

# TECH TUTOR

ONE-ON-ONE COMPUTER HELP

COMPUTER CLASSES

## Microsoft PowerPoint 2016 LEVEL 2

[kcls.org/techtutor](http://kcls.org/techtutor)

Microsoft Word 2016 Level 2 Manual  
Rev 11/2017  
instruction@kcls.org

# Microsoft PowerPoint 2016 – Level 2

Welcome to *Microsoft PowerPoint 2016 - Level 2*. In this class you will learn the basics of PowerPoint, and perform some exercises. You will connect to online tutorials and courses to reinforce and advance your learning. As you're going through the class, think about how you may use PowerPoint.

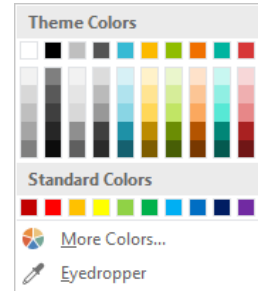
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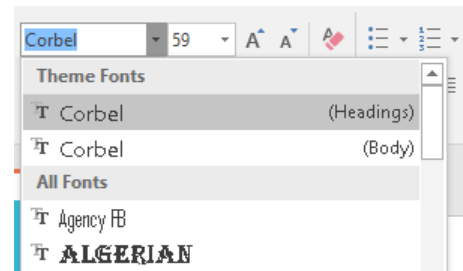
# Themes in PowerPoint

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

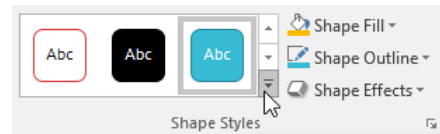
- **Theme Colors:** There are 10 theme colors, along with darker and lighter variations, available from every Color menu.



- **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.

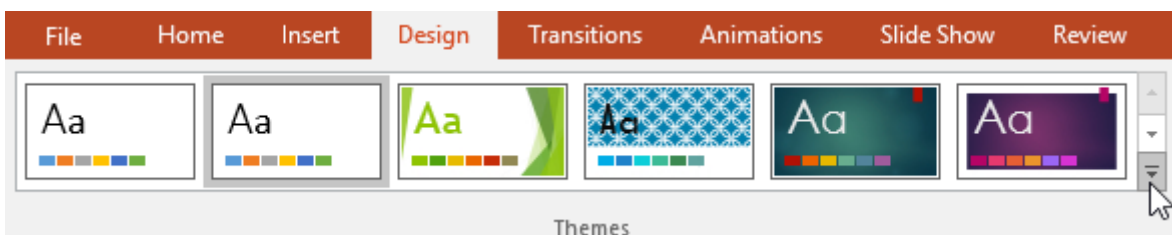


## Applying Themes

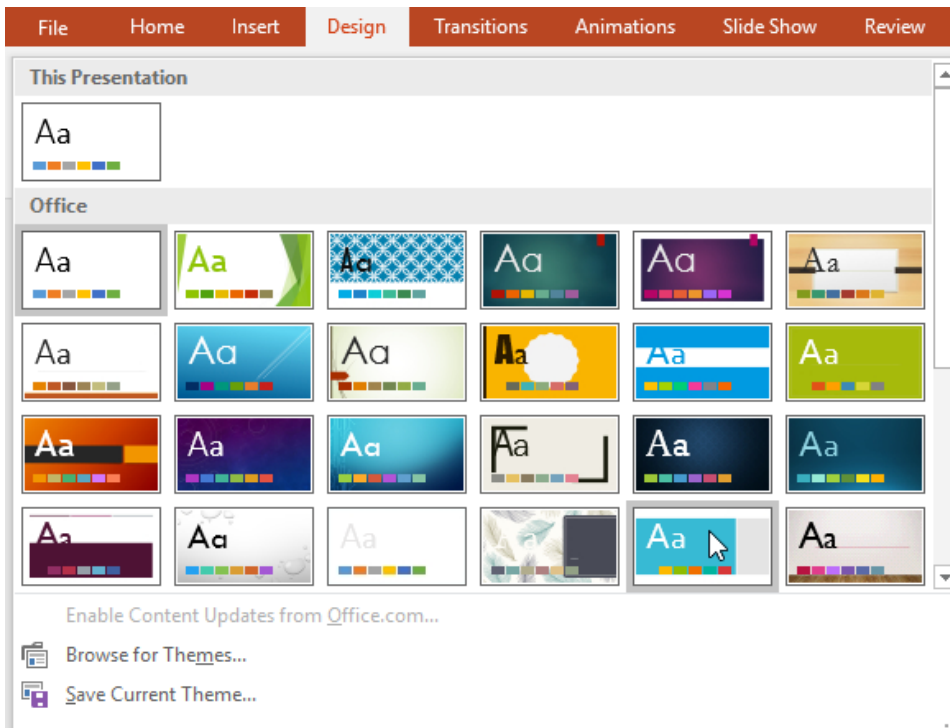
All themes included in PowerPoint are located in the Themes group on the Design tab. Themes can be applied or changed at any time.

