** or **edit** a printed copy of your presentation.



- **Notes Pages**: This prints each slide, along with any **speaker notes** for the slide. If you've included a lot of notes for each slide, you could keep a printed copy of the notes with you while presenting.

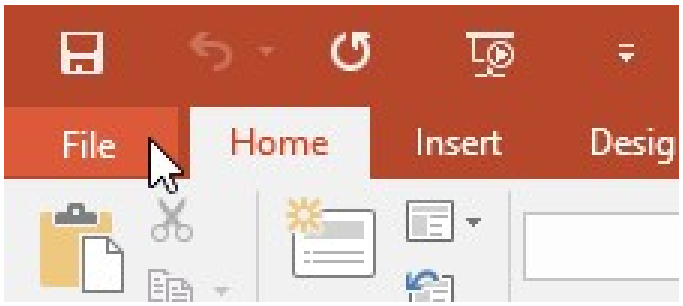
- **Outline**: This prints an overall **outline** of the slide show. You could use this to review the organization of your slide show and prepare to deliver your presentation.



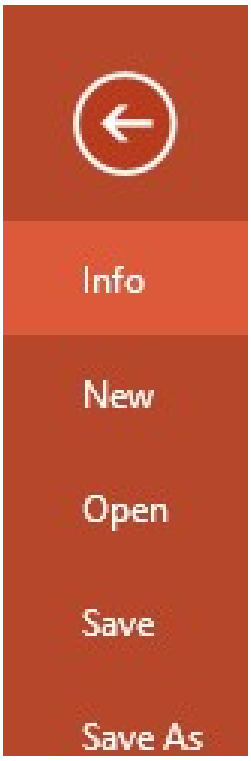
- **Handouts:** This prints **thumbnail versions** of each slide, with optional space for **notes**. This layout is especially useful if you want to give your audience a **physical copy** of the presentation. The optional space allows them to **take notes** on each slide.

To access the Print pane:

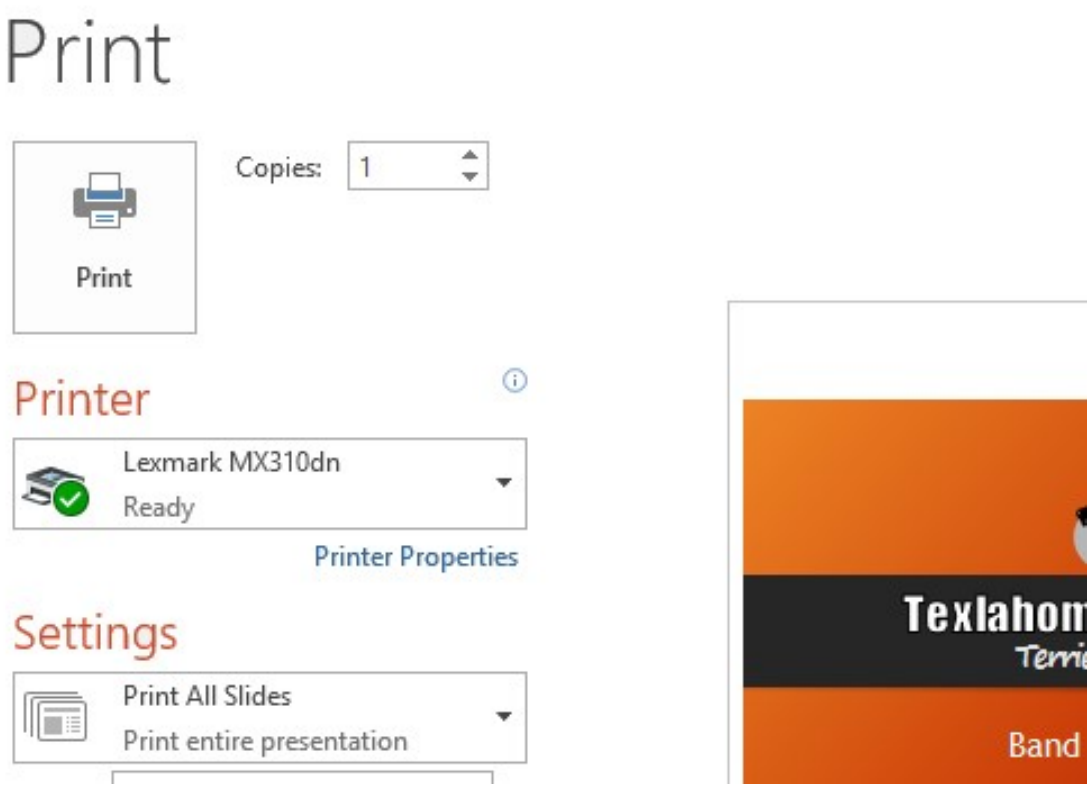
1. Select the **File** tab. **Backstage view** will appear.



