



Introduction to Power Point 2016

Microsoft Office PowerPoint 2016 is a presentation software application that aids users in the creation of professional, high-impact, dynamic presentations. Slides are the building blocks of a PowerPoint presentation. By using slides, the focus is not only on the speaker, but on the visuals (slides) as well.

Best Practices for Creating Presentations

Slide layout, font, color scheme, and content are the main components to developing a great presentation. Follow the guidelines below to create a good presentation:

- Identify the critical information that needs to be presented and include it in your presentation.
- Use no more than six bullet points per slide.
- Keep bullet points short and to the point. Incomplete sentences are okay.
- Minimize the number of font types used in your presentation.
- Keep font sizes consistent.
- Do not make all of the text uppercase.
- For contrast, use a light-colored font on a dark background and vice versa.
- Use bold formatting to make appropriate words stand out.
- Minimize the use of italics. They are more difficult to read.
- Do not vary the look of one slide greatly from the next. Consistency is key.
- Identify text that can be represented pictorially and use appropriate graphics in its place.

The Microsoft PowerPoint 2016 Interface

There are a number of prominent changes to the look and functionality of Microsoft PowerPoint 2016.

Let us have a look at its latest interface as shown in Figure 1.

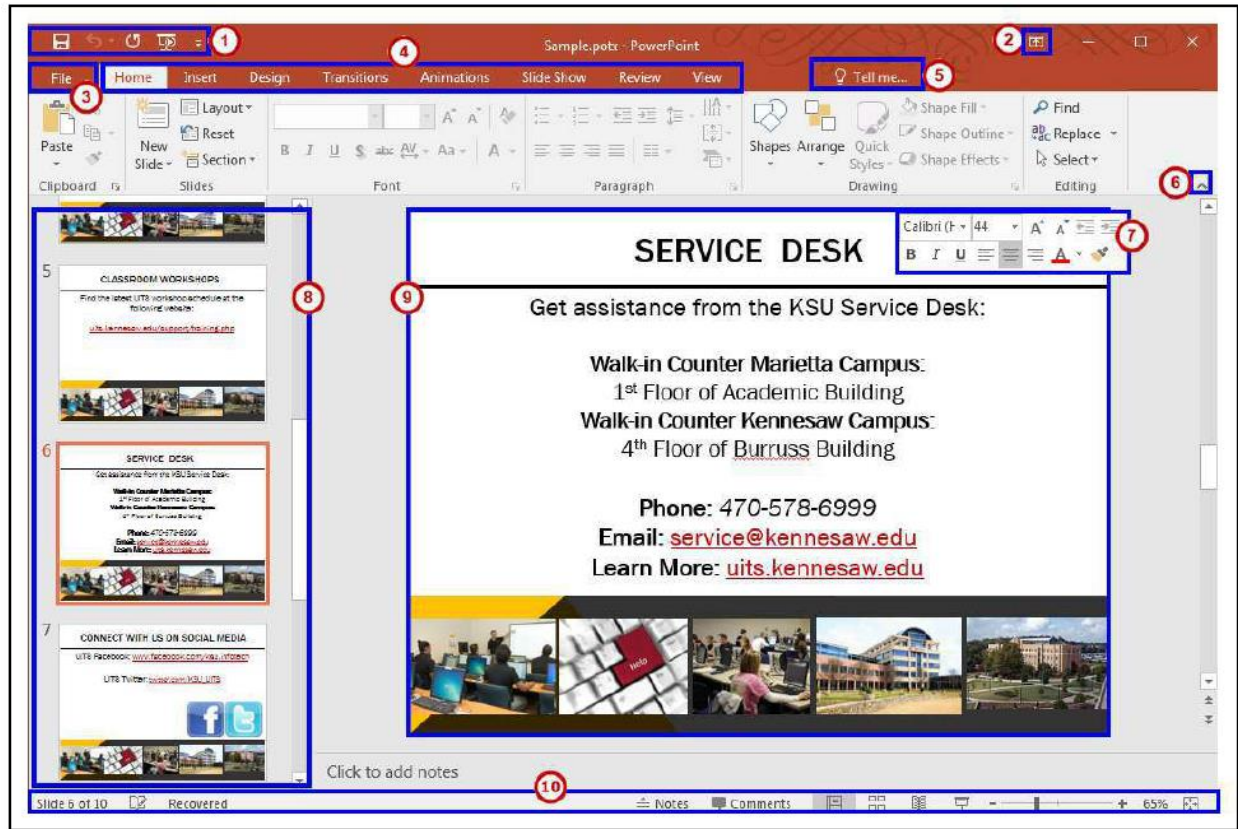


Figure (1): general look of Power point 2016.