To apply a theme:

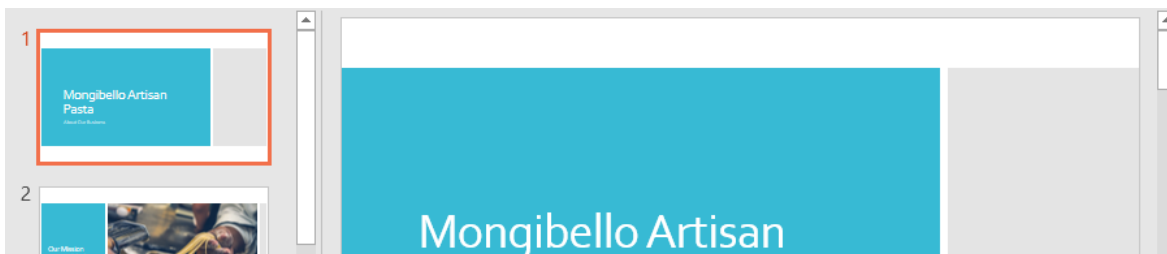
1. Select the **Design** tab on the Ribbon, then locate the **Themes** group. Each image represents a theme.
2. Click the **More** drop-down arrow to see all available themes.



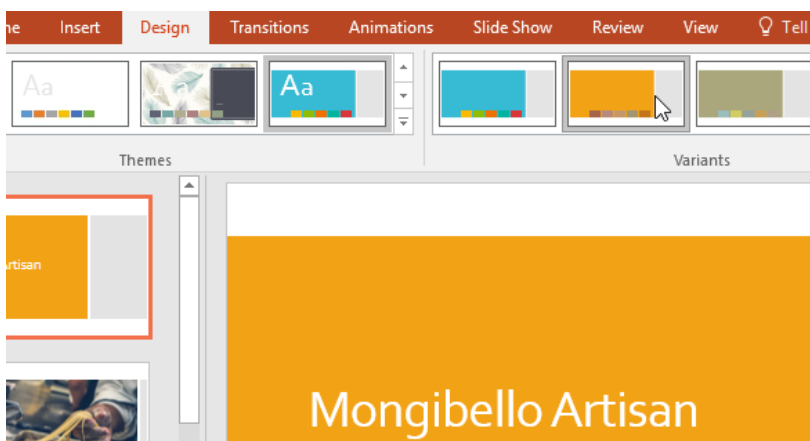
3. Select the **desired theme**.



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



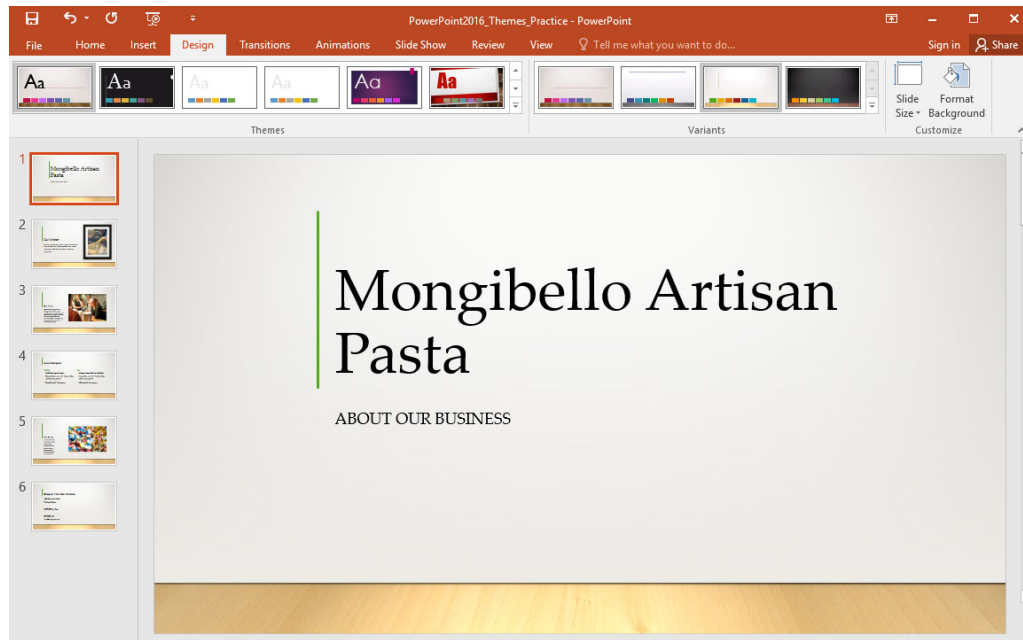
Note: Once you've applied a theme, you can also select a **variant** for that theme from the **Variants** group. Variants use **different theme colors** while preserving a theme's overall look.



## Try it!

1. Open the practice file
2. Select the first three slides only
3. Apply the **Gallery** theme, which has a light background with a wood texture at the bottom
  - a. **Note:** Theme names will appear when you hover over them
4. Select a **variant** of the theme

Here is an example of what your presentation might look like:

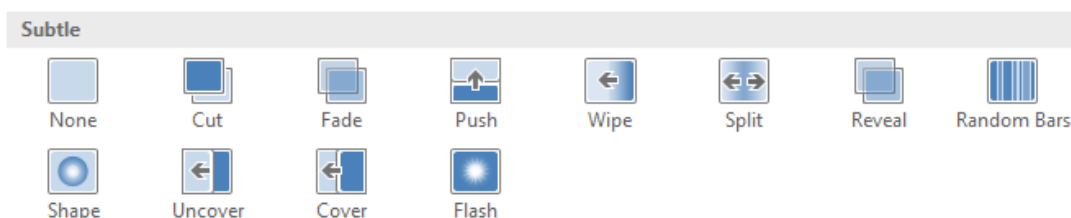


## Slide Transitions

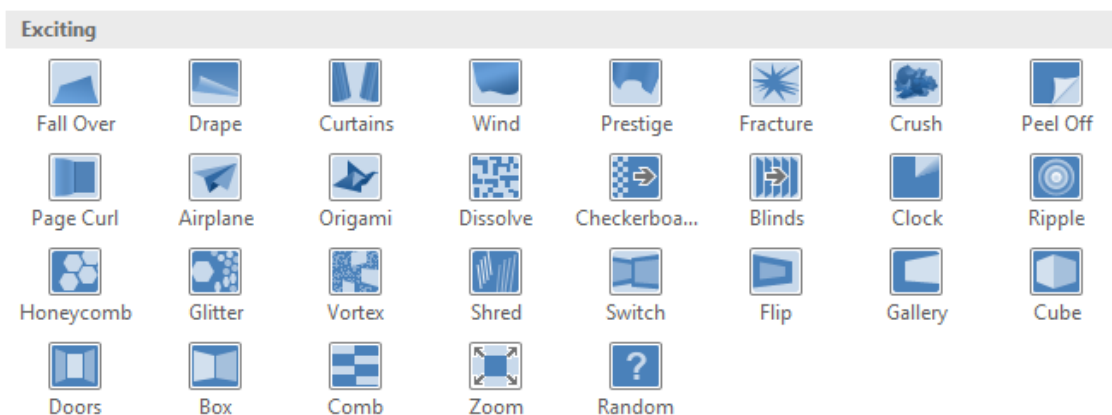
If you've ever seen a PowerPoint presentation that had special effects between each slide, you've seen slide transitions. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving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

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

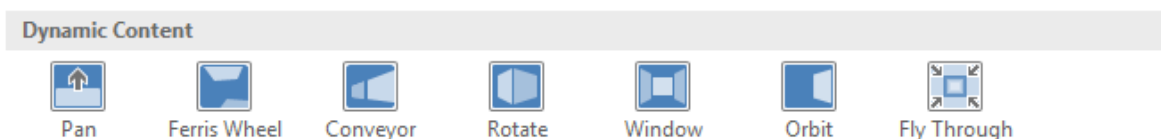
- **Subtle:** These are the most basic types of transitions. They use **simple animations** to move between slides



- **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.



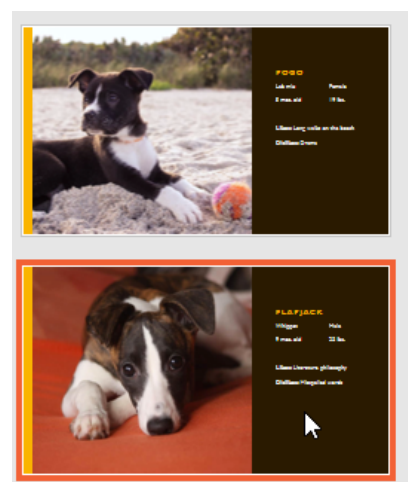
- **Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.



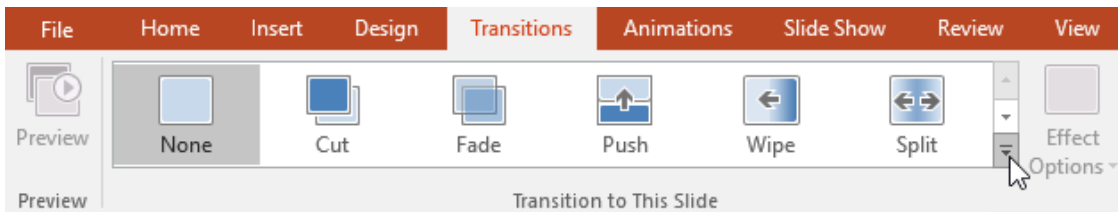
**Note:** Transitions are best used in moderation. Adding too many transitions can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle transitions, or not using transitions at all.