2. Select **Print**. The **Print** pane will appear.



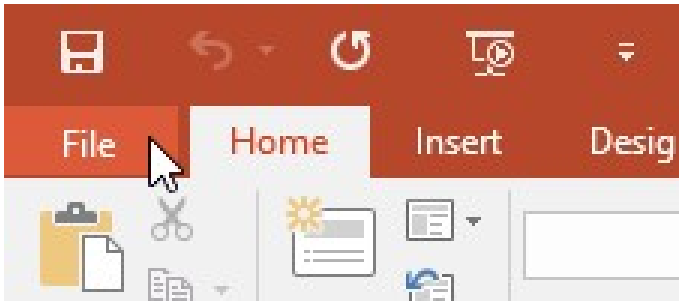
Click the buttons in the interactive below to learn more about using the Print pane.



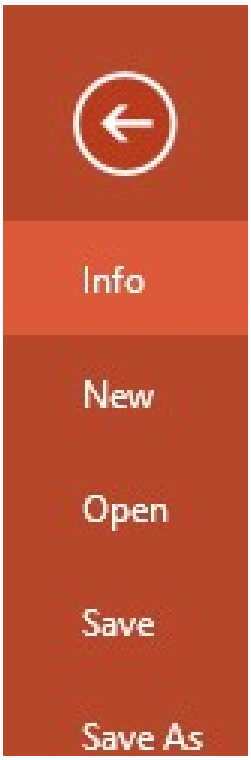
You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

To print a presentation:

1. Select the **File** tab. **Backstage view** will appear.

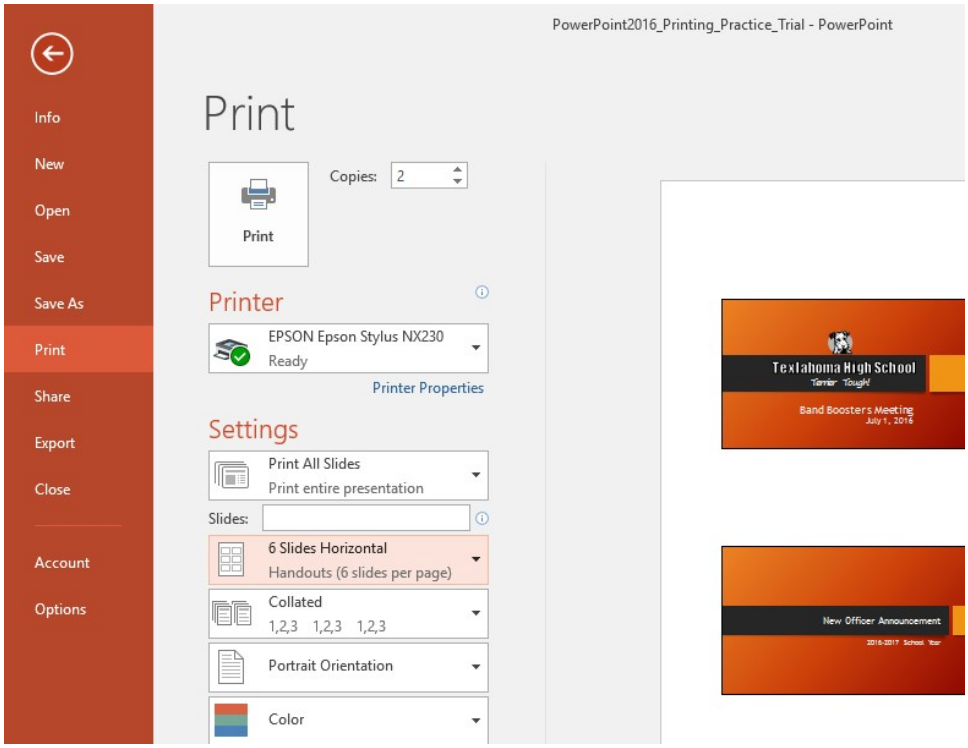


2. Select **Print**. The **Print pane** will appear.



3. Choose the desired **printer** and **print range**.
4. Chose the desired **print layout** and **color** settings.

5. When you're done modifying the settings, click **Print**.



Presenting Your Slide Show

Once your slide show is complete, you'll need to learn how to **present it** to an audience. PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

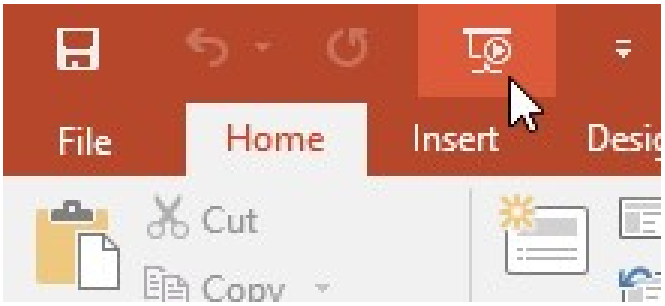
Presenting a slide show

Before presenting your slide show, you'll need to think about the type of **equipment** that will be available for your presentation. Many presenters use **projectors** during presentations, so you might want to consider using one as well. This allows you to control and preview slides on one monitor while presenting them to an audience on another screen.

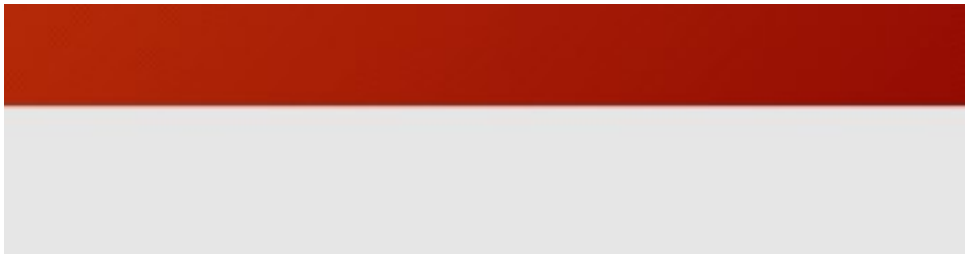
To start a slide show:

There are several ways you can begin your presentation:

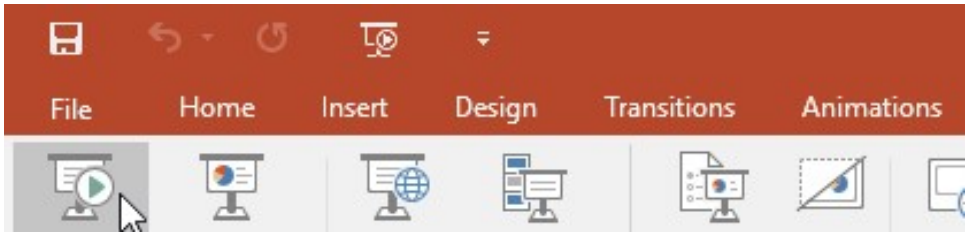
- Click the **Start From Beginning** command on the Quick Access Toolbar, or press the **F5** key at the top of your keyboard. The presentation will appear in full-screen mode.



- Select the **Slide Show view** command at the bottom of the PowerPoint window to begin a presentation from the current slide.



- Go to the **Slide Show** tab on the Ribbon to access additional options. From here, you can start the presentation **from the current slide** and access **advanced presentation options**.