The Ribbon

The ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs (see Figure 2). The ribbon is designed to help you quickly find the commands that you need to complete a task.

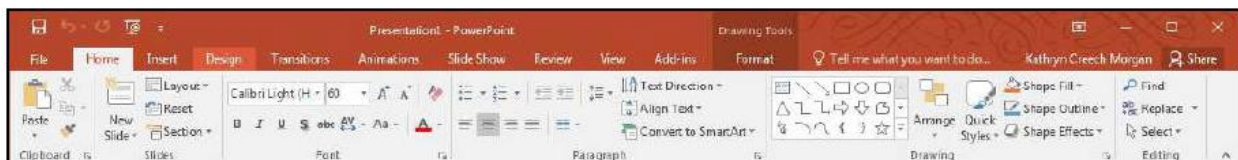


Figure (2): The Ribbon of power point 2016.

The ribbon is made up of a set of tabs that pertain to the different functionalities of PowerPoint, such as designing slides, inserting media onto slides, or applying animations. Each tab is further divided into logical groups (of buttons), such as the Font group shown in Figure 1. above.

Galleries

A Gallery is a collection of pre-defined formats which can be applied to various elements in Office applications, such as the Themes Gallery in PowerPoint (See Figure 3). A Gallery most often appears as a result of clicking on an item on one of the *Ribbon tabs*.

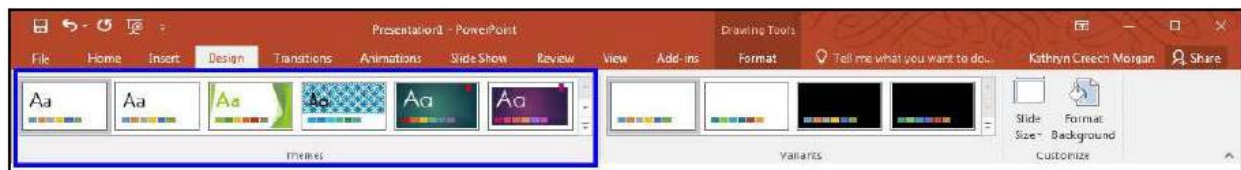


Figure (3): Galleries of power point 2016.

The selections in a Gallery incorporate a feature called **Live Preview**. When the mouse cursor hovers over a selection in a Gallery, your document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

Themes

A *Theme* is a set of formatting options that is applied to an entire presentation. A theme includes a set of colors, a set of fonts, and a set of effects. Using themes shortens formatting time and provides a unified, professional appearance. The *Themes group* is located on the *Design tab*; it allows you to select a theme from the Themes Gallery, apply variants, and customize the colors, fonts, and effects of a theme.

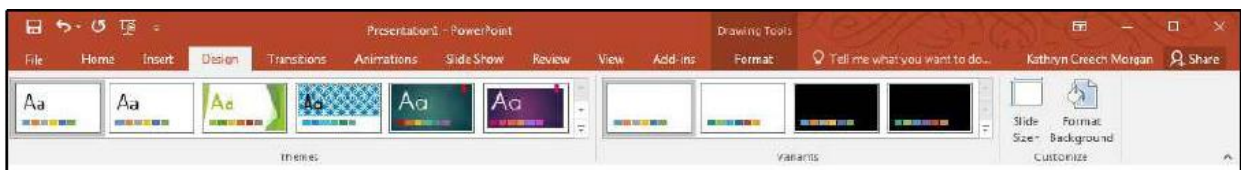


Figure (4): Themes on power point 2016.