## Apply a Transition

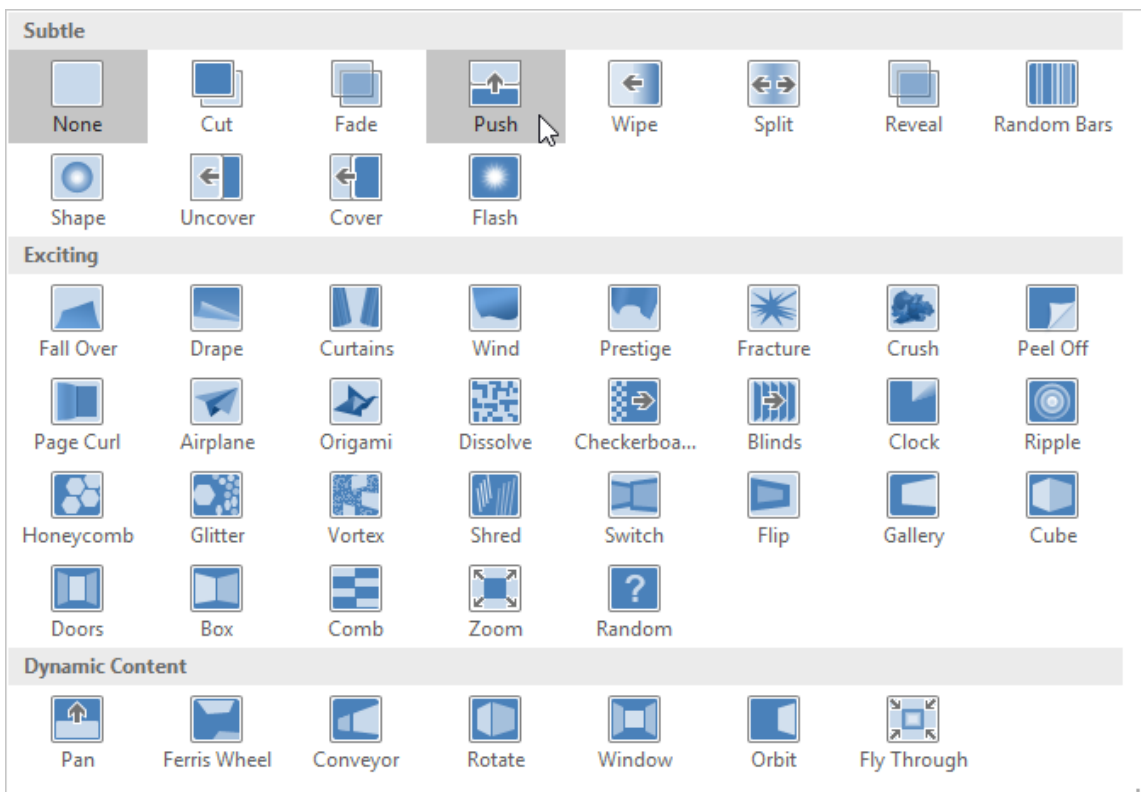
1. Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.
2. Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.



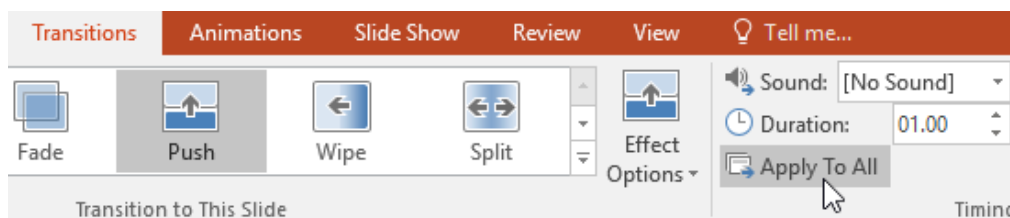
3. Click the **More** drop-down arrow to display all transitions.



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



**Note:** 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.

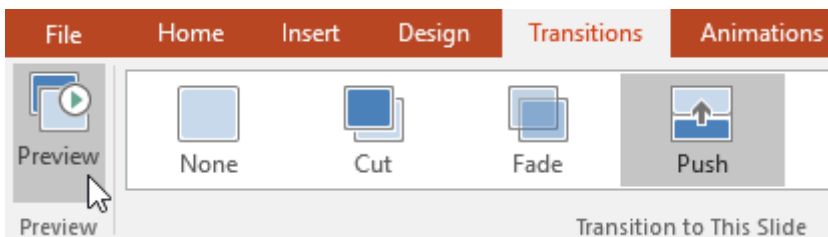


**Note:** Try applying a few different types of transitions to various slides in your presentation. You may find that some transitions work better than others, depending on the content of your slides.

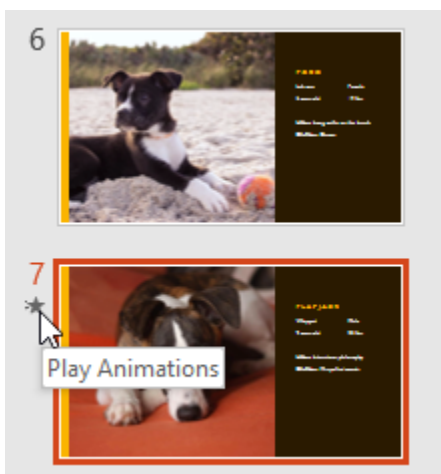
## Preview a transition

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

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



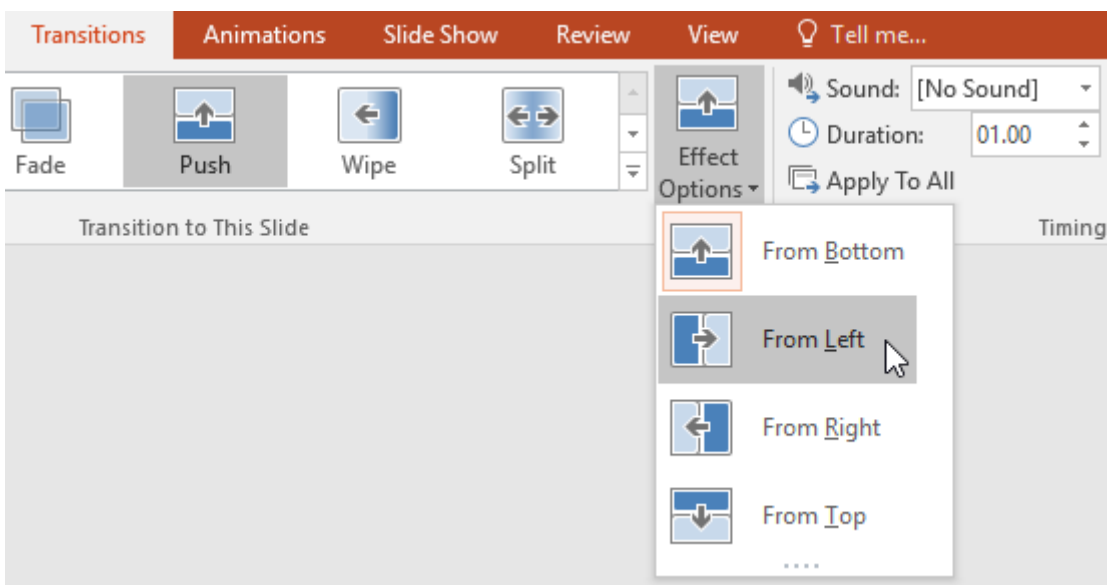
- Click the **Play Animations** command in the **Slide Navigation** pane.