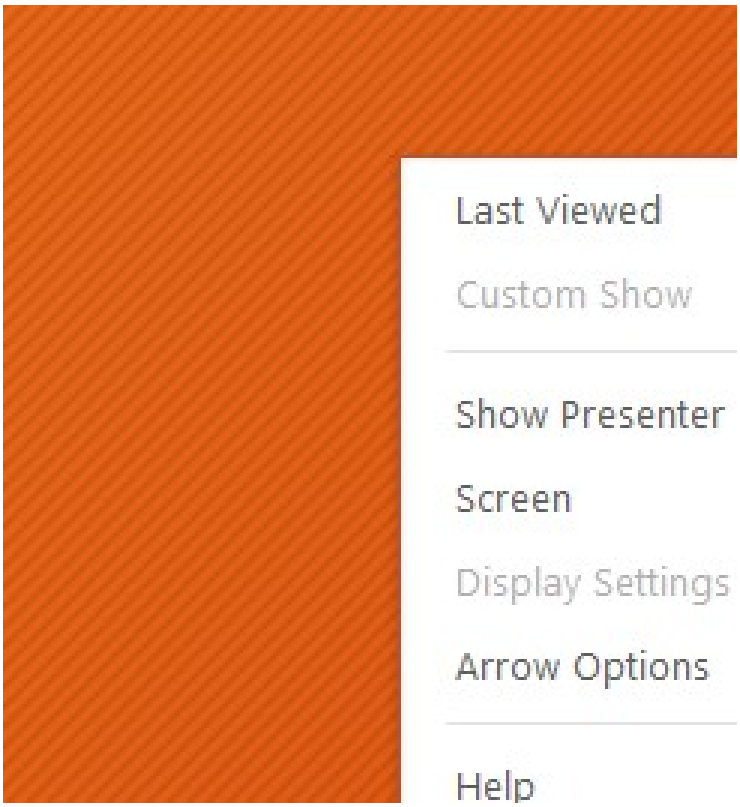
To advance and reverse slides:

You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. You can also use the **arrow keys** on your keyboard to move forward or backward through the presentation.

You can also hover your mouse over the bottom-left and click the **arrows** to move forward or backward.

To stop a slide show:

You can exit presentation mode by pressing the **Esc** key on your keyboard. You can also click the **Slide Show Options** button in the bottom-left and select **End Show**.



The presentation will also end after the **last slide**. You can click the mouse or press the spacebar to return to Normal view.

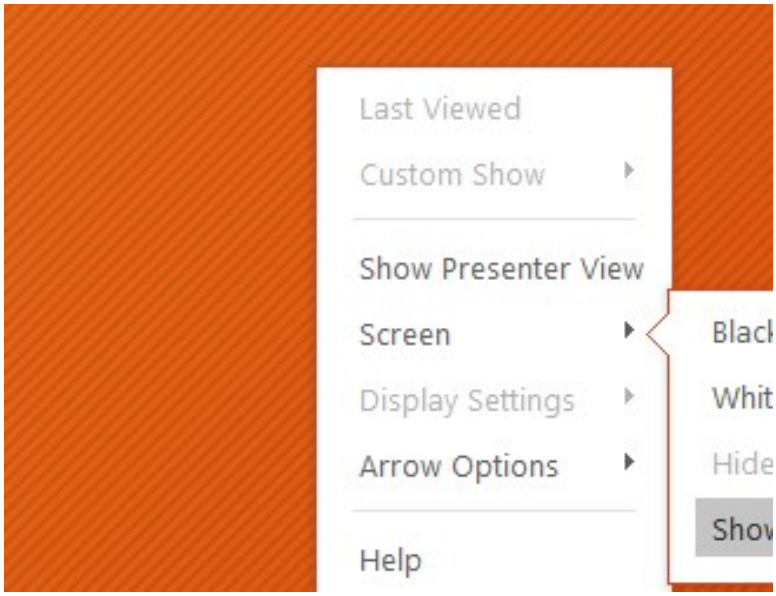
Presentation tools and features

PowerPoint provides convenient tools you can use while presenting your slide show. For example, you can change your mouse pointer to a **pen** or **highlighter** to draw attention to items in your slides. In addition, you can **jump around** to slides in your presentation or access other programs from your **taskbar** if needed.