Applying a Theme to a Presentation

1. On the Ribbon, select the **Design tab**.
2. In the *Themes* group, hover over a theme with your mouse to see a preview.
3. Click the **arrows** to scroll to additional themes (see Figure 5).



Figure (5): Themes in power point 2016.

Navigation

PowerPoint 2016 opens in the *Normal View* showing the *Slides Pane* on the left side of the window.

Slides Pane

1. The Slides pane shown in Figure 6. displays all the slides available in a presentation and helps to navigate through the presentation. The slides are listed in sequence and you can shuffle the slides by dragging a slide from the current location and placing it in the preferred location.

Slide Preview

2. Select a slide in the slides pane to preview it in the Slide Preview window shown in Figure 6. The slide preview all you to see how your text looks on each slide. You can add graphics, video and audio, create hyperlinks, and add animations to individual slides.

Notes Pane

3. It can be helpful to use the Notes Pane to remind yourself of speaking points for your presentation shown in Figure 6. These personal notes can also be printed out for future referencing. Notes entered in the Notes Pane will not appear on the slide show.

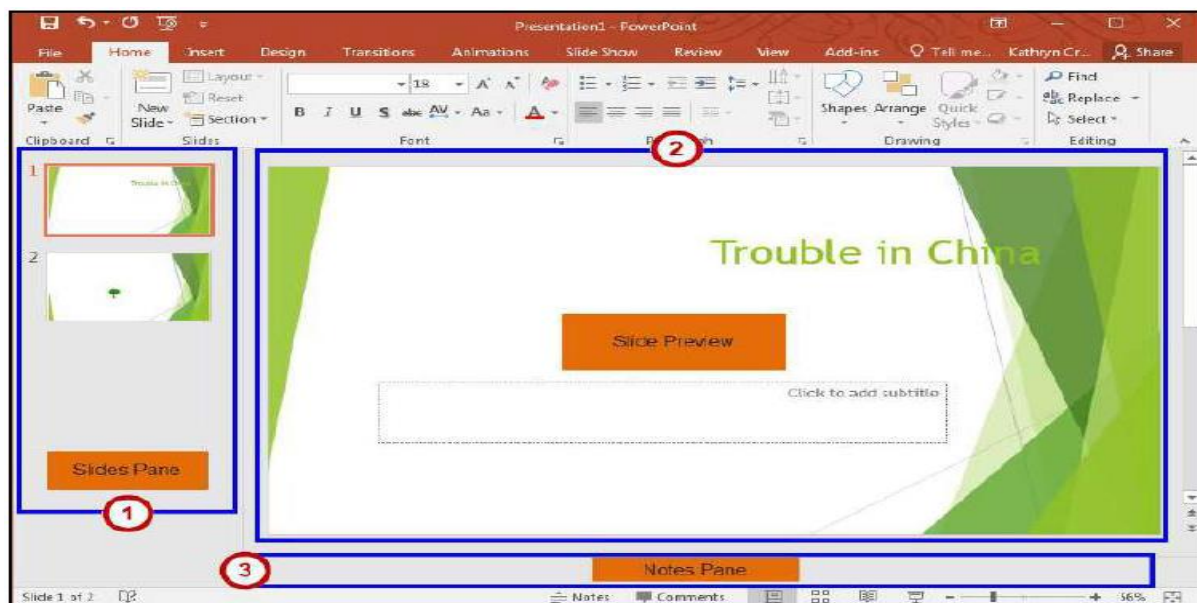


Figure (6): Navigation window in power point.

How to Create a New Presentation?

1. Click on the **File** tab.
2. Choose **New** (See Figure 7).
3. Double-click on **Blank presentation** (See Figure 7).

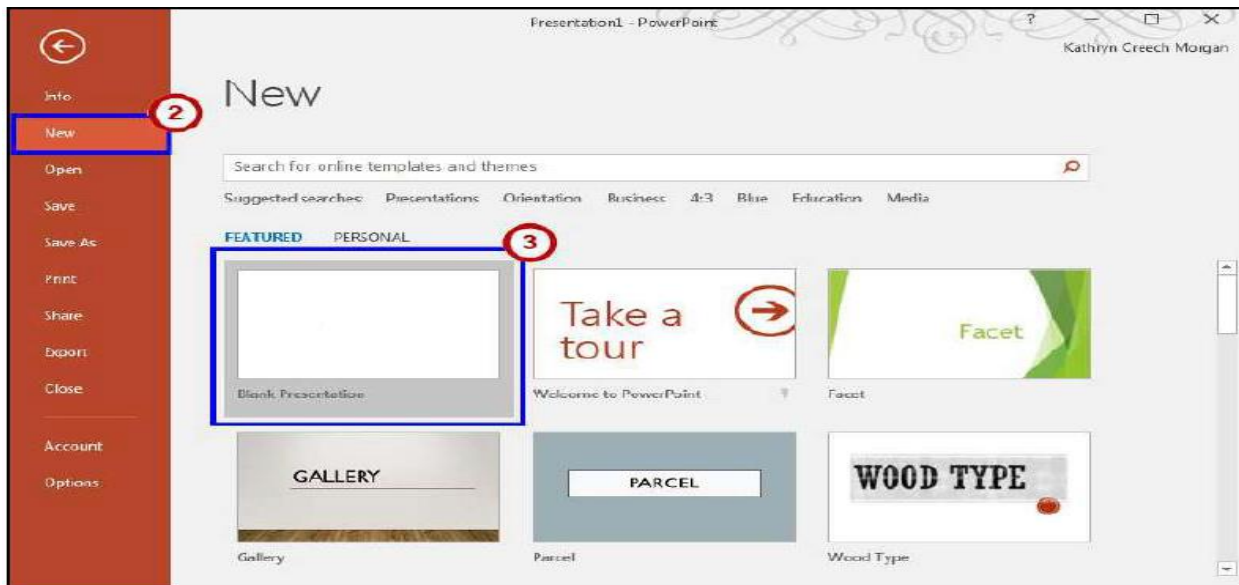


Figure (7): Home window in power point.

Appearance Slides

You are familiar with creating a new presentation and saving the changes you make to an existing presentation. You may need to add slides to the presentation to include more information.

Before you begin creating a presentation it is important that you decide on a design and layout. Slides and layouts are the basic building blocks of any presentation. For a presentation to be effective, care should be taken to apply the right slide layouts. Being able to add the appropriate slide layout to your presentation will enable you to present information more relevantly to your audience. PowerPoint offers several built-in slide layouts to deliver visually effective presentations.

Adding a New Slide

1. Within the slides pane, select the slide that you would like to insert a new slide after.
2. On the **Home** tab in the ribbon, click the drop-down arrow next to **New Slide**, within the Slides group, to display the default list of layouts (See Figure 8).
3. From the **New Slide** drop-down list, select a layout to insert (See Figure 8).

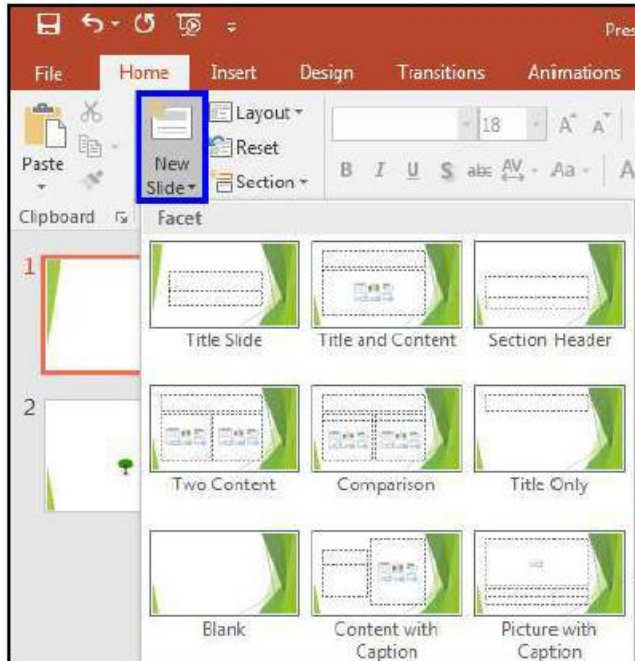


Figure (8): Adding a new slide.