## Modifying transitions

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

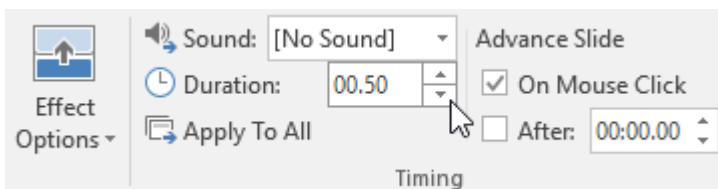
- Select the **slide** with the transition you want to modify.
- Click the **Effect Options** command and choose the desired option. These options will vary depending on the selected transition.



3. The transition will be **modified**, and a **preview** of the transition will appear. **Note:** Some transitions do not allow you to modify the direction.

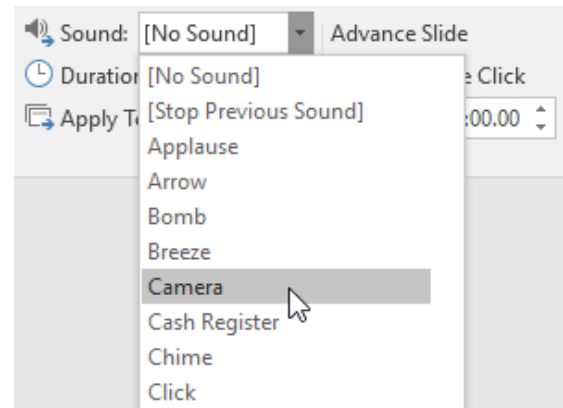
## Modify the transition duration

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**.



## Add sound to a transition

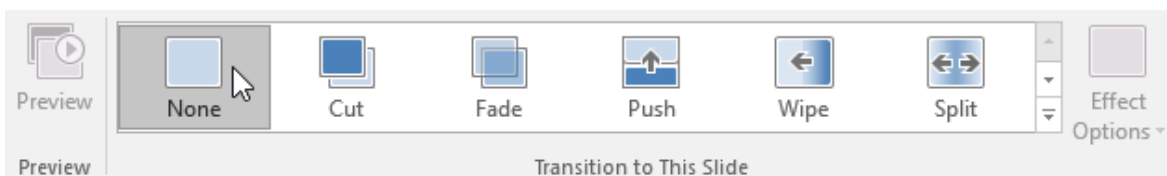
1. Select the **slide** with the transition you want to modify.
2. Click the **Sound** drop-down menu in the **Timing** group.
3. Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound.



**Note:** 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.

## 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.



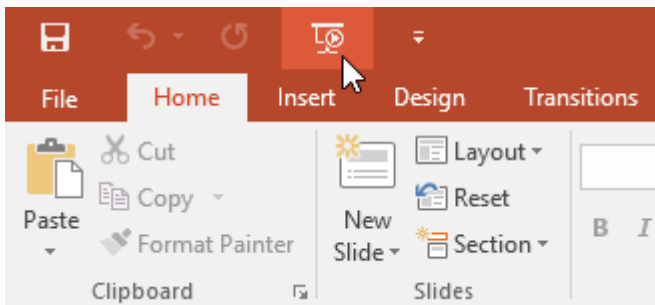
**Note:** To remove transitions from **all slides**, apply the **None** transition to a slide, then click the **Apply to All** command.

# Presenting Your Slideshow

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.

There are several ways you can begin your presentation:

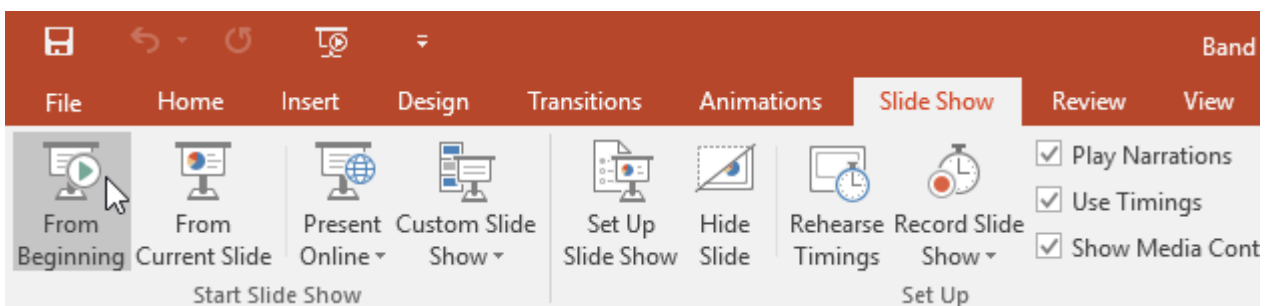
- Click the **Start From Beginning** command on the Quick Access Toolbar, or press the **F5** key at the top of your keyboard. The presentation will appear in full-screen mode.