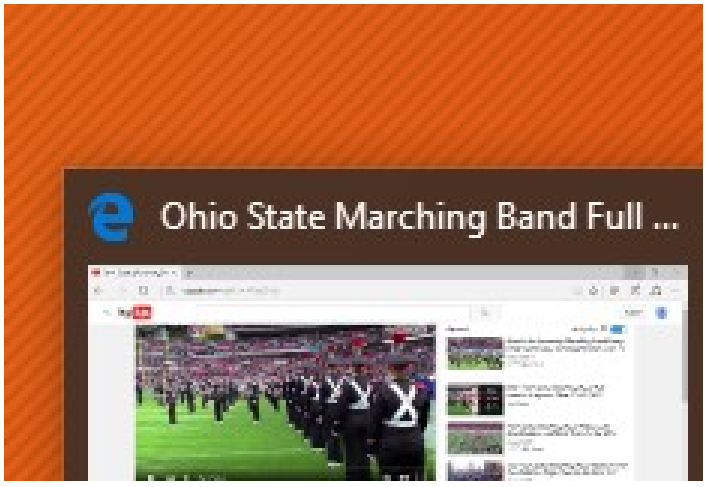
To show the taskbar:

Sometimes you may need to access the Internet or other files and programs on your computer during your presentation. PowerPoint allows you to access your **taskbar** without ending the presentation.

1. Locate and select the **Slide Options button** in the bottom-left corner.
2. Select **Screen**, then click **Show Taskbar**.

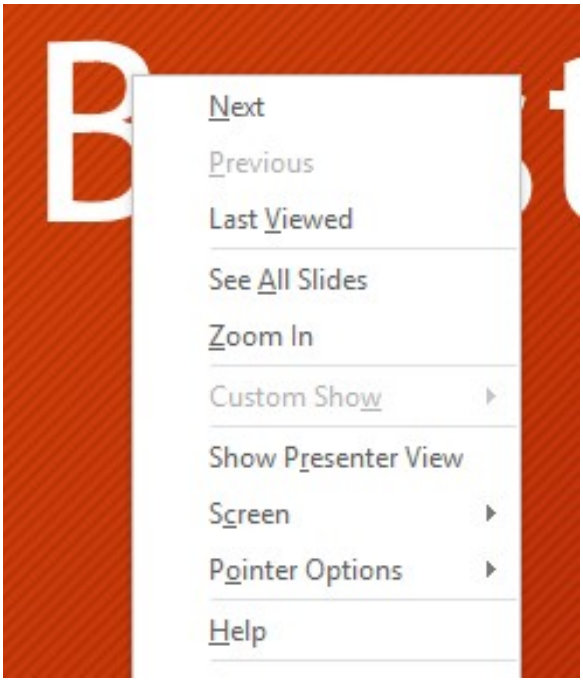


3. Your **taskbar** will appear. Choose a program you want to open, like a web browser. When you're done, close the window or click the PowerPoint icon on the taskbar to return to the presentation.



Slide options

You can also access any of the menu items above by **right-clicking** anywhere on the screen during your slide show.

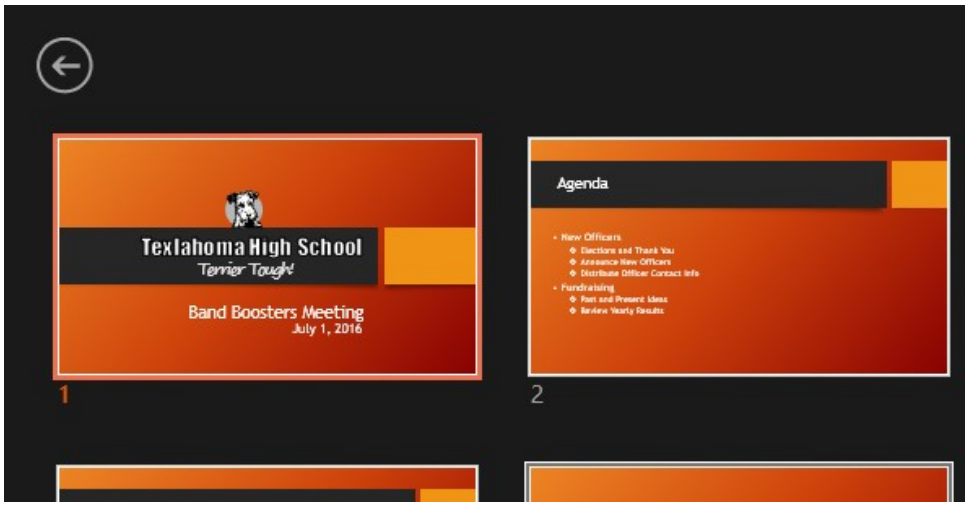


To skip to a nonadjacent slide:

You can jump to slides **out of order** if needed.

1. Locate and select the **See All Slides** button in the bottom-left corner.

2. **Thumbnail versions** of each slide will appear. Select the slide you want to jump to.

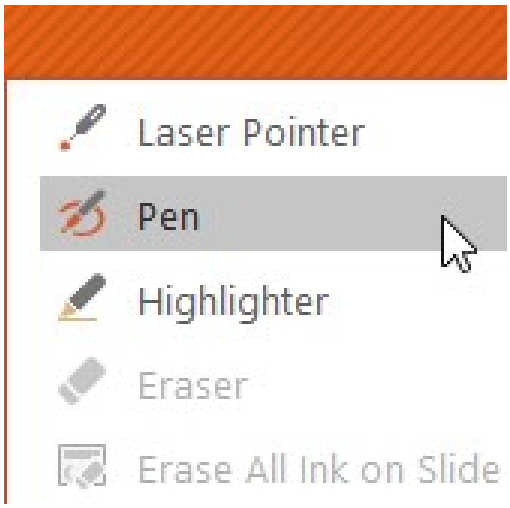


3. The selected slide will appear.

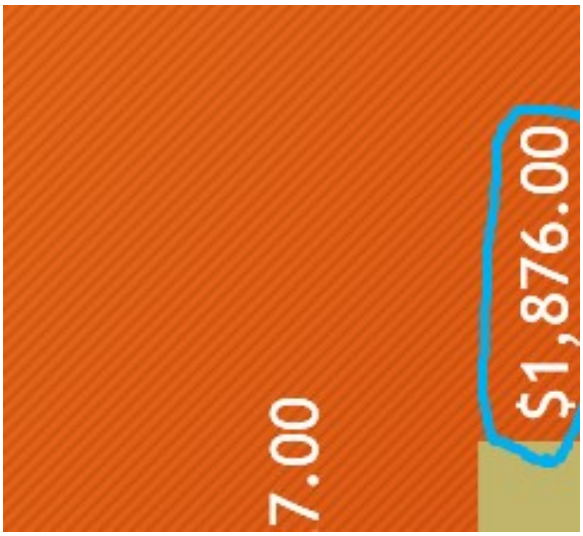
To access drawing tools:

Your mouse pointer can act as **pen** or **highlighter** to draw attention to items in your slides.

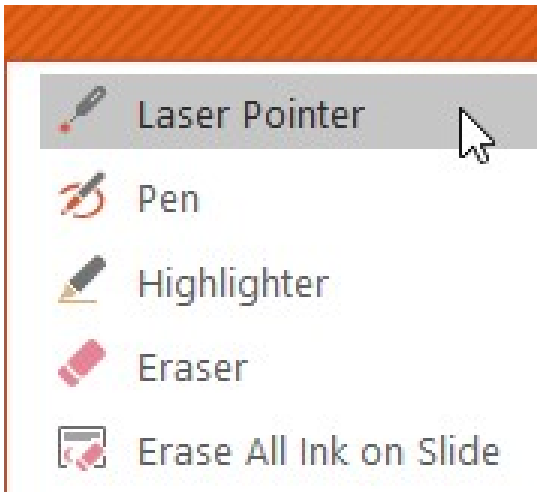
1. Locate and select the **Pen Tools** button in the bottom-left corner.
2. Select **Pen** or **Highlighter** based on your preference. You can also choose a different **color** from the menu.



3. Click and drag the mouse to **mark** your slides. You can also press **Ctrl+P** on your keyboard to access the pen tool while presenting your slide show.