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



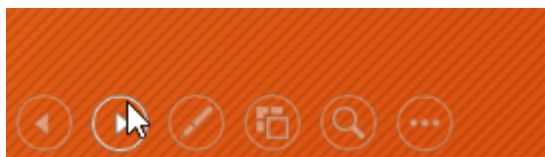
- Go to the **Slide Show** tab on the Ribbon to access even more options. From here, you can start the presentation **from the current slide** and access **advanced presentation options**.



## To advance and reverse slides:

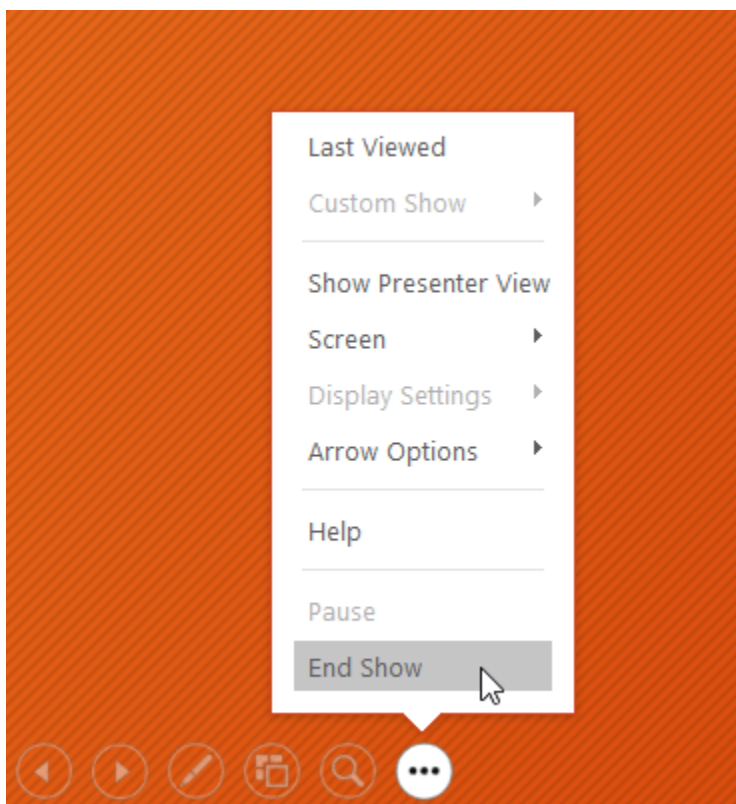
You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. Alternatively, you can use **arrow keys** on your keyboard to move forward or backward through the presentation.

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

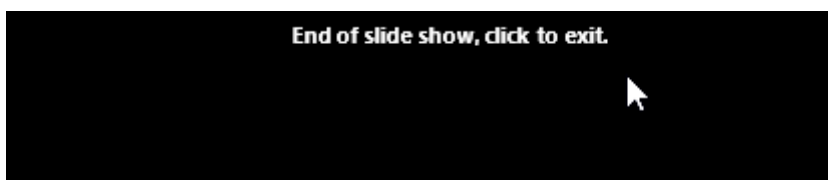


## To stop a slide show:

You can exit presentation mode by pressing the **Esc** key on your keyboard. Alternatively, you can 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

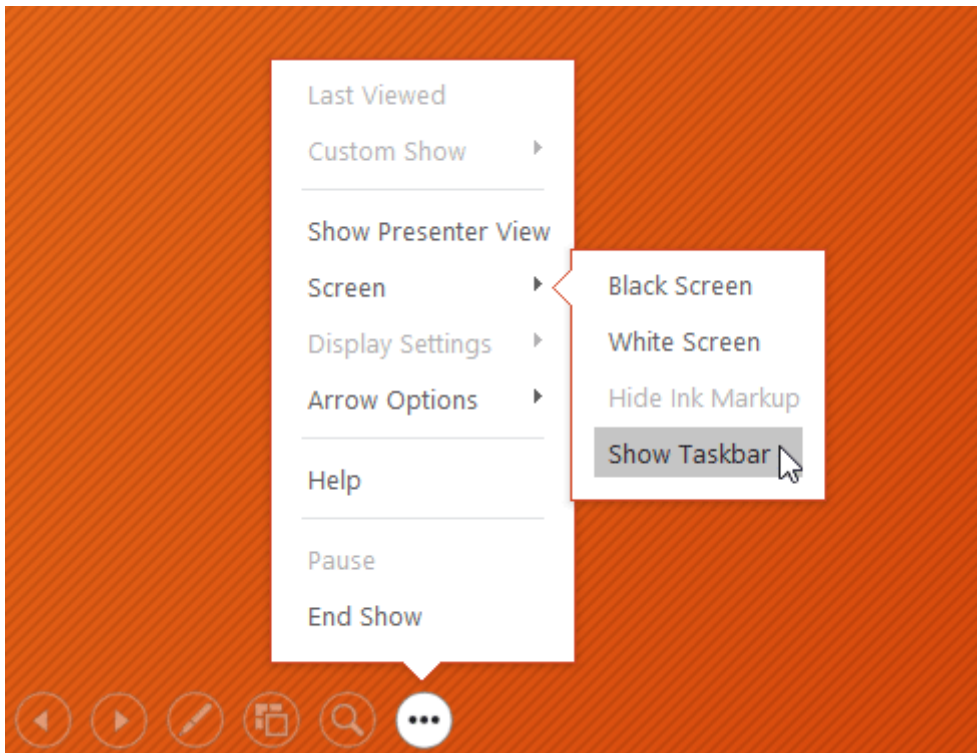
PowerPoint provides convenient tools you can use while presenting your slide show. For example, you can change your mouse pointer to a **pen** or **highlighter** to draw attention to items in your slides. In

addition, you can **jump around** to slides in your presentation or access other programs from your **taskbar** if needed.

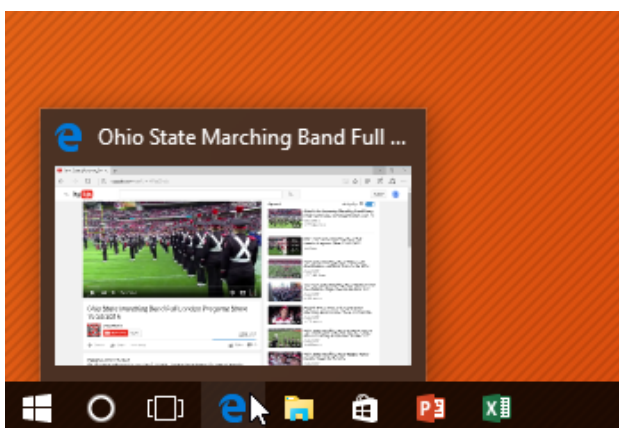
## To show the taskbar:

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**.

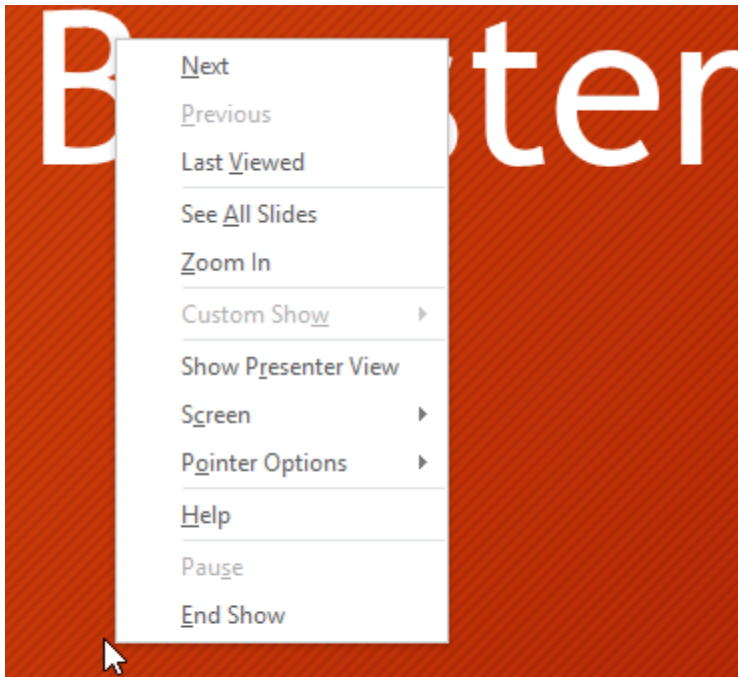


3. Your **taskbar** will appear. Choose a program you want to open, such as a web browser. When you're done, close the window or click the PowerPoint icon on the taskbar to return to the presentation.



## Slide options

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



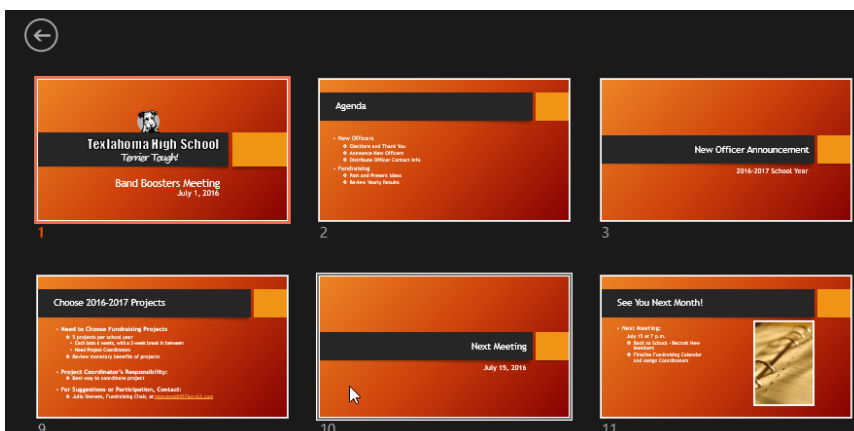
## To skip to a nonadjacent slide:

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.