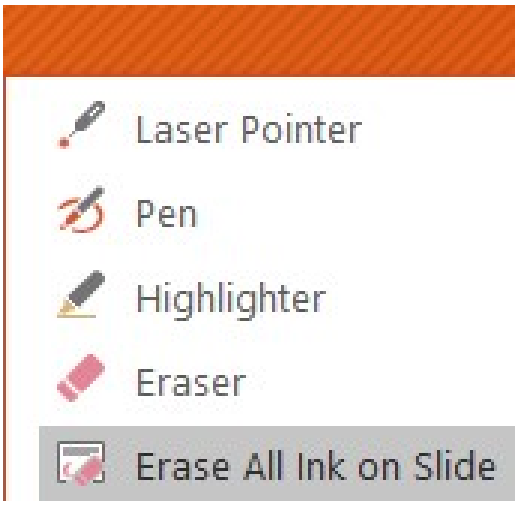


You can also use the **laser pointer** feature to draw attention to certain parts of your slide. Unlike the pen and highlighter, the laser pointer will not leave markings on your slides. To use the laser pointer, select it from Pen Tools, or press and hold the **Ctrl** key and the left mouse button.

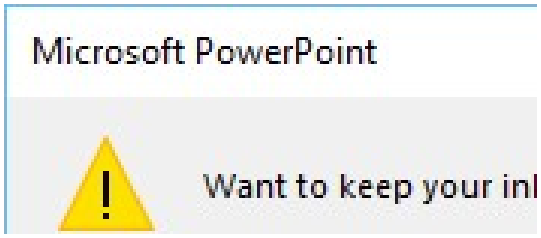


To erase ink markings:

1. Locate and select the **Pen Tools** button in the bottom-left corner.
2. Select **Eraser** to erase individual ink markings, or select **Erase All Ink on Slide** to erase all markings.



When you end a slide show, you'll also have the option to **Keep** or **Discard** any ink annotations made during your presentation. If you keep ink markings, they'll appear as **objects** on your slides in Normal view.

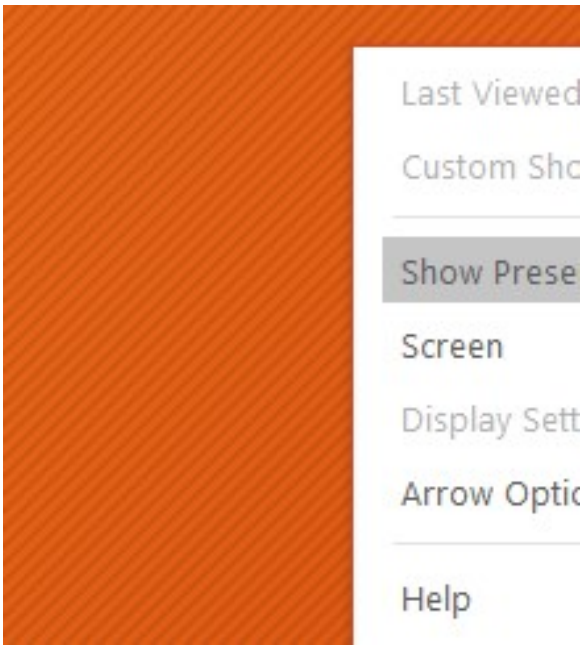


Presenter view

If you're presenting your slide show with a second display—like a projector—you can use **Presenter view**. Presenter view gives you access to a special set of controls on your screen that the audience won't see, allowing you to easily reference **slide notes**, preview the **upcoming slide**, and much more.

To access Presenter view:

Start your slide show as you normally would, then click the **Slide Options** button and select **Presenter View**. You can also press **Alt+F5** on your keyboard to start the slide show in Presenter view.



Slide show setup options

PowerPoint has various options for setting up and playing a slide show. For example, you can set up an unattended presentation that can be displayed at a kiosk and make your slide show repeat with continuous looping.

To access slide show setup options:

1. Select the **Slide Show** tab, then click the **Set Up Slide Show** command.

2. The **Set Up Show** dialog box will appear. From here, you can select the desired options for your presentation.

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