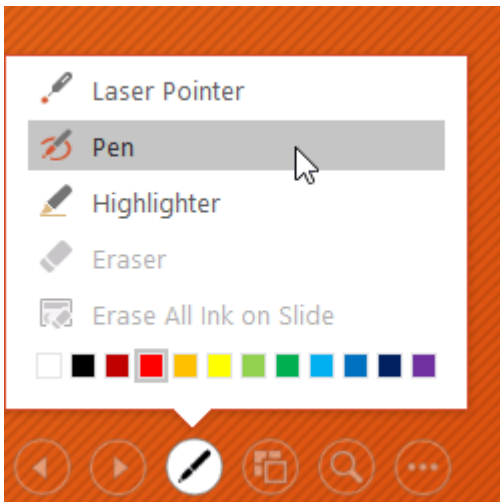


3. The selected slide will appear.

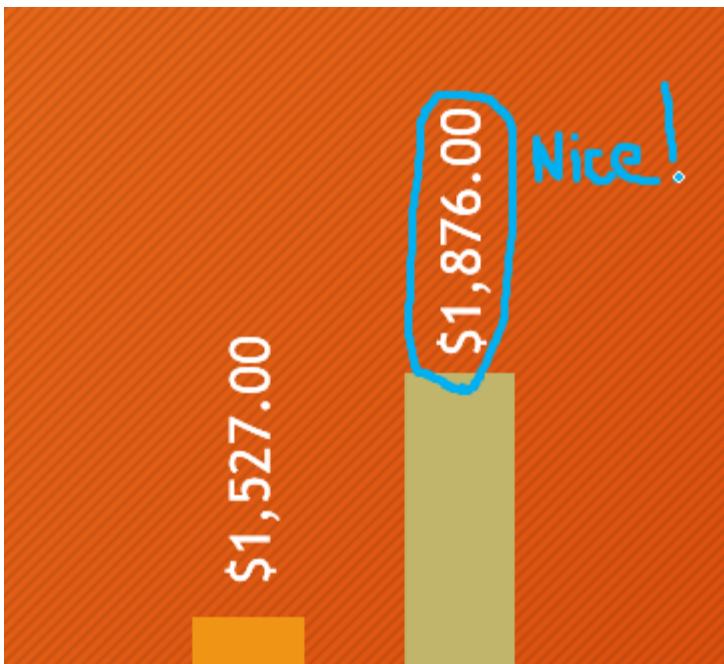
## To access drawing tools:

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

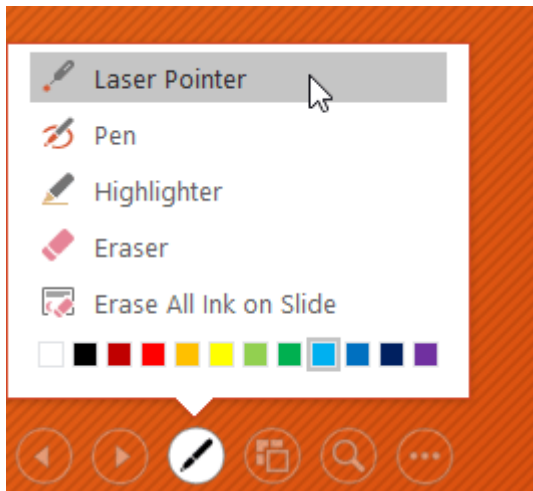
1. Locate and select the **Pen Tools** button in the bottom-left corner.
2. Select **Pen** or **Highlighter** based on your preference. You can also choose a different **color** from the menu.



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.

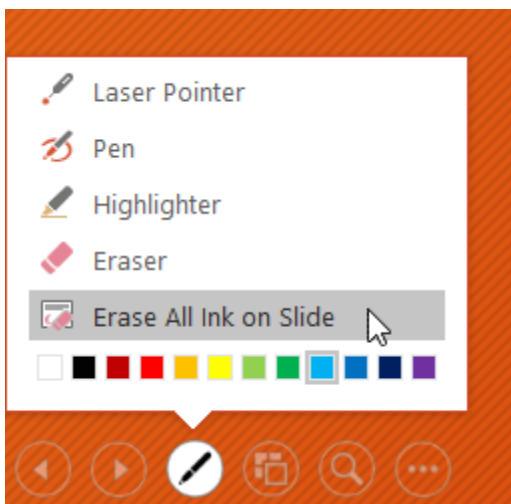


You can also use the **laser pointer** feature to draw attention to certain parts of your slide. Unlike the pen and highlighter, the laser pointer will not leave markings on your slides. To use the laser pointer, select it from Pen Tools, or press and hold the **Ctrl** key and the left mouse button.



### 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.

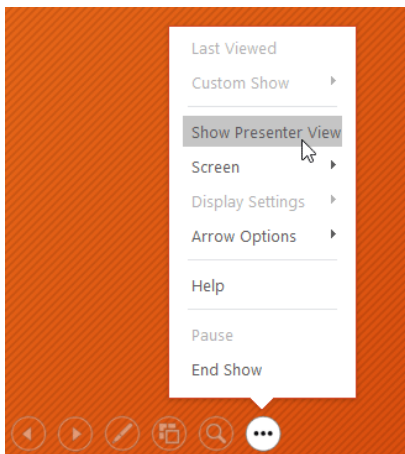


## Presenter view

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**. Alternatively, you can press **Alt+F5** on your keyboard to start the slide show in Presenter view.



### Try it!

- Open the practice presentation.
- In the **Set Up Slide Show** options, change the **pen color** to purple.
- **Start** your slideshow, then access **Presenter view**.
- **Advance** to slide 11.
- Use the **pen tool** to circle the fundraising amounts for the 2015-2016 school year. These are the amounts over the green bars.
- When you're finished, your screen should look something like this:

