MICROSOFT POWERPOINT 2022

The Most Updated Crash Course from Beginner to Advanced | Learn All the Functions, Macros, and Formulas to Become a Pro in 7 Days or Less

Become an Expert in 7 DAYS

JAMES HOLLER

MICROSOFT POWERPOINT 2022:

The Most Updated Crash Course from Beginner to Advanced Learn
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James Holler

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Chapter 1.   Introduction

Microsoft PowerPoint 2022 is an up-to-date guide that provides you with all you need to know about Microsoft PowerPoint. In this book, you will learn how to use the amazing features of PowerPoint, design a professional PowerPoint presentation, and make your slides interactive using transition and animation. You will learn how to conveniently insert and format pictures, shapes, tables, charts, videos, and more. This book will also show you how to work confidently and smartly with MS PowerPoint shortcut commands, tips, best practices, and so on.

MS PowerPoint is the most common presentation software first developed by Dennis Austin and Thomas Rudkin of Forethought, Inc. for Macintosh computers in 1987. Microsoft purchased PowerPoint three months after it was developed for about $14 million, and it was incorporated into the Microsoft Office Suite in 1989-1990. The most recent version of PowerPoint is part of Office 2021 and Office 365 suites.

Most of the amazing Microsoft PowerPoint features have been around for a while, and the basics are similar for most versions. So, if you have an older version of PowerPoint, PowerPoint 2021, or Office 365, read on; you will greatly benefit from this book.

Most Essential PowerPoint Features

Microsoft PowerPoint is an easy-to-use software and a powerful tool for giving presentations. It has a lot of unique features for easy communication.

- PowerPoint slides are highly customizable to fit your needs and contents.
- It helps to make your presentation interesting visually with features to add images, audio, video, animations, etc. These illustrative tools will help you to be more improvisational and interactive with the audience.
- PowerPoint has tools like tables, SmartArt, etc., to help you simplify complex and plenty of information into simple and easy-to-understand ones.
- PowerPoint allows you to work collaboratively with its review features, which allow for comments and notes.
- You can share your PowerPoint presentation with your voice to anybody, anywhere, and even on YouTube without losing any of its effects.

PowerPoint has many excellent features you might not know if you do not learn the skill. Learning the skill will make you save time, work smartly, and increase your productivity.

Other impressive features of PowerPoint include:

- Themes for a professional-looking presentation
- Find and Replace
- Paste Special
- Clipboard
- Autocorrect feature
- Spelling checking
- Synonym function (Thesaurus)

- Hyperlinking
- Transition and animation effects
- Security features and so many others

Getting Started

To start using PowerPoint, you must install it on your computer or use it online. Some computers come with Microsoft Office preinstalled, but if you do not have it, you can get it following the steps below:

Buy or Pay for MS PowerPoint

1. Open your web browser, e.g., Google Chrome.
2. Go to the official website: www.office.com.
3. Click on Get Office if you want an office or PowerPoint on your desktop and buy from the available options:
   - **Office 365 Family** and **Office 365 Personal**: You can share Office 365 Family with six people, while Office 365 Personal is limited to only one person. They are both the same in function, and both require continuous subscriptions. Office 365 is the best option for any user who wants access to all the up-to-date office apps and cloud services. It can run on windows 11, 10, 8, 7, and macOS.
   - **Office Home & Student 2021**: This is the latest available for a one-time payment and contains only the essential apps (Excel, Word, PowerPoint, Access, Outlook, OneNote, Team, and Publisher). You can only use it on Windows 11, 10, and macOS.
4. Install Microsoft Office, and PowerPoint is available on your desktop for use.

Use MS PowerPoint Freely

If you are not interested in buying Microsoft office, you can use it for free on the Microsoft official website. The PowerPoint online version is new and does not contain all the features in the desktop version. The website version cannot also work without connectivity, making the offline/ desktop version a good choice.

To use MS PowerPoint freely online:

- Visit their website, www.office.com.
- Sign in if you have an existing account or,
- Create a new one if you do not have one, and MS word will be available for your use.

Chapter 2.   Chapter 1: Overview of Microsoft PowerPoint 2022
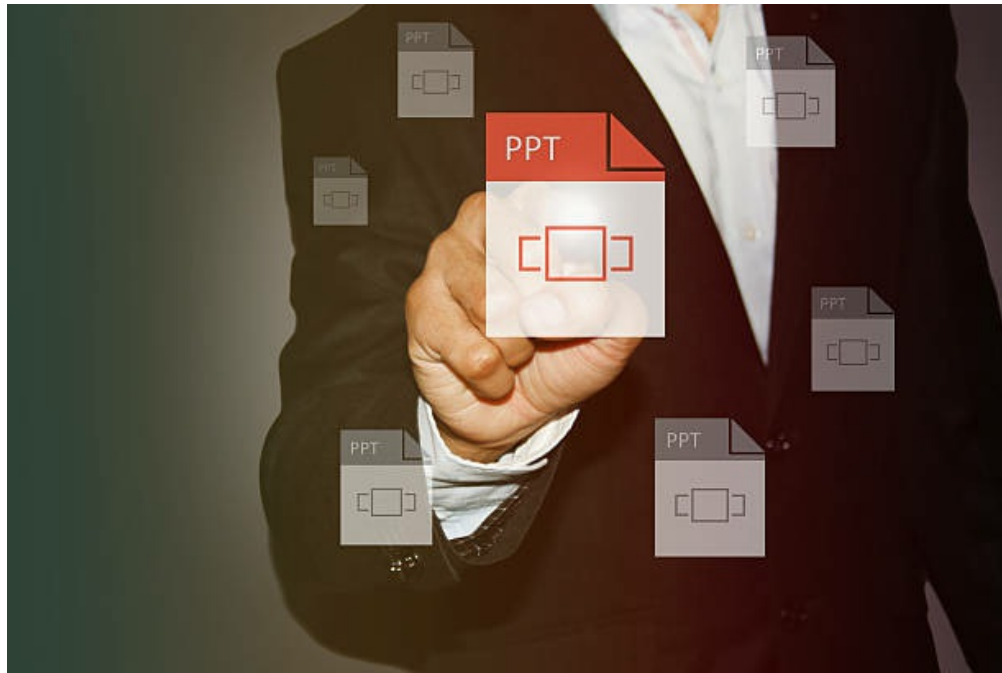
Navigating the Start Screen
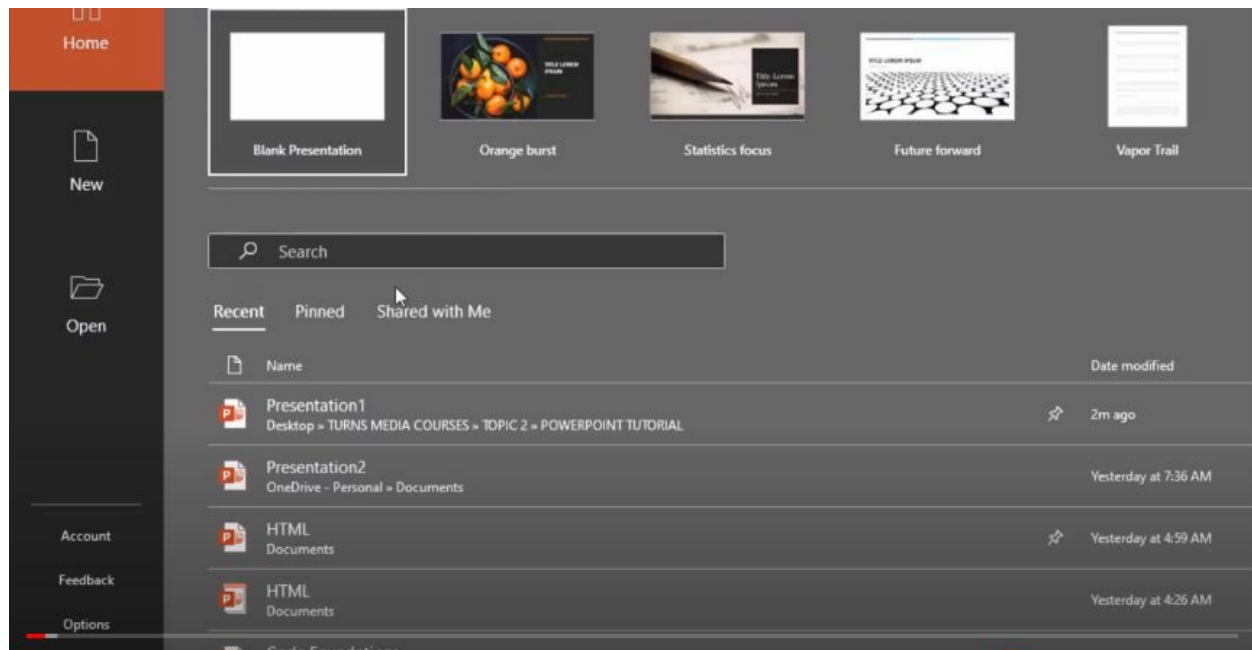
The first thing you see after downloading your PowerPoint and launching it is the **Start Screen**. On the **Start screen**, you have three sections: - **Home, New, and Open.**

1. Home Tab

Select the **Home** tab in the first section above **to** select your presentation. You will either select Blank Presentation or choose from the presentations already designed.

Blank Presentation means you will apply background design and font style by yourself, but clicking on one of the available themes means you want a beautiful slide already designed with background and font style. All you have to do is change the background and text.

If you need more themes, you can select **More Themes and** have more themes from Microsoft.

Another option you have is to start your presentation by using **templates**. For example, Type **business templates** in the search box, and you'll find some examples of business templates that you'll work with. Click one of the **business templates** and see already designed business presentations you can edit and work with.

Like the example you made with business templates, you can search for any template relating to the content you will present, click on it, and edit it to your satisfaction.

At the right-down section of the Start Screen, you have: **Recent, Pinned, and Shared with me.**

- **Recent:** Where do you have the recent files you have worked on?
- **Pinned**: If you use a file often, you can pin it, and the presentation will move to **Pinned**. The essence of pinning a presentation or a file is for easy access.
- **Shared with me:** If a file is shared with you on a Microsoft account, it will be available in the Shared with me section.

You can also search for a file by typing the file name into the search button. For example, if you are looking for a file titled **HTML**, you will type HTML into the search button, and it will open.

2. New

The New button has a similar interface to what you have in the **Home** button.

3. Open

To open a saved file, you must select the **Open** button. Here, you'll see your saved presentation files or if you saved them in folders. You could browse locations on your system where you save your file; all you should do is select the file and open it.

If the file was shared with you, you must select the **shared** button, and the file will be available.
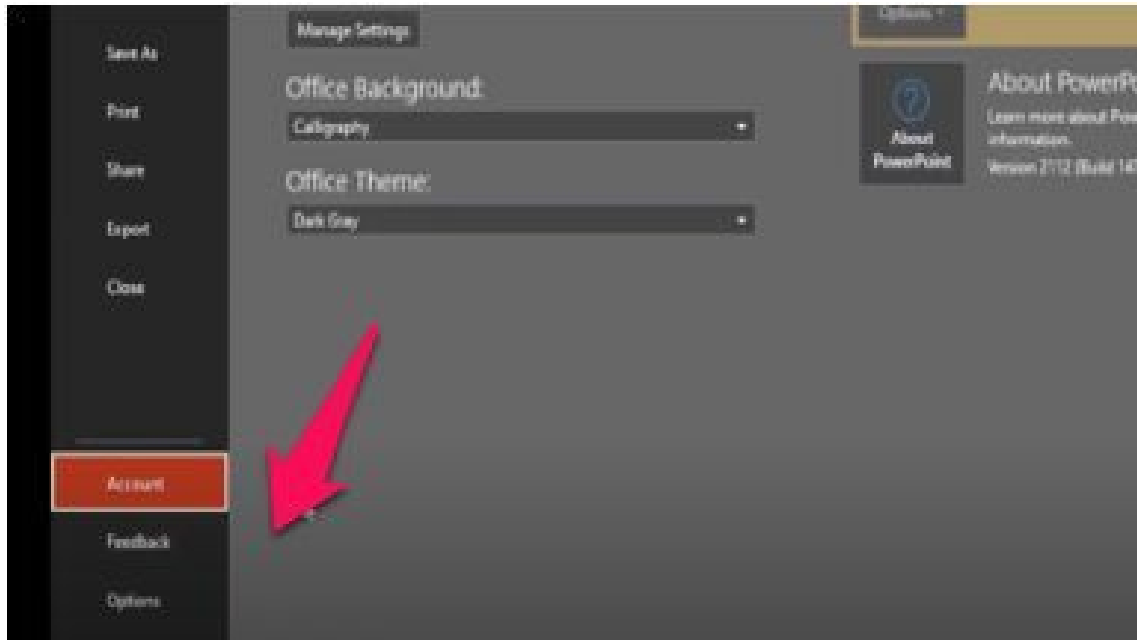
On the left side of the **Start Screen, Account, Feedback, Options.**

- **Account:** This is the place you have your Microsoft account information. Here you see your **Account privacy**. You can change your **office background** or **theme.**

- **Feedback:** You use this to send **information** to Microsoft. You could send a smile, a frown, or suggestions to Microsoft.

- **Options:** Here, you can change your **background or theme**. This is also where you customize your **ribbon**. If a tool is unavailable in your ribbon, you can go to **customize the ribbon** and select the particular tool you want.

For example, select **the main tab** and go to **draw**, select the **plus** tab to display all the tools underdraw, and repeat the same with the main tab on your right. If there's a tool that is not there and you want that tool, click on it from the right tab and add it to the other tab. After that, you could use it within your ribbon.

This is what we do with Microsoft PowerPoint options.

Basic Terminologies in Microsoft PowerPoint
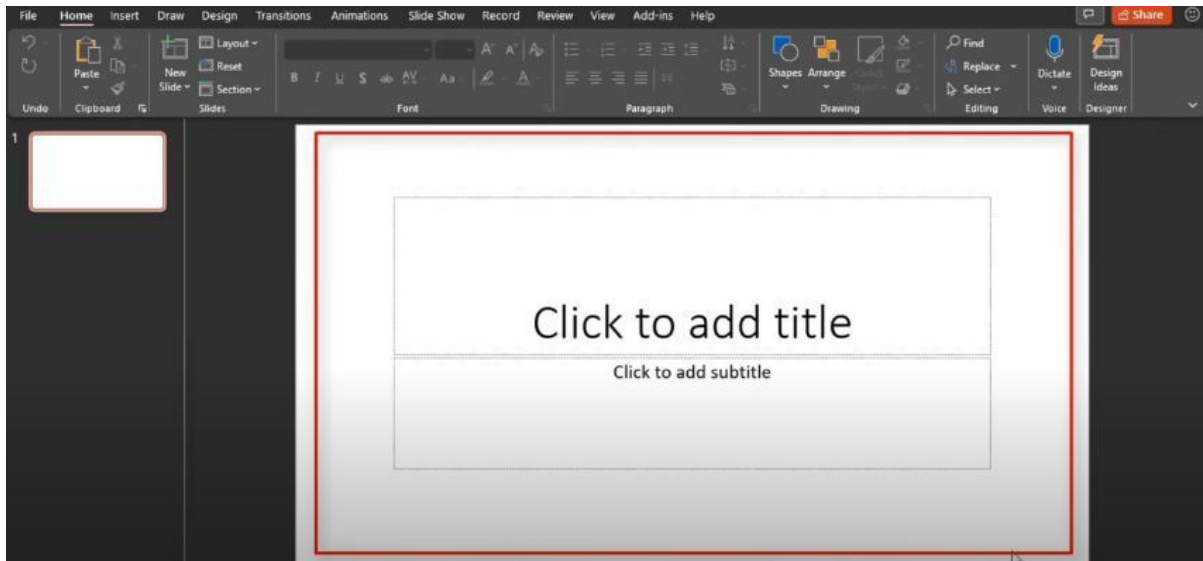
Slide

The area in the red line is referred to as a SLIDE.

Thumbnail
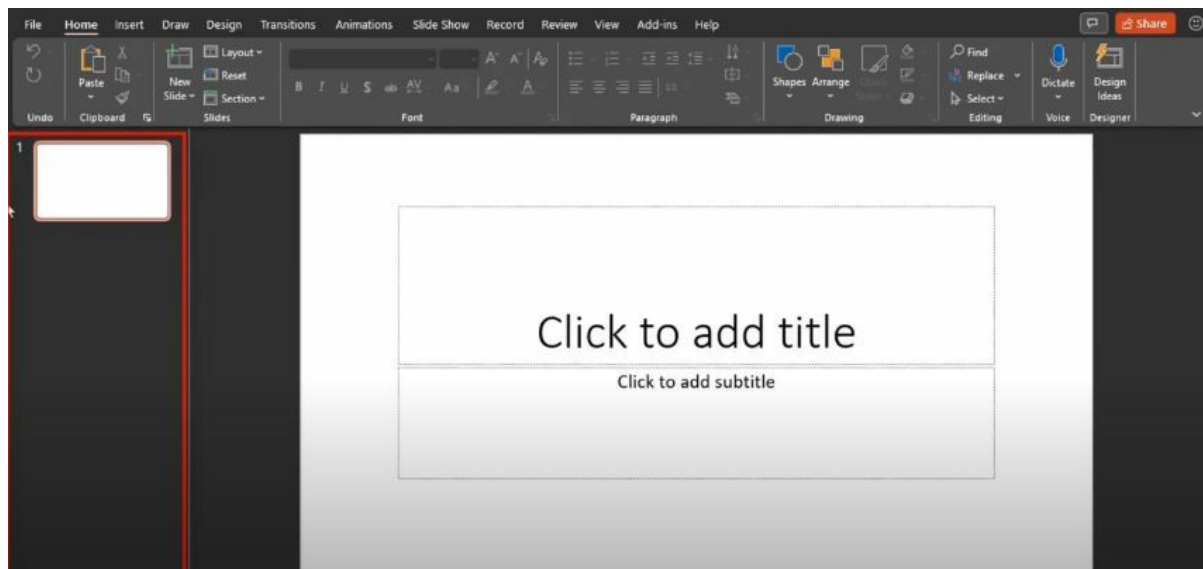
The area in the red line by the left is referred to as a THUMBNAIL.

Status Bar
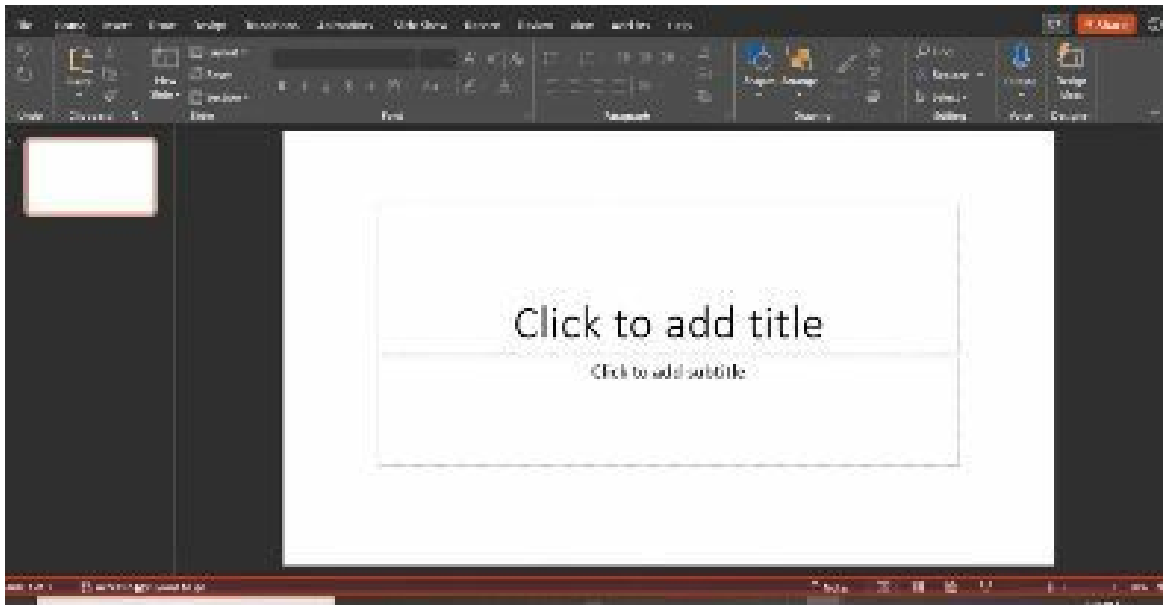
The tools at the bottom are called STATUS BAR.

Ribbon
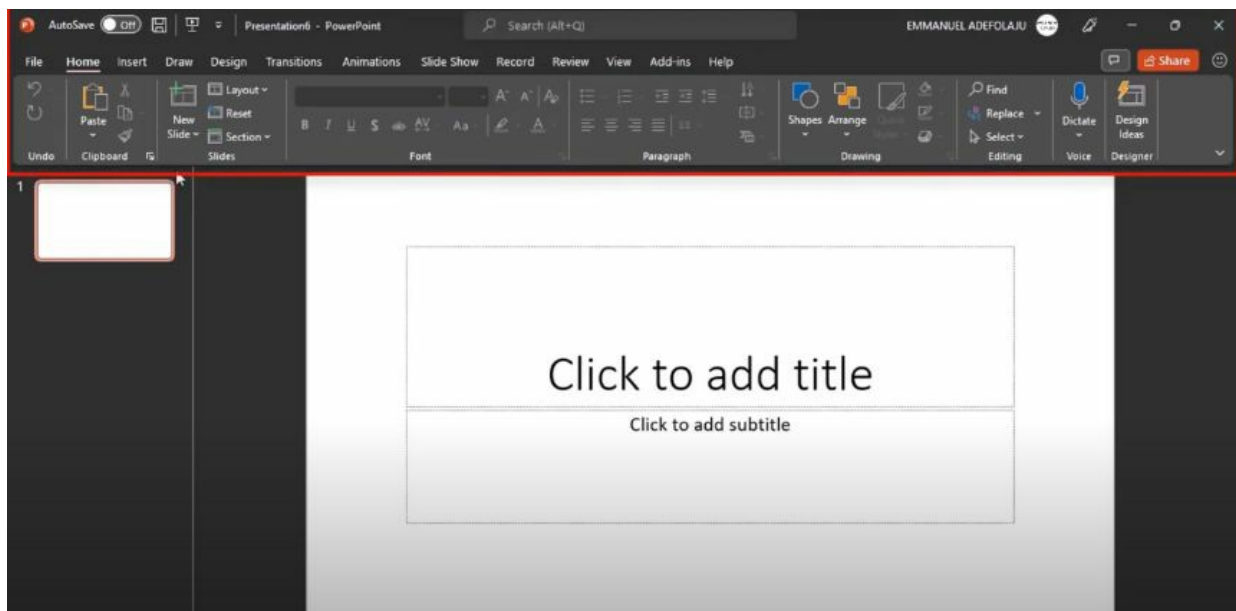
The tools at the top are called RIBBON.

- **Tabs:** Group of Ribbons.
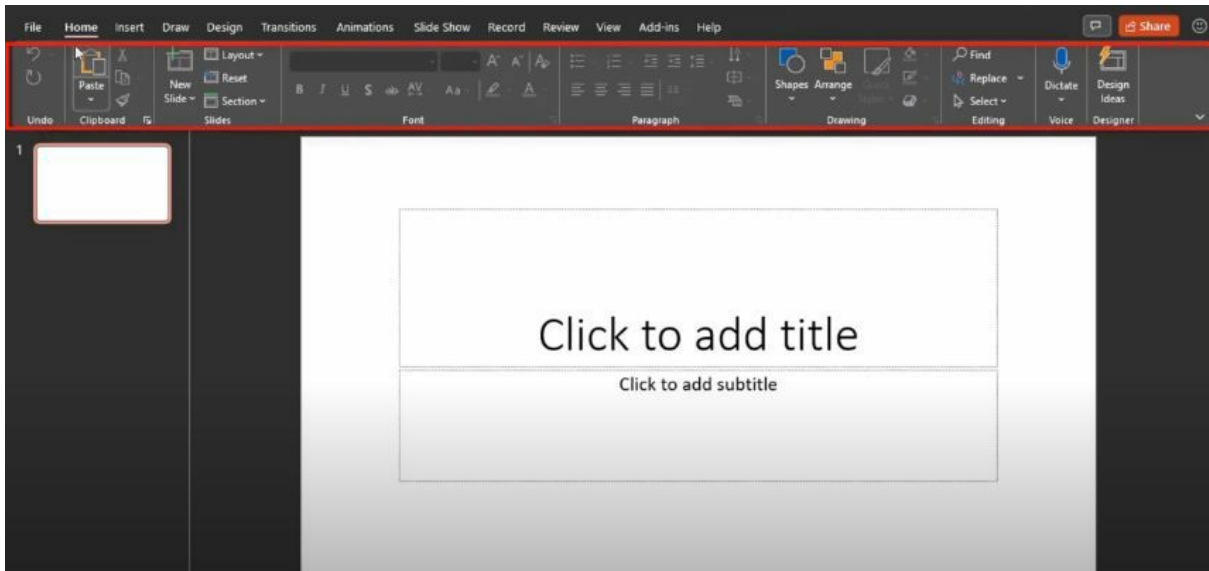
Within the ribbon, we have the TABS.

- **Command Groups:** Group of Tabs.
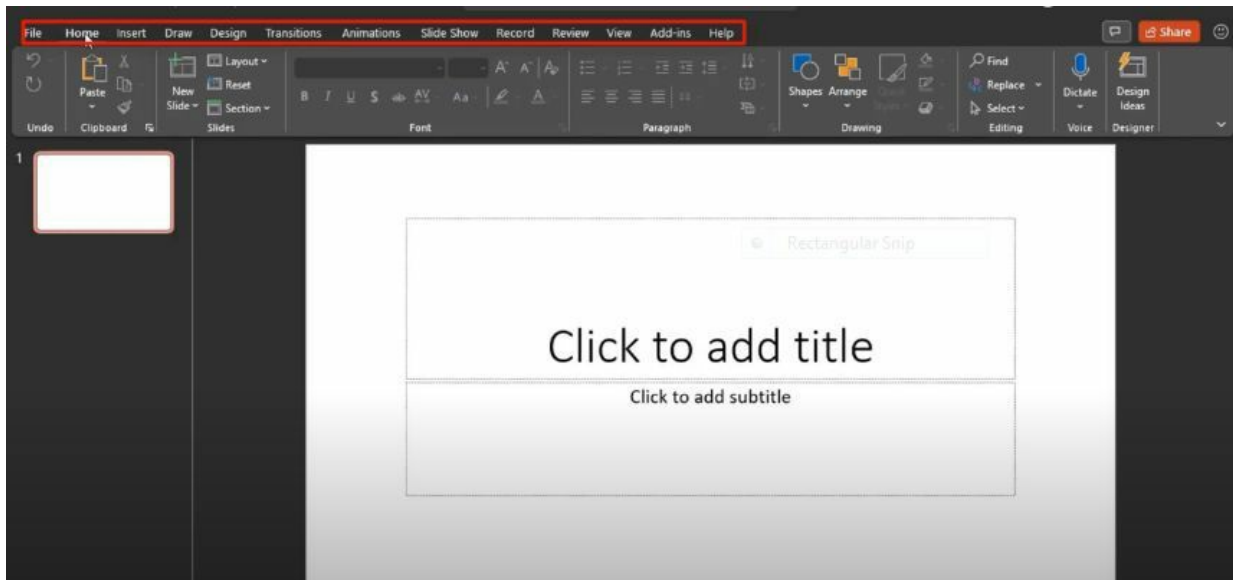
Chapter 3.   Chapter 2: Slide Master

What is Slide Master?

Slide Master is where you set up your template and all the **configurations** for one **PowerPoint Presentation**.

Here, you can configure many aspects of PowerPoint, including the default font and the palette of colors for your corporate company. Hence, you know your corporate colors, default effects on any object you add to your presentation, the full background color, title, folder information, and many more.

You can add placeholders like content, text, picture, charts, tables, smart objects, media, and other things you could configure into the **slide master**. You could do many configurations with it, and most professionals don't even know these features exist.

Configuring your PowerPoint template, your slide master, saves you tons of time when you create, as you wouldn't need to be concerned about the format anymore. Everything would be already there, already pre-defined, just waiting so you'll create your very nice content and do what you do best. Use your creativity and give the message you have.

Creating Slides

Home Tab
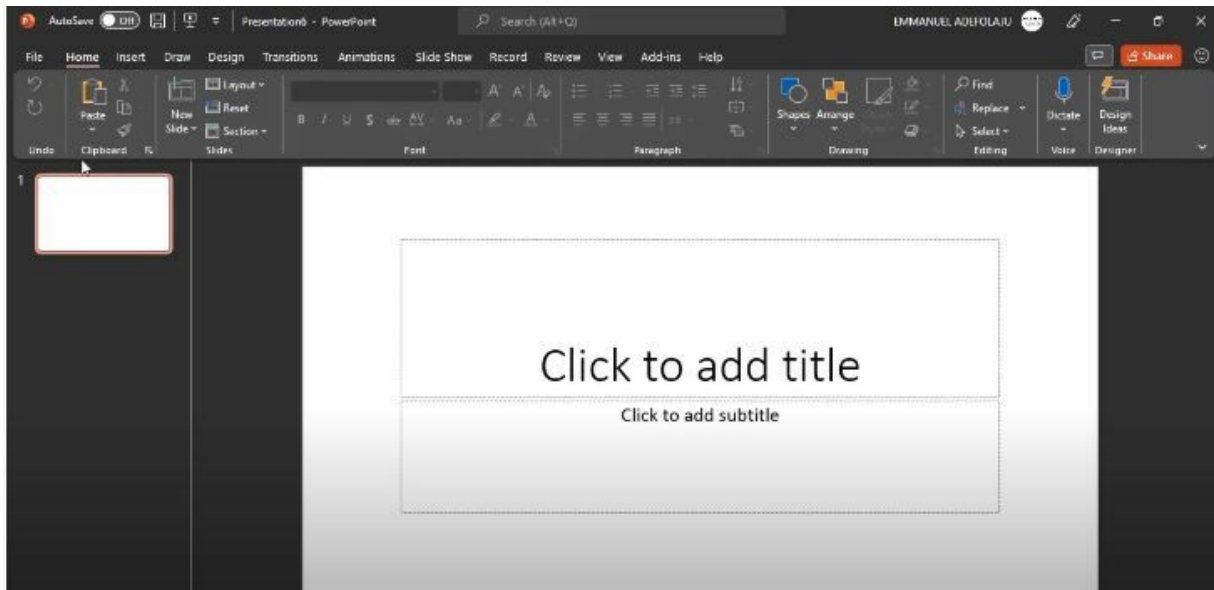
Under the **Home** button, you find command groups like **cut, copy, paste, format painter, undo, and redo**. If you select cut, it moves your words wherever you wish. When you copy, it duplicates it. For example, if you write computer in the text section, copy and paste it, it'll duplicate.

Slides
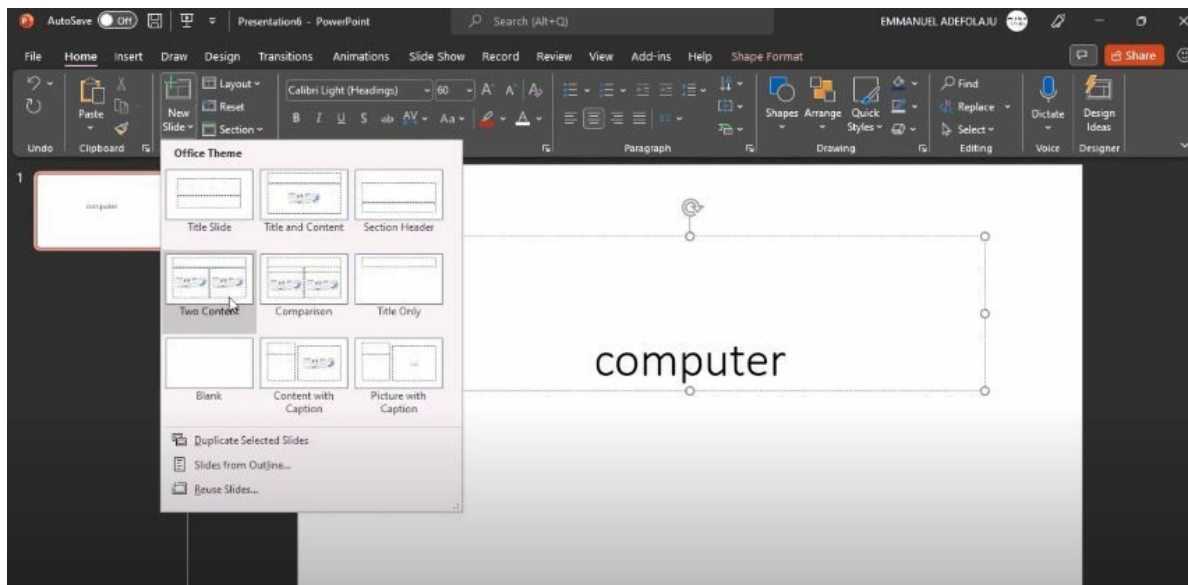
New Slide

It is easy to create New Slides. Click on **New Slide,** and you will find different options to select if your presentation needs a two contents slide. You can select **Two contents** slides. You could select the Comparison slide if you wish to compare two things.

Slide Layout

You use your **slide layout** to transform the layout of the slides. For instance, if you selected the **two content slides** and realize you wish to change the title element, you use the **Slide Layout**. When you want a blank slide, you will select **Blank Slide**. You can **Reset** your slide as well.

Sections
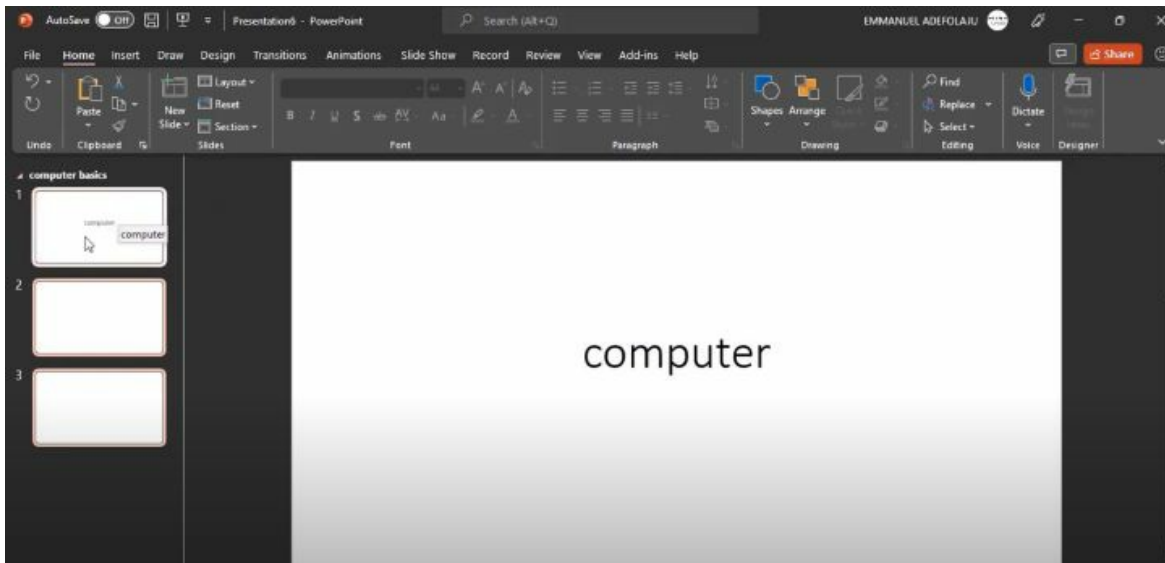
You use **Sections** to add sections to the thumbnail area.

For instance, in the preceding section of your presentation, you wish it to be a topic on computer basics. Simply select the drop-down arrow beside Sections and select **Add Sections**. In it, you will rename the section to **Computer Basics**. The content of Slide 1, Slide 2, and Slide 3, which can be seen in the Thumbnail area, will all be about computer basics.

If you wish for the title of the **second Section** to be **History of Computer**, right-click and select **add a section**, title it History of Computer, and select rename. Then, add slides underneath it by right-clicking. You can also right-click and hit the Enter key. You can go to layout to transform the layout of the slides. Now, you have two sections of thumbnail, **Computer Basics** and **History of Computer.**

Font

If a text is on your screen, use the **Font** command group to **highlight**, **bold, italics, underline, and text-shadow your texts**. If you wish to, you may change your Font style and increase or decrease your text. For highlights, you use text highlights to highlight a word and text color to replace the color of your texts.

You can clear all the formatting on your text using **Font** if you wish to.

Paragraph
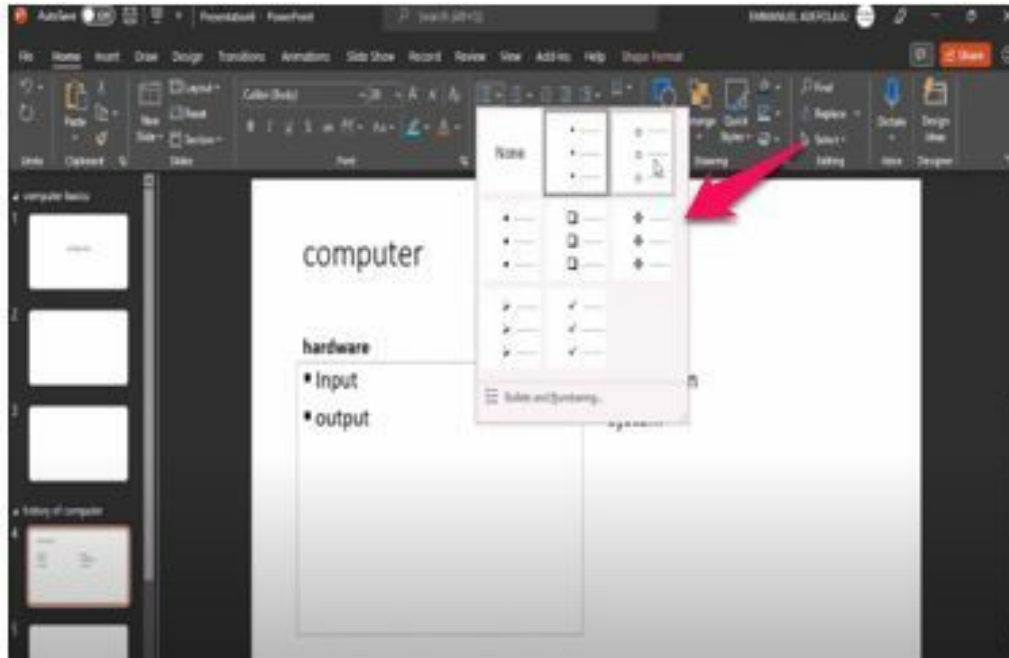
Under the **Paragraph** command group, you have **Bullets**. For instance, typical examples of hardware and software in your slide. Type Input and output as examples of hardware and application software and system software as examples of software.

By default, you will see a **bullet** already used for you, but you can replace it with whatever bullet you like. Click the drop-down arrow beside the Bullet button and make your choice.

You can use **second-level bullets** as well**.** This is for when you wish to include a text or list under the first one but don't wish for it to be on the same level as the first one.
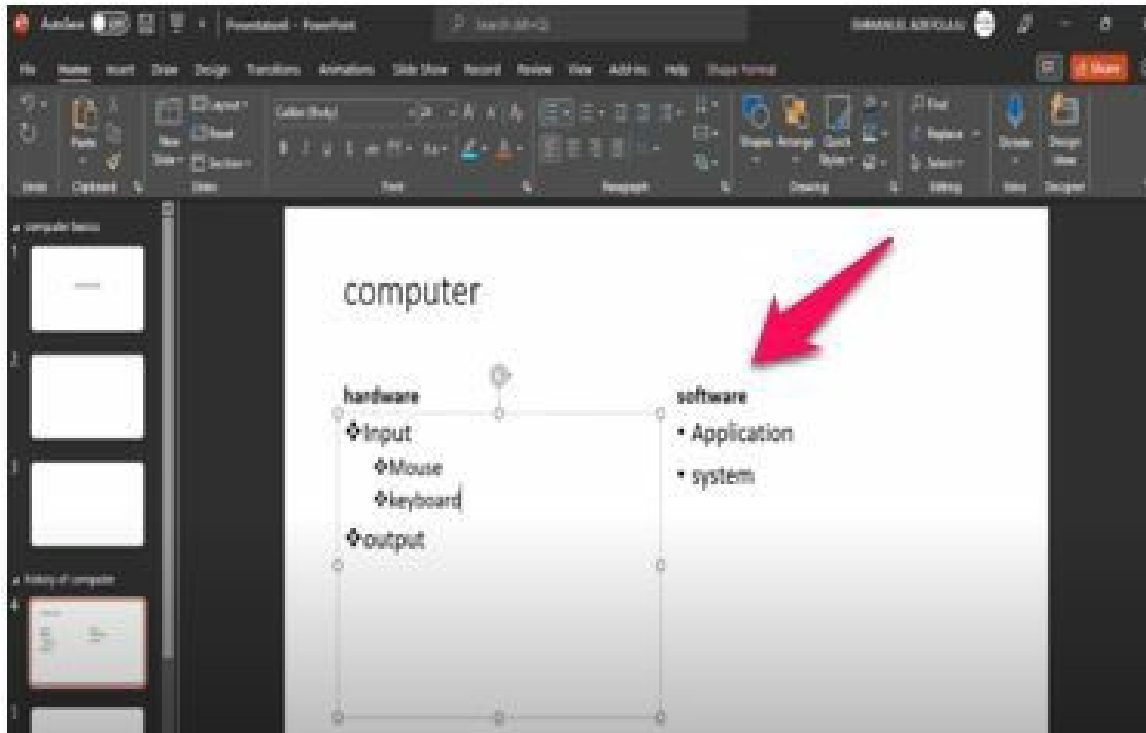
For instance, add a mouse and keyboard as examples of Input. Click the **TAB** key, which will decrease your bullets' size. To take it back to the previous size of the first bullet, hit the **SHIFT** and **TAB** keys.

Shortcut keys can also be used to achieve these or highlight and select **Decrease list level or Increase list level** at the up part of the Paragraph command group.

Still, you will see your different line spacing options and alignment on the Paragraph command group. You can align to the left, center, or right. You may choose your **columns** as well. Your text can be in one column or two columns.
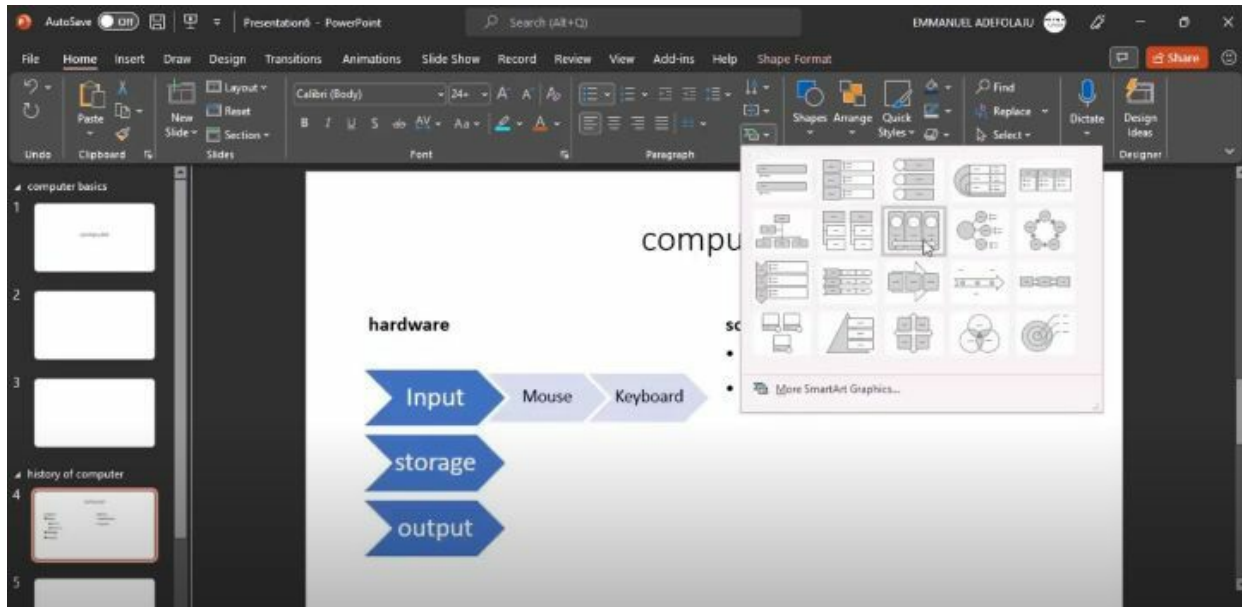
Text direction, you can alter the direction of your write-up. You also have **Align text.**

SmartArt is also available. **SmartArt Graphics** is crucial in creating a beautiful presentation, especially when working with lists. For example, click on your list box of hardware and select **SmartArt**. You will find many beautiful list styles to choose from to give your text an amazing look.

Click on **More Smart Graphics** for more options. You may also change the color and layout of your SmartArt Graphics. **SmartArt** is good at working with lists.

Drawing

Shapes
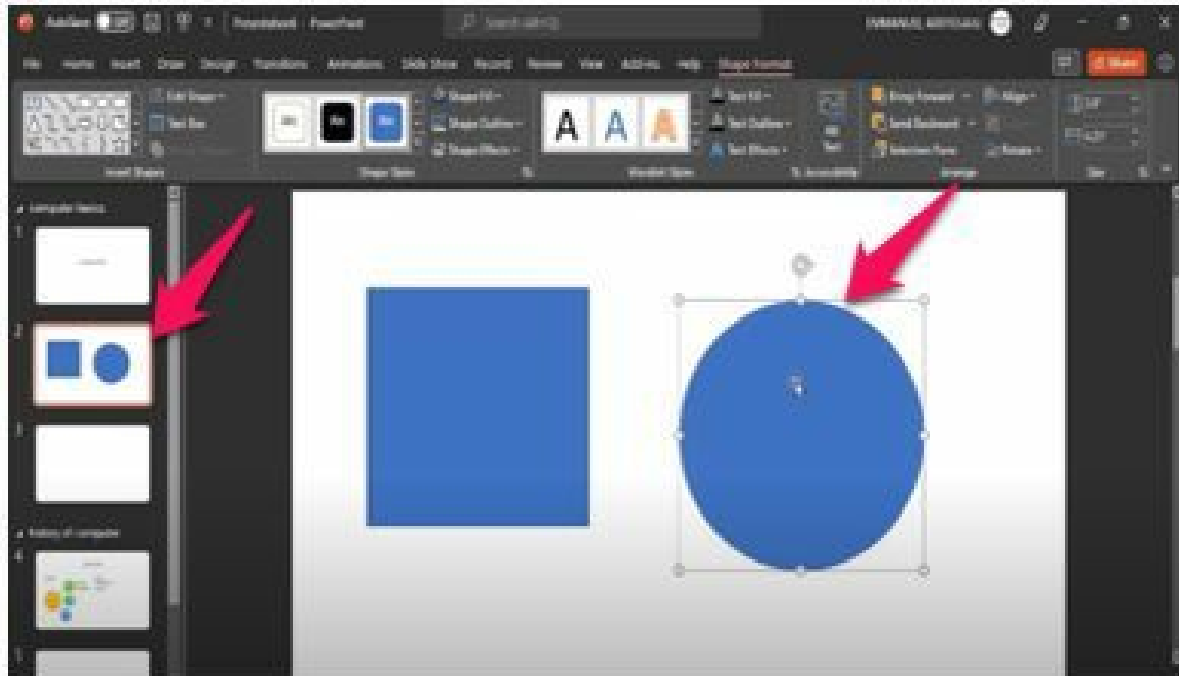
You will still come across shapes under your Insert tab as well. The **drawing** command group has so many shapes to choose from. To draw a shape, select an empty slide, click on shapes and select one. For example, click on a rectangle and a circle.

Once you draw the shape you are working on, you will see **shape formats** among the tabs section. If you click on **shape format,** you have tools that will allow you to format shapes.

Shape fill helps you to change the shape and color. The line around the shape is referred to as **a Shape outline.** You can increase the weight of the outline by clicking on the drop-down arrow beside the Shape outline and selecting **Weight**. In **the Shape effect**, you can include shadows in your drawing.

Arrange
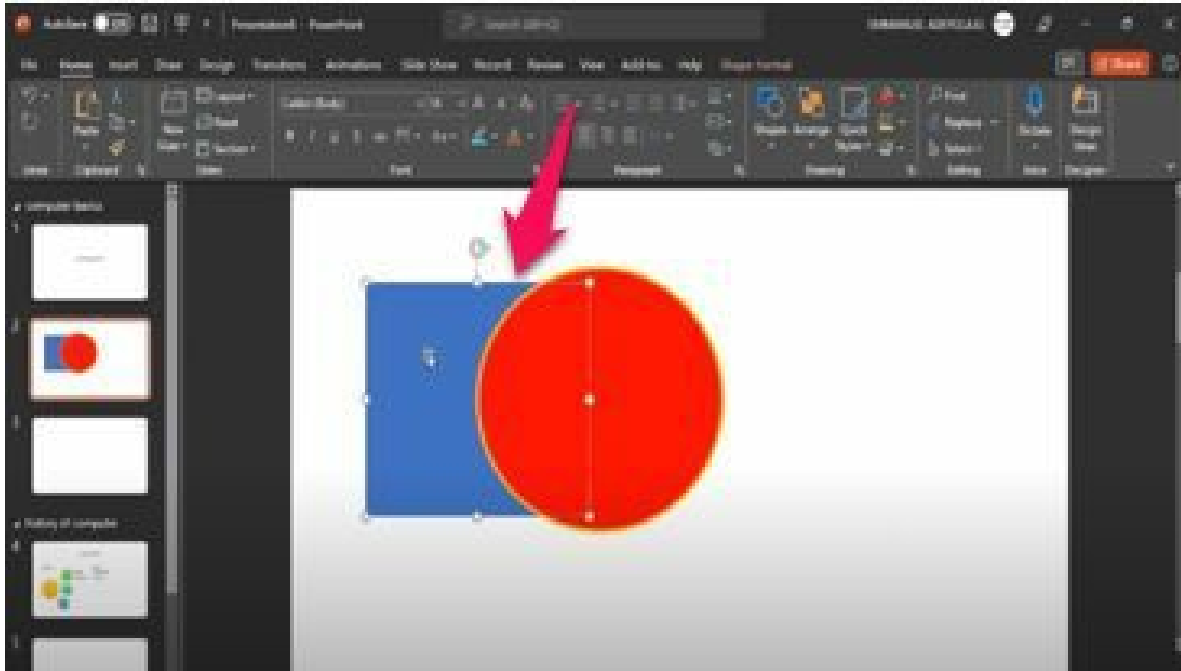
Under the **home tab**, you will find the **Arrange** Command besides the Shapes command.

You can place shapes over each other. For example, place the circle over the rectangle. You can place the circle at the back of the rectangle by clicking the circle, clicking the Arrange tab, and selecting **Send to back.**

How to Combine Shapes

To combine shapes, press the CTRL key and select the second shape to select both shapes. Click on **Arrange** and select **Group**. This will combine the two shapes.

Position Objects

Like text alignment, you can align your shapes to the left, the center, or the right. You can also **rotate** your shapes left 90 degrees, right 90 degrees, flip vertical, and so on.

Quick Style

In **Quick style**, you will ungroup and separate your shapes first. You can **replace the style** of your shapes by selecting any style of your choice. Select the shortcut **fill color** to fill your shape with color, or select **no fill** if you don't want any color in your shape.

To select a color from a diagram or from within a PowerPoint page, click **EyeDropper Fill** and select any color. That is the function of **EyeDropper Fill.**

Editing
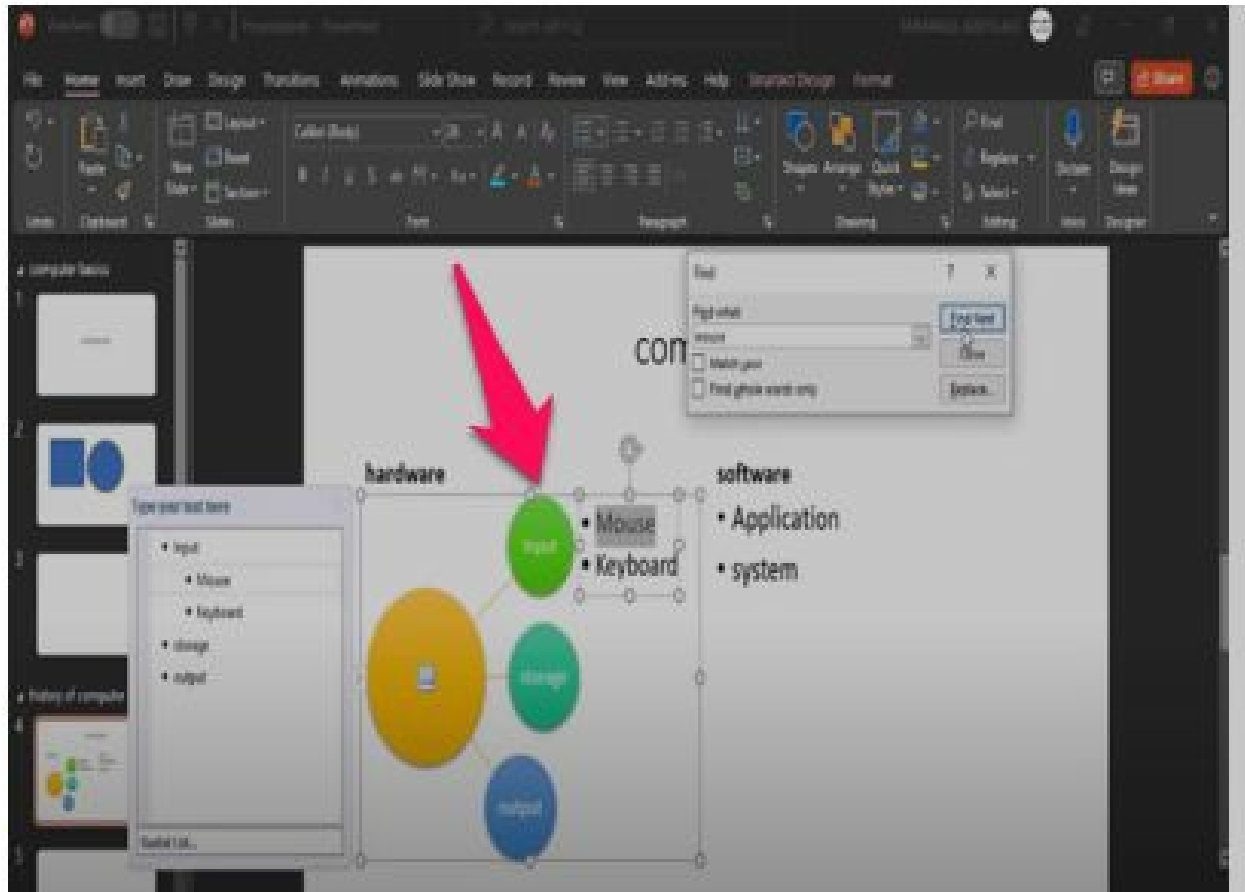
Under the **Editing** command group, you must find, replace, and **Select.** The **Find** section helps you to search for a word in your context.

For instance, tap the **Find** section and type the word **Mouse** into your search box. It will **highlight** the word Mouse in your text if it is within your slide. You can **Replace** a word among your texts on your screen. You can **Select** too, either words or objects.

Voice

In the **Voice** command group, you have to **dictate**. Click on the **layout** and choose a **blank** slide. Select a **text box** in the **Insert** button. You can begin to speak if you click on dictate and have your microphone inserted. Whatever you speak into the microphone will show as words on your blank slide.

To stop dictation, click on **dictate** again. They are the function of the **dictate** tab.

Designer
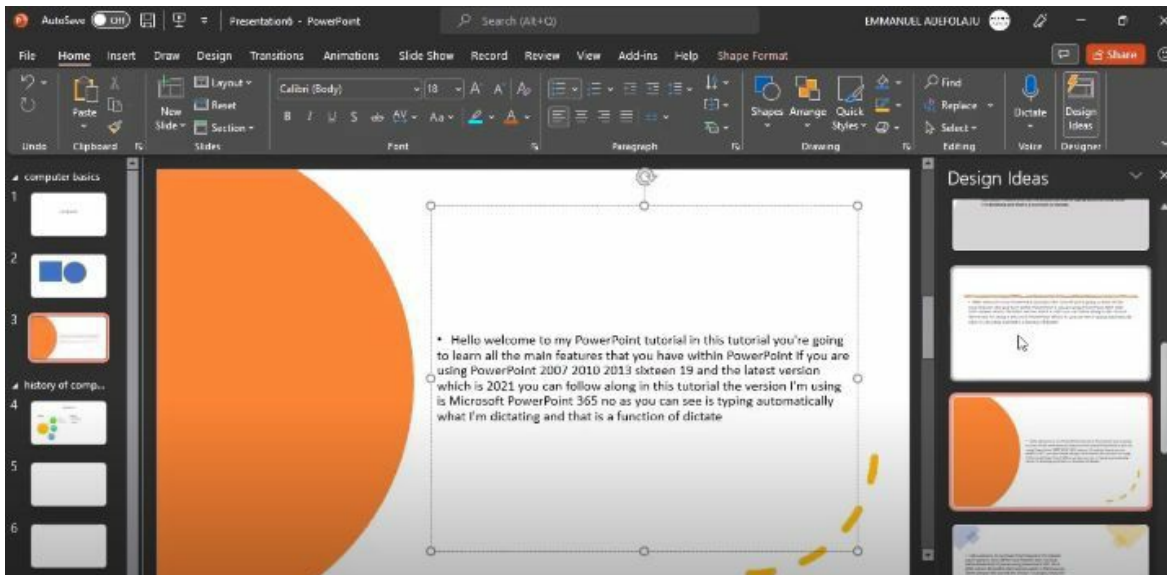
In the **Designer** command group, you have **design ideas**.

Design Ideas gives you an idea of what your slide could look like. So if you like any of the ideas you find in **design,** you can select them and apply them to your screen. You have to be online to access all design ideas and features.

Insert Tab

There are several commands under the Insert tab.

Table
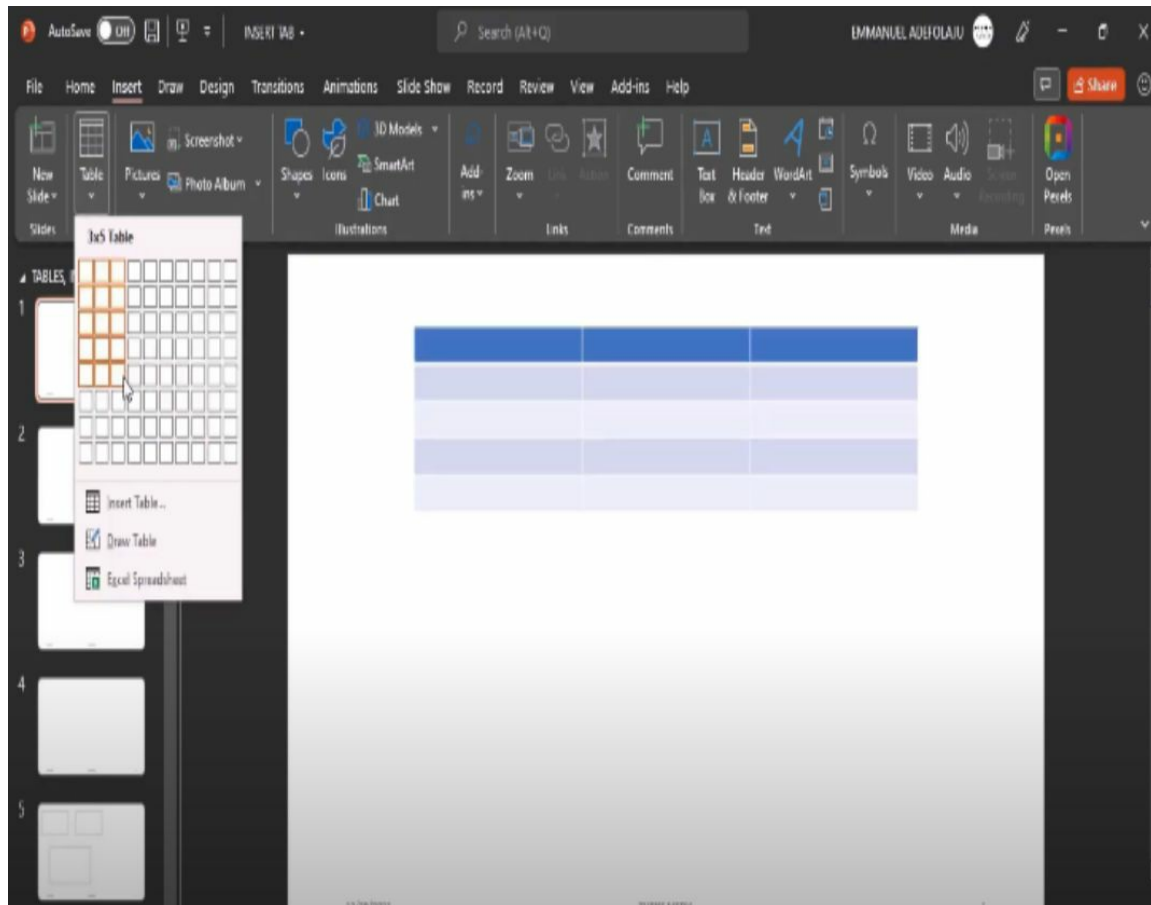
If you select the **table** command, you can produce tables in PowerPoint.

Simply select **Table** to include a table on your screen, or you can select **Insert table** and select the number of **columns and rows** you wish for in your table. **Columns** are vertical aspects of your table, while **Rows** are the horizontal aspect of your table.

For example, click on **Insert table, select five columns and rows for your table,** and click on Ok. You can start typing on your table after that.

Table Design
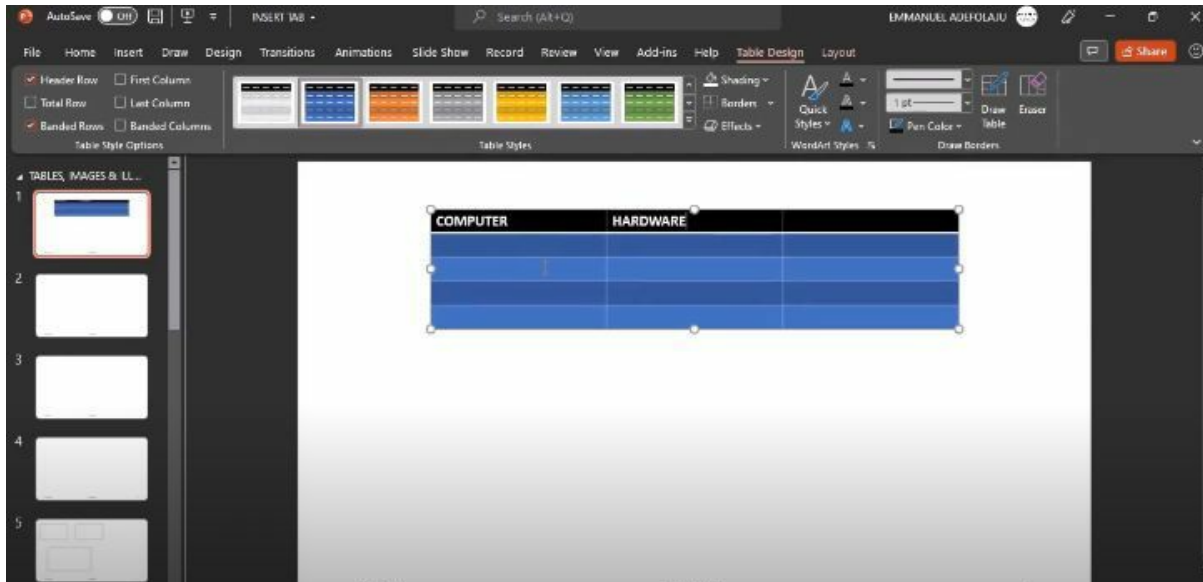
You can transform the styles of your table. Click on **table styles** and choose a style of your choice. If you wish for a light, medium, or dark style for your presentation, simply click it. You may adjust the **shading**, the **borders**, and the **effects** on your table under the **table design**.

Table Layout

In the **table layout** under the **rows and columns** command group, **insert above, insert below, insert left, and insert right** allows you to insert additional columns and rows above, below, left, or right of your table. Right-clicking also allows you to insert additional columns and rows in your table.

You can **merge cells**. If you highlight two cells and select merge cells, it will merge the two cells into one. You can as well split them back. Click on **split cells** to split your merged cells.

Under **table design** and **table layout,** you have many formatting tools that you can work with on your table.

Image Command Group

Under the **Images** command group, we have:

Pictures Format
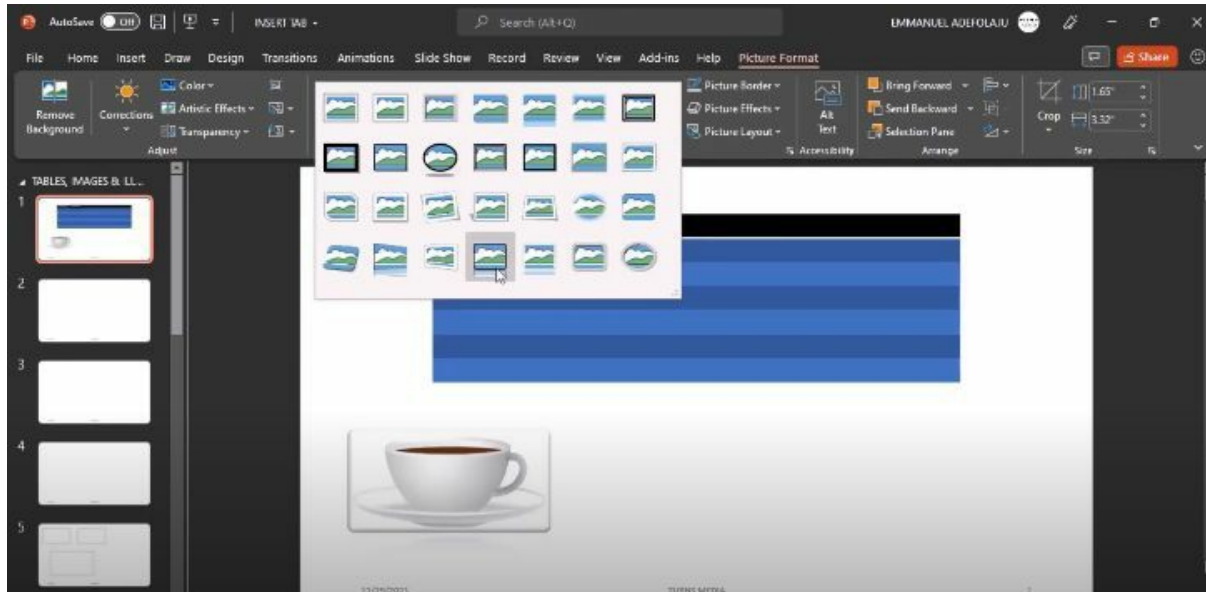
You can get **pictures** from your system if you want to. Click on the picture and select this device to get pictures from your system. This will take you to the locations where you have your pictures. Select an image of your choice and click **insert**.

Just like your table, you have **a picture format**.

Here you may select any **picture style** you wish. You also have **a picture border, picture effect,** and **picture layout**. If you want to, you can remove the background from your picture by clicking on **remove background**. When you click on remove background, you have **mark areas to keep.**

You should mark the areas you would love to keep on your image background. Select the image and click the areas you wish to keep, and it will remove the paint or color covering that area. If you are done, select **keep changes**.

You have **color** that helps you replace the color of your image or picture. You have **artistic effects** and **transparency effects** as well. It all depends on what you are designing, your creative ability, and what you are doing for

your presentation.

Apart from getting pictures or images from your system, you can get pictures online, or you may get pictures through stock images. Click on the **picture** and select **stock images**.
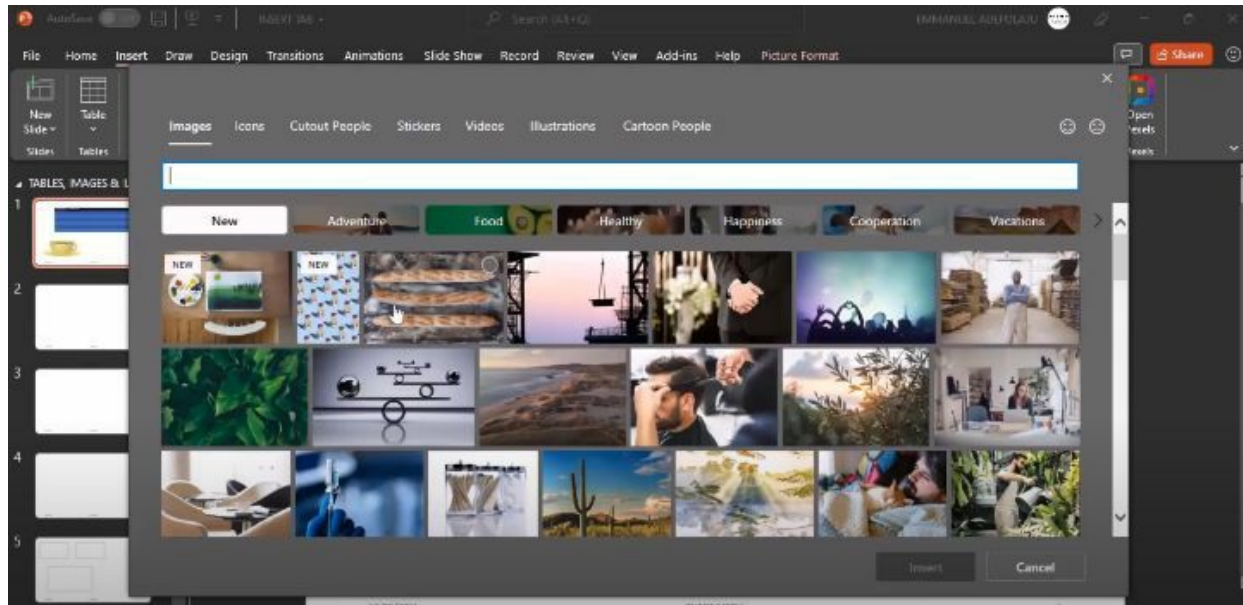
Your system must be connected online to use the **stock image** feature. You have many images under stock images you can make use of. You can browse the pictures given for your choice or type into the search box what type of stock images you are looking for.

If you type computer into the search box and press **enter**, it will show you pictures of computers you can use.

Still, on the **stock images**, you can get icons, cutout people, stickers, video illustrations, and cartoon people or type directly in the search option what you need.

You may also get pictures online. Select **picture** and click on **online pictures**.
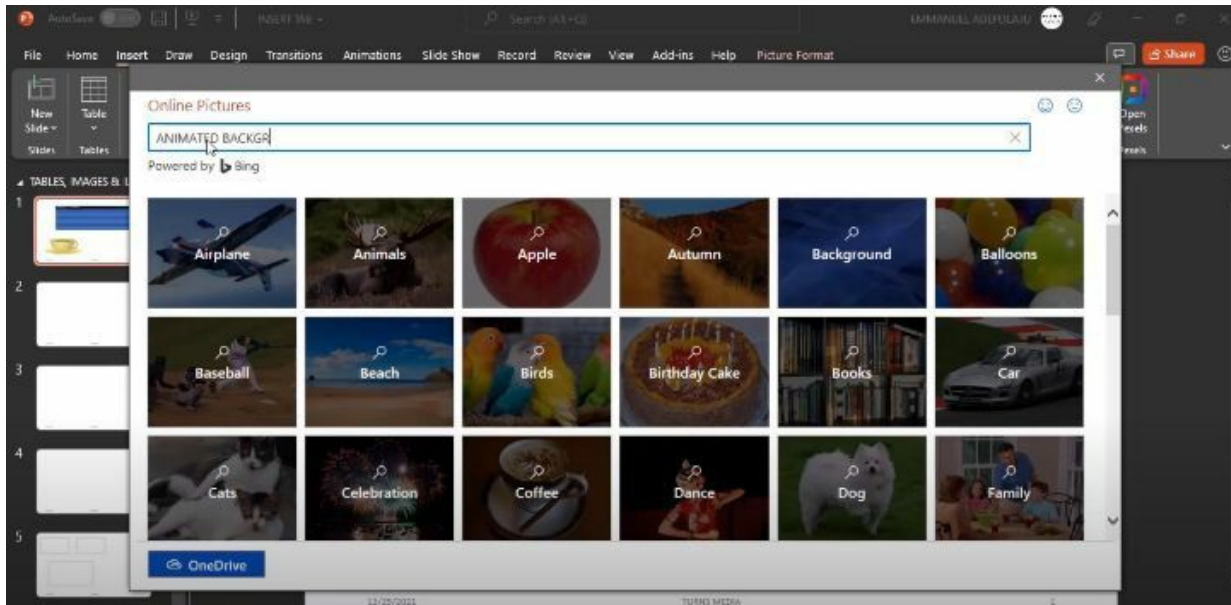
You can choose any options in the **online pictures** and browse for what you wish, or go directly to the search box and search for what you need.

For instance, if you type **animated background** into your search box and click on **Enter**, it will give you animated background images that are online.

You don't have access to stock images if you use a lower version of Microsoft PowerPoint. You may download pictures to your computer to import them to your slides from your system. Go to your browser and type **pixabay.com** in your search box.
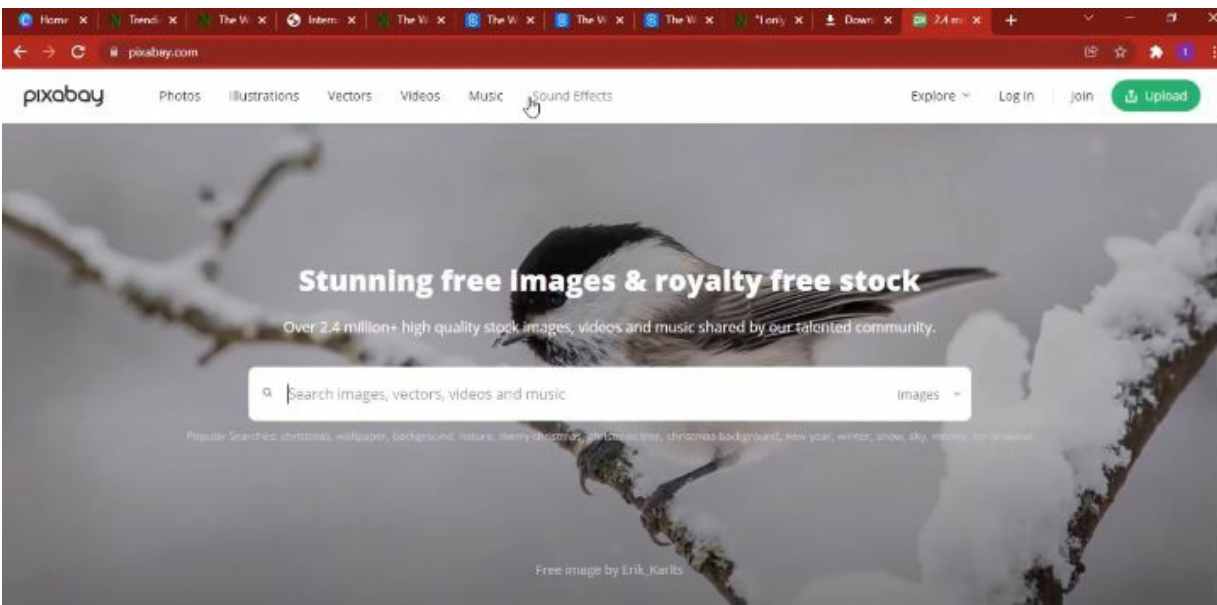
On **pixabay.com,** you have photos, illustrations, vectors, videos, music, and sound effects. You should type what you want into the search box and the area you want it from.

For example, type **computer** under photos, and you will find high-quality images you may use for your presentation. Click on an image of your choice and select download for free. You can bring it to your presentation after downloading it. Then use it for your presentation design.

Screenshots Command

You have a **screenshot** command. If you wish to use the screenshot command, you should first display or open what you wish to screenshot. The file, the webpage, or the particular file you wish to take screenshots from. You should open the page.

Click the area of your desktop you want and snip it
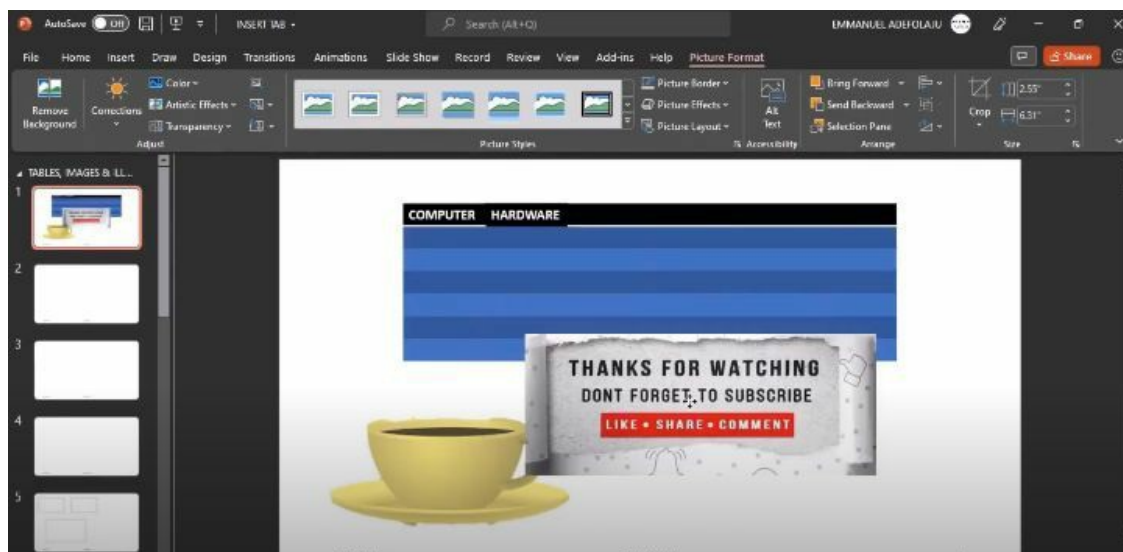
Your snipped area in your Microsoft PowerPoint slide

For instance, if you wish to take screenshots of your desktop background, minimize your Microsoft PowerPoint and go to your background. After that,

open your Microsoft PowerPoint and select **Screenshots**. This will bring your screenshot directly to your Microsoft PowerPoint slide. If you see anything in a browser you wish to screenshot, you can use this method.

Photo Album Design

You can design a photo album for your presentation.
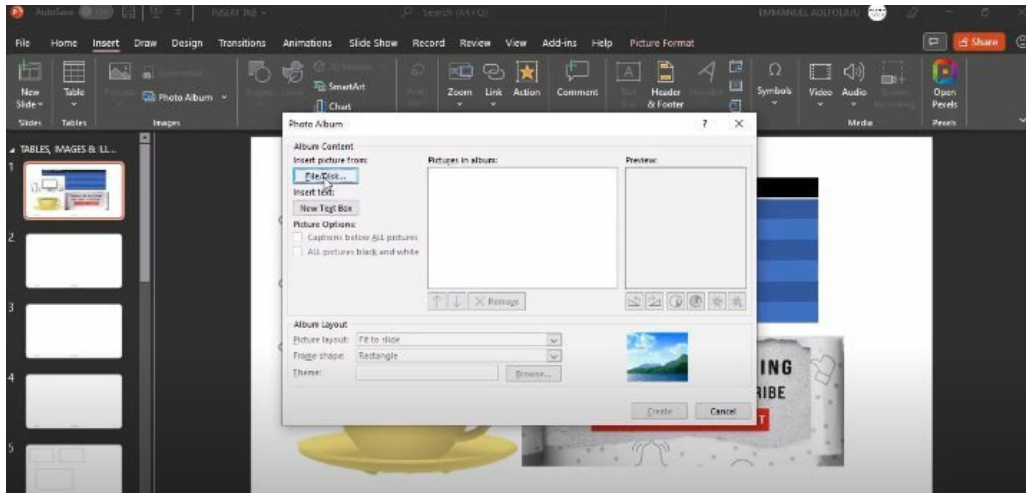
All you should do is click on the photo album and insert all the photos you wish to use in creating your photo album.

Chapter 4. Chapter 3: Adding Text

Text is vital to any presentation, but too much is lazy and poorly designed. I'm sure you've sat through text-heavy presentations yourself, so you'll know firsthand why I recommend you limit the written word. And don't be one of those presenters that uses text as a dictation aid.

If your presentation NEEDS lots of text, break it up. For example, use headers, short bulleted lists, and bite-sized sentences to summarize the main points.

If you're using the slide master, you've probably used placeholders to designate blocks of text. My advice is to be careful and try not to overdo this. It's too easy to fall into the trap of text-based slides.

My preference is to avoid placeholders in master slides. That way, I have a blank canvas and can add a little text wherever I want, but only as needed.

You can insert text in several different ways, including:

- Text boxes

- Add text to shapes
- SmartArt

And don't forget that you can format text in bold, italic, color, etc. Use all the tools available to help emphasize the points of your presentation.

Text Formatting

Let's do a little exercise using a text box.

Try This

1. Create a new slide and delete any placeholders to give you a blank canvas.
2. Select a text box from the shapes menu from your QAT or the Insert tab and draw out a large text box on the slide.
3. Start typing into the text box. Notice how it automatically resizes the height to accommodate your writing text. As you write, the text box auto-resizes the height to fit all your text. The width of the text box, though, remains unaffected. However, you can drag the handles on the text box to manually resize its width if you need to. Try it now. If you narrow the text box, PowerPoint auto-resizes the height so that the box neatly fits the text.
4. Highlight a word or two in the text box, then select the bold button in the Font section of the Home tab. The highlighted words become bolded. If you click bold again, those words lose the bold format. The same rule applies to *italic*, **underline**, etc. It's one of a few ways to format your text content.
5. Another way to add formatting to text is to select the formatting option before you type. Press the Enter key on your keyboard to start a new line and type "The" followed by a space. Now press the bold button on the toolbar and continue typing more words. Everything you type is in bolded format until you deselect the bold button.
6. Keyboard shortcuts can speed up text formatting as you type. The most helpful are CTRL+B (bold) and CTRL+U (**underline**). And you've probably already guessed that CTRL+I is *italic*. Practice using

the keyboard shortcuts as you type a paragraph. If you want to add or remove formatting to words or sentences later, you must **select it/them first**.

7. Press Enter on your keyboard to begin a new line and type a short sentence. Now press the Bullet button on the toolbar to turn that sentence into a bullet point. Pressing Enter again adds a new bullet to the next line.

8. Highlight the sentences you turned into bullet points and click the Numbered List button in the toolbar. The bullet points now become numbers. With the list still selected, press the Numbered List button again to toggle it off. Now press the Bullet button again, and they're back to bullet points. You get the idea.

9. Highlight a paragraph of text in your text box. Next, click the Character Spacing button on the Home Tab Font section to open the menu. Now move your mouse up and down the list of spacing options and watch what happens to the selected text.
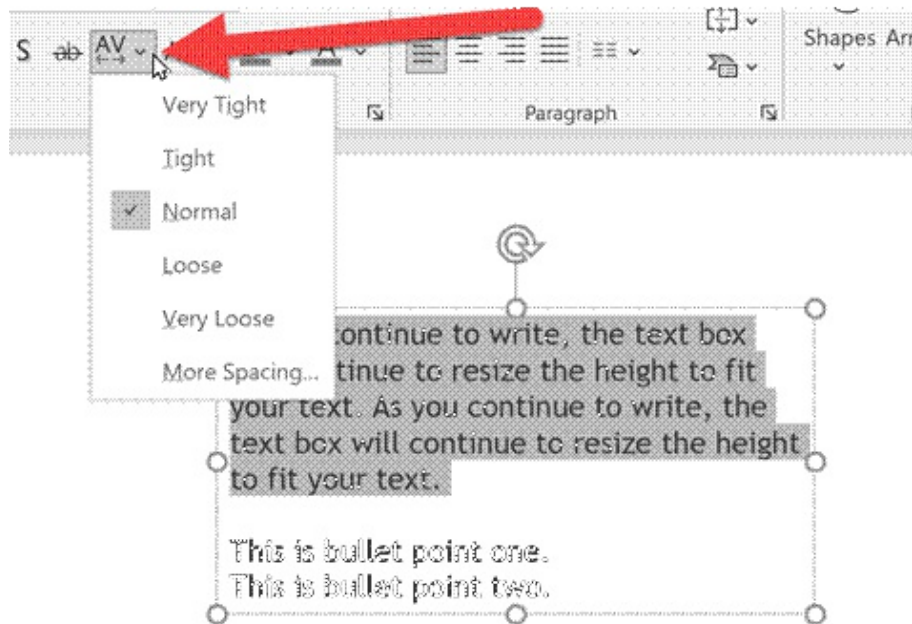
10.   Repeat this exercise from the Change Case button with the paragraph still selected. Watch the text change case as you hover the mouse over the options in that list.
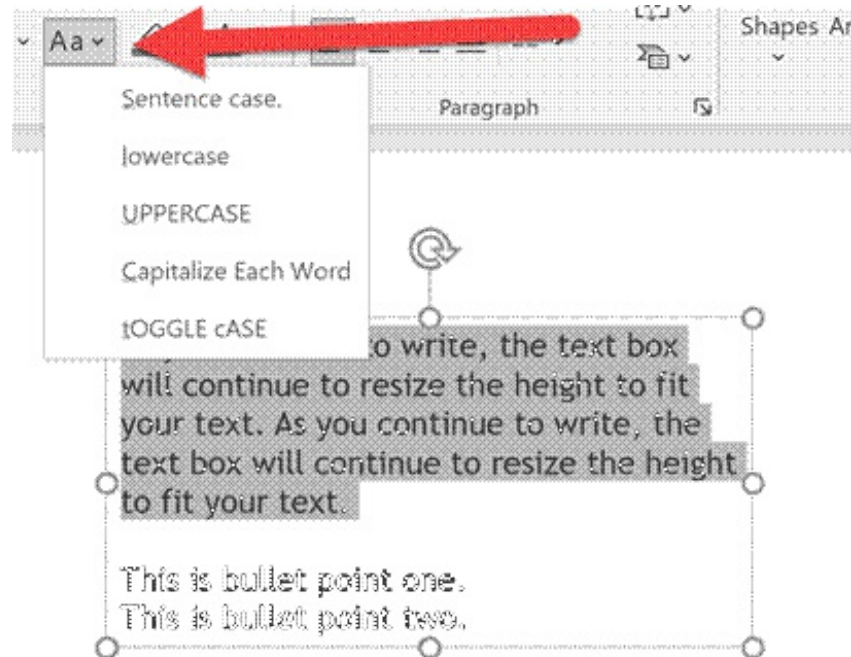
11.   Select a few words in your paragraph and click the Text Highlight button. The left side of that button shows the last used color. So, clicking that side of the button reuses that color as the highlight. But you can easily change the highlight color by clicking the little arrow on the right (options may vary between versions).

12.   Select a different pair of words, and now click on the Font Color button. This works in the same way. The last used color is shown and ready to reuse with a single click on the left of the button. But you can easily change the font color by clicking the little arrow on the right (again, options may vary between versions).

13.   Notice you have an eyedropper tool in the menu. You can click the eyedropper and move your mouse over the slide to select a color you have already used. It's a super convenient tool if you have a color palette in your slide master, like the one we added earlier. It

allows you to change the color of any object easily and quickly on your slide to one of those in your custom palette.

14.   Add a color palette to the slide master if you haven't done so already, so it's visible on all the new slides you create.

15.   Select a word in your paragraph and choose the first color of your color palette using the eyedropper. Then, repeat this for the other four colors in your palette. How easy was that?

16.   Select the entire paragraph with all the applied formatting, then press CTRL+Spacebar. This keyboard shortcut removes all the pre-applied formatting from your text. It's a valuable tip to remember if you need to quickly strip formatting from text you added or pasted in from another editor. There's also a Clear Formatting button in the Home tab Font section if you prefer to use that.
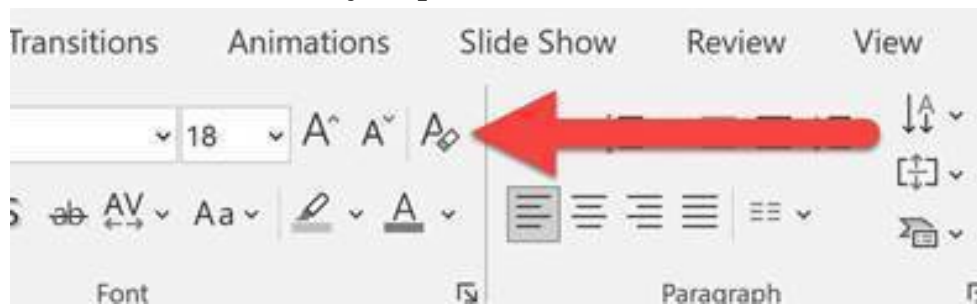
17.   To the left of Clear Formatting are two other buttons that change the selected text's font size. Select all the text in the paragraph again, then click the Increase Font Size and Decrease Font Size buttons. After you've played around with this, clear all the font formatting again.

18.   Now let's move to the Paragraph section on the Home tab. You can indent text using the Increase List Level and Decrease List level buttons. Select your paragraph text and try them out.

19.   You can alter the line spacing using the third button in that row. Select the paragraph and then click the Line Spacing button. Move your mouse down the list and watch what happens to the text. If you need finer control over line spacing, click the Line Spacing Options link at the bottom of the menu to open the Paragraph dialogue box. This option allows you to set alignment and spacing before and after each line. There are also indent options, so try some of those, then click the 1.0 spacing option before moving on.

20.   Some interesting ways to pivot the text are using the Text Direction option to the right of these three buttons. First, click anywhere inside the text box and click the Text Direction button. Then, move your mouse cursor down the list and watch your paragraph change. You'll notice that this option affects the entire text box, not just the highlighted text. That's worth remembering if you don't want everything rotated. So, for this feature to work, you only need to click into the text box you want to rotate; you don't need to highlight any actual text. And if you have text you don't want to rotate, create a second text box, and put it there.

21.   There is an Align Text button that you can try, but don't expect to see much difference here since text boxes auto-resize to fit the text. Click the final option in the Text Direction menu, More Options. This opens the Format Shape pane on the right. You now

have additional formatting tools to exploit your text boxes and their content.

22.   The final button in the Paragraph section converts your text box into SmartArt.
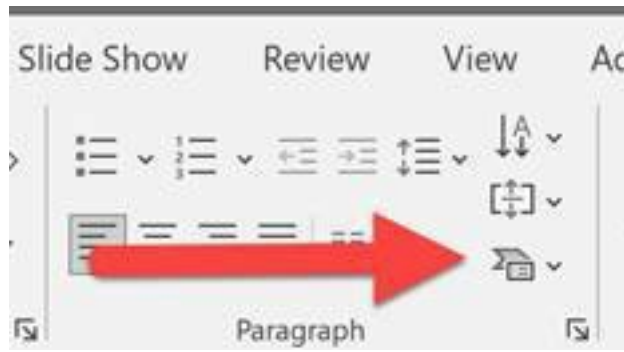
- Have a play with this option to explore the effects available. SmartArt is a great way to spice up your bullet points if you want to be more creative.
- CTRL+Z will undo any changes you make here. Note that on the Insert tab, you can add SmartArt without having any pre-existing text. We will look at the SmartArt features in more detail later.

23.   The final option I want to show you here is columns. First, make sure your paragraph doesn't have any formatting applied to it. Select all the text in your box and click the Align Text button. Select More Options at the bottom of the menu to open the Format Shape pane. There are two tab links at the top, Shape Options and Text Options. Click Text Options if it's not already selected. You'll notice three icons along the top. Click the one on the far right, the Text box, if it's not already selected. At the bottom, you'll see a button labeled Columns. Click on that and set Number to 2 and the Spacing to 1. Click OK to save the changes. Your text box now has two columns with a predefined gap between them. If you don't see any difference,

use the corner handles to decrease the size of your text box.

SmartArt

SmartArt is an excellent way to make your text more interesting.

Try This

1. Create a new slide and add a text box to it.
2. Add three sample sentences as bullet points.

- This is my first point
- This is my second
- This is my third
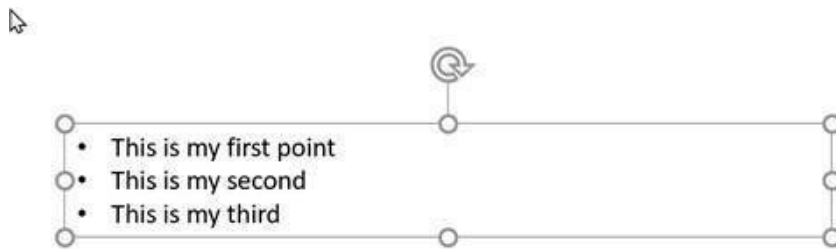
3. Click anywhere inside the text box to select it.
4. Now click the Convert to SmartArt button in the Paragraph section on the Home tab. Then, move your mouse over the options to see how a SmartArt graphic can enhance the look of your bullet points.
5. Click on the More SmartArt Graphics link at the bottom of the menu. It's the same screen you see if you add SmartArt from the Insert tab on the ribbon bar. Here, you have a categorized list of SmartArt you can use to style your text.

Practice Exercise: Adding Text

Practice
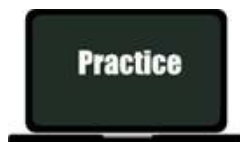
1. Create a new presentation and delete any placeholders.
2. Add a text box that fills about 1/3 of the slide's width.
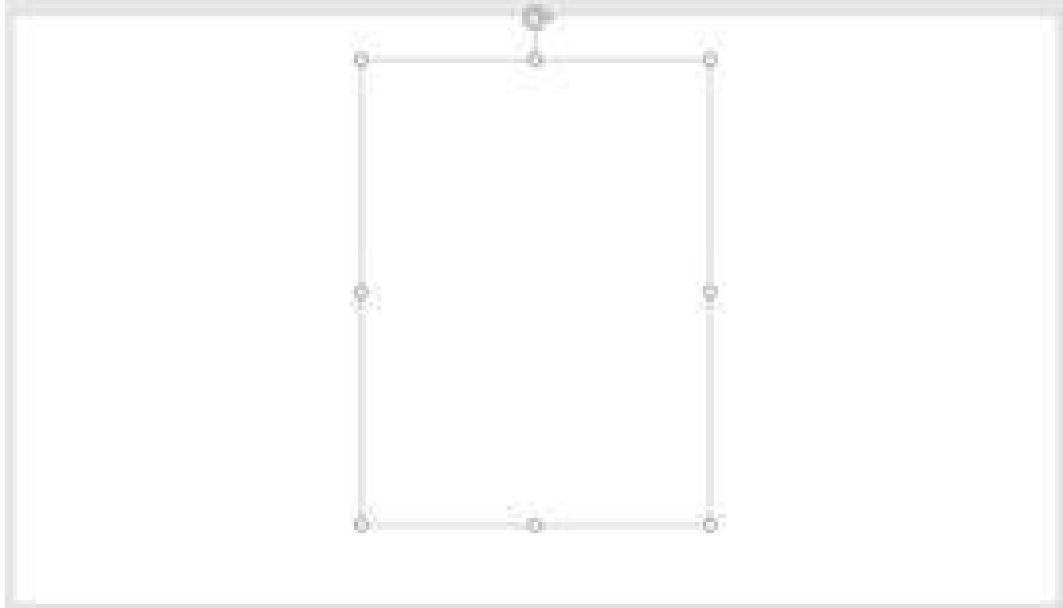
3. Go to Google and search for Ba Ba Black Sheep Lyrics.
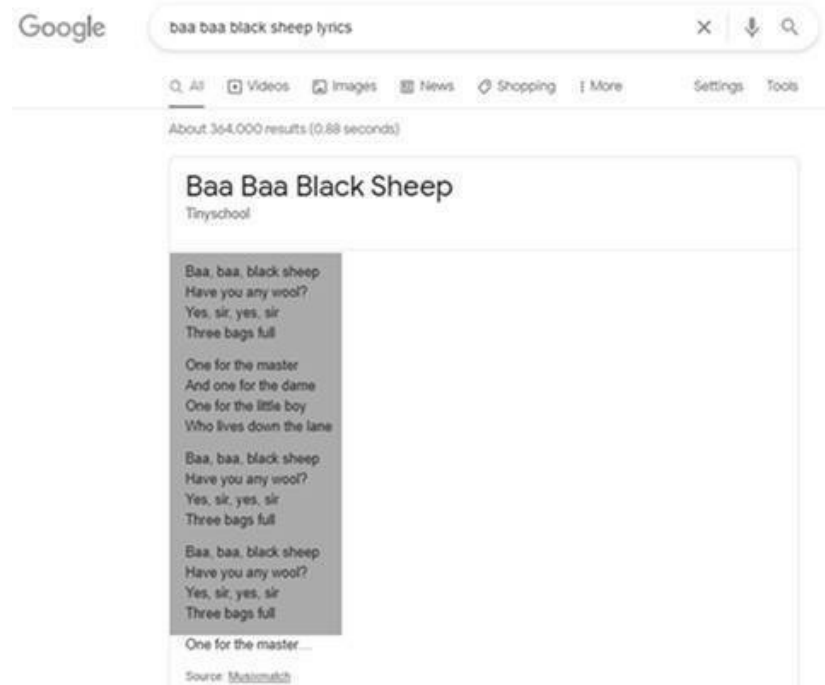
4. Copy and paste the first four paragraphs of the rhyme into your text box.

Baa, baa, black sheep
Have you any wool?
Yes, sir, yes, sir
Three bags full
One for the master
And one for the dame
One for the little boy
Who lives down the lane
Baa, baa, black sheep
Have you any wool?
Yes, sir, yes, sir
Three bags full
Baa, baa, black sheep
Have you any wool?
Yes, sir, yes, sir
Three bags full

5. Put a line space between each of the four paragraphs to space it out nicely.

Baa, baa, black sheep
Have you any wool?
Yes, sir, yes, sir
Three bags full

One for the master
And one for the dame
One for the little boy
Who lives down the lane

Baa, baa, black sheep
Have you any wool?
Yes, sir, yes, sir
Three bags full

Baa, baa, black sheep
Have you any wool?
Yes, sir, yes, sir
Three bags full
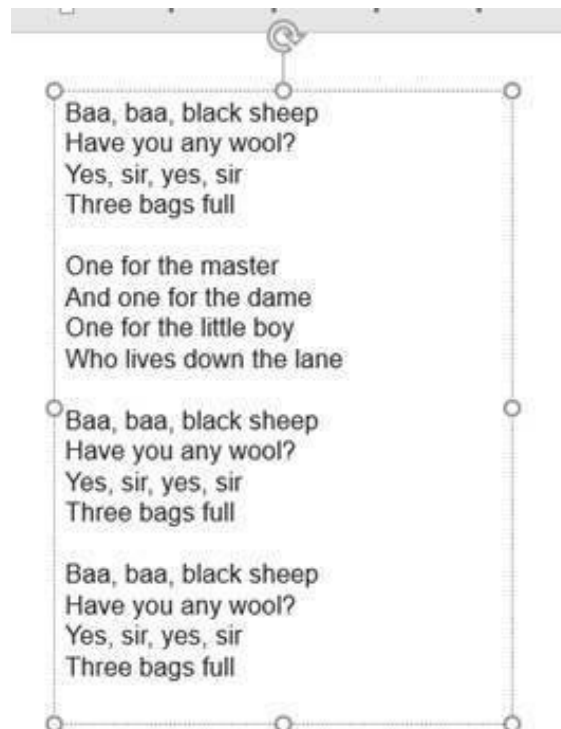
6. Modify the margin of the text box so that there is a 2.5cm (1 inch) margin on the left and right sides.

6. Put a 1.3cm (1/2 inch) margin at the top and bottom.
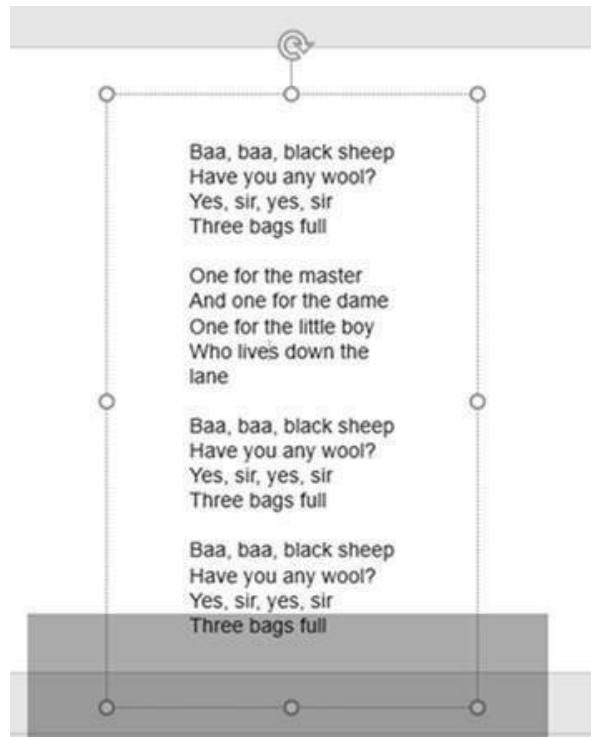
7. You should find that the text box falls off the bottom of the slide. If it doesn't, increase the top/bottom margin a little until it does.

8. Grab the bottom border of the text box and drag it up to make the box shorter, and see what happens. It won't adjust, right?

9. Right-click inside the text box and select Format Shape from the pop-up menu. Change the text box options in the Format Shape pane by clicking the radio button next to the Shrink text on overflow. You should be able to resize the text box to fit onto the slide.

10. Now click the radio button next to the option, Do Not Autofit, and watch what happens. Some of your text jumps off the bottom of the slide.

11. Click the Columns button in the text box Format Shape pane. Next, adjust the Text box settings for two columns, with two paragraphs in each one.

Baa, baa, black sheep
Have you any wool?
Yes, sir, yes, sir
Three bags full

One for the master
And one for the dame
One for the little boy
Who lives down the lane

Baa, baa, black sheep
Have you any wool?
Yes, sir, yes, sir
Three bags full

Baa, baa, black sheep
Have you any wool?
Yes, sir, yes, sir
Three bags full

Chapter 5.   Chapter 4: Creating Shapes, Icons, 3D Models, and Charts

Illustrations are powerful in Microsoft PowerPoint. In illustrations, there are **Shapes, Icons, 3D Models, Charts, and SmartArt**.

There are many shapes and icons you can use for your presentation, depending on your creativity

Creating Shapes and Icons

The first example you will learn is how to create the image below, a SWOT Analysis slide, using different shapes and icons in Microsoft PowerPoint.

SWOT Analysis collects your business's strengths, weaknesses, opportunities, and threats. You lay out all the factors in the appropriate quadrant and devise strategies to address them. For instance, how to build on your business strength, mitigate your business weaknesses, and so on.

Follow the steps below:

1. **Create a blank slide**

The first thing to do is to open a **blank slide** in Microsoft PowerPoint. You don't need titles and subtitles for this slide so remove them. Click on the **layout** command in the **Home** tab and select **blank layout.**
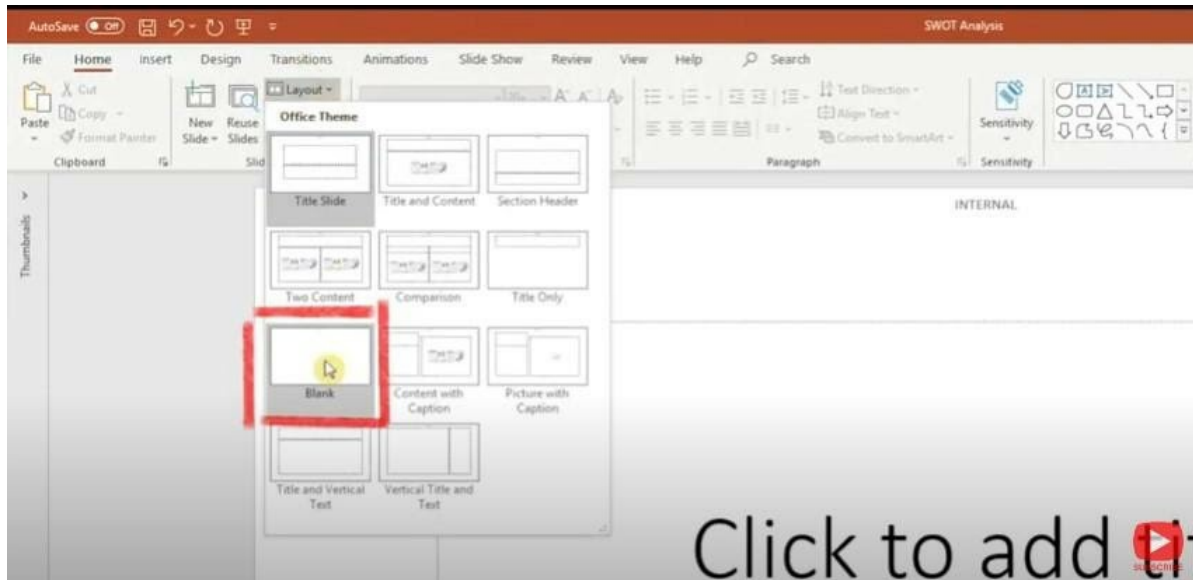
Select blank in the layout command

2. Add Header

Add your **header** by selecting the **text box** in the **drawing** command group. Click and drag the **header** where you want it to be in the **blank slide** and add your text.

You're building **SWOT Analysis** on this slide so that you can use that as your header text. You can add a **subheading** if you wish to. The **subheading** should not be as large as the heading.

You can make your **header** larger and change the font and color to your choice.

Aligning your header

Center your text within the text box, then uses the **arrange tools** to line the **text box** to the middle of the slide. Make sure **align to slide** is selected, then click on **align center.**

Drag the **text box** up a little bit. Using a mouse might pull the text box off the centreline, so it's a good idea to use the up and down arrow on your keyboard instead.

3. **Make shapes**

Go to the Insert tab and select the shapes command to start making some shapes. Select a **teardrop shape** and click anywhere on the screen to drop the teardrop shape.
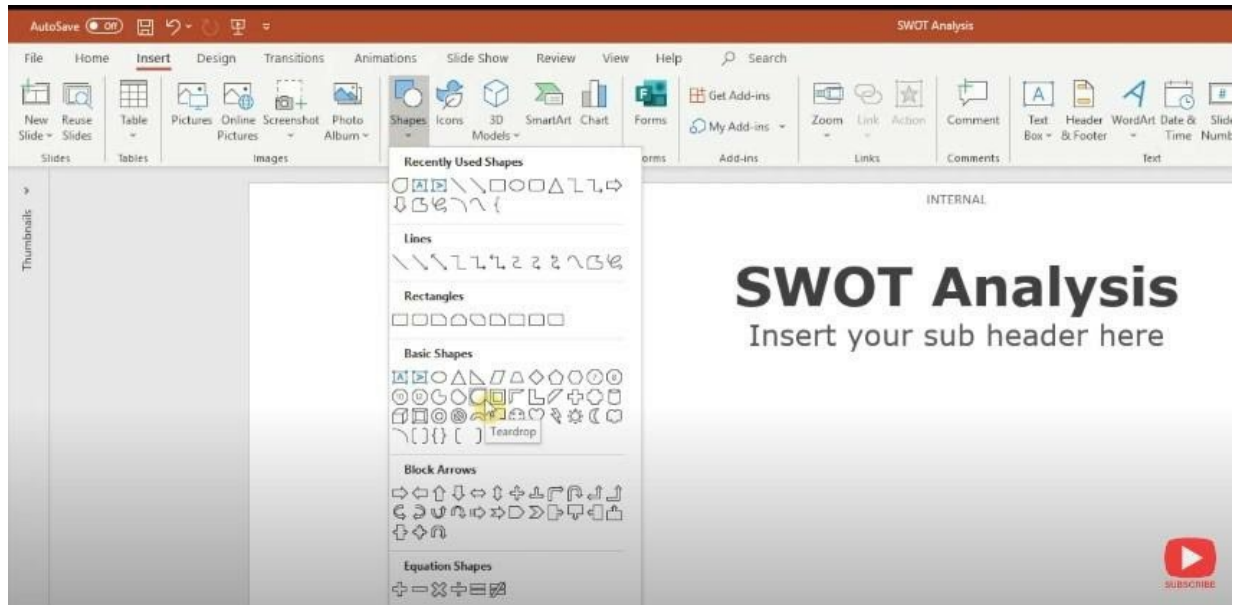
The **teardrop shape** is exactly one inch by one inch. If you want to change the size, drag any of the handles. Always use the **corner handles** to give you more control, and if you hold on to the **shift key** while dragging the handles, it will maintain the shape's aspect ratio.

If you drag on the middle handles or don't hold on to the **shift key** while using the corner handles, it will not maintain the aspect ratio and distort the shape. If you want this shape to be exactly one and a half inches, enter it in the **size section.**

Next, reshape this **teardrop** into a **petal**. Make a copy of the shape by selecting it and dragging it out while holding onto the **CTRL** key. It is a lot quicker than using **CTRL C** and **CTRL V**.
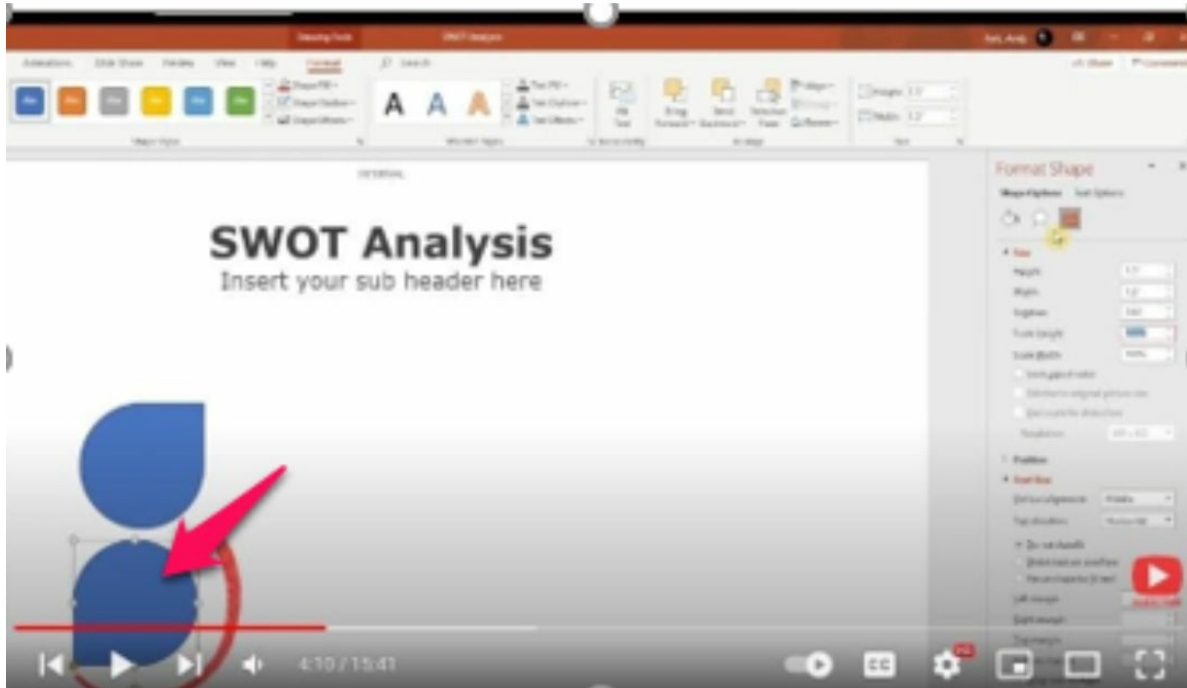
Rotate one of the shapes 180 degrees

Keeping one of the shapes selected, rotate the shape **180 degrees** so that the pointy ends of each shape are facing in the opposite direction. You can use the handle to rotate, but entering the value is more precise and quicker.

Align the two shapes so that they are on top of each other. Select both objects by dragging a selection over the two objects or holding on to the **shift key** and selecting each. Go to the **arrange tool** and select **align**. This time, ensure the **selected object** is checked, choose to **align to the center,** then **align to the middle**.

For quick clarification, if you have **aligned to the slide** selected, the shapes will find the position relative to the entire slide. If **selected objects are aligned**, the shapes will find their position relative to each other.

Merge the Shapes
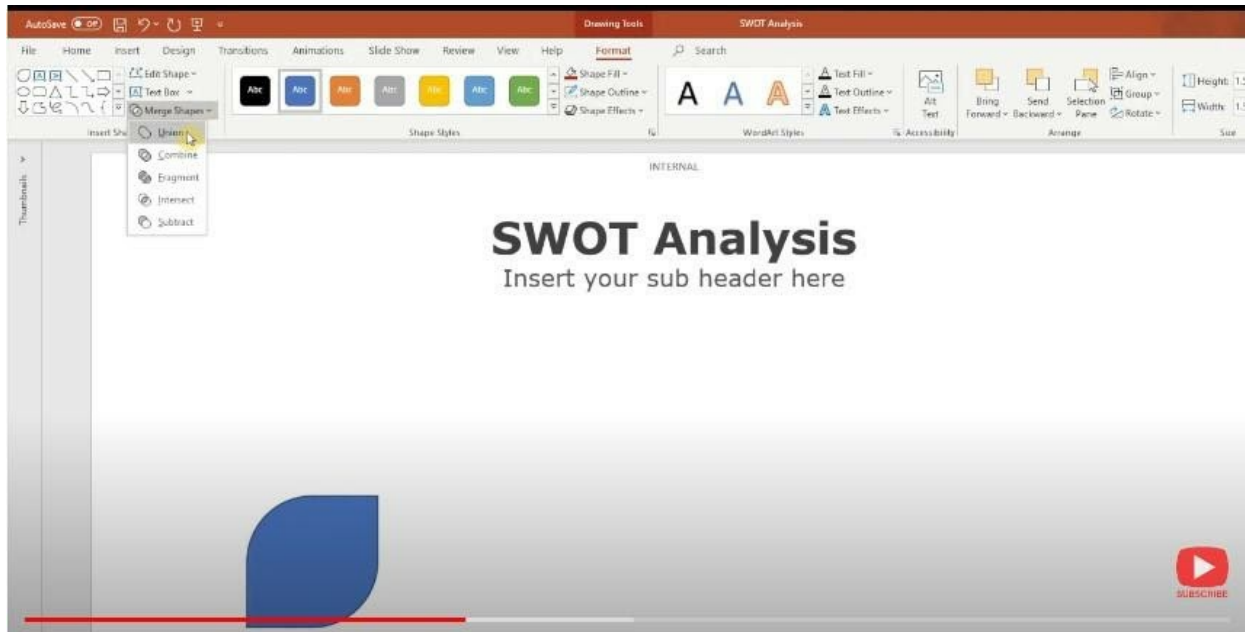
Put the two shapes on top of each other and merge them. Select the two shapes, go to the **Format** tab, **merge shapes**, and choose **union.** This has become a single shape that looks like a leaf petal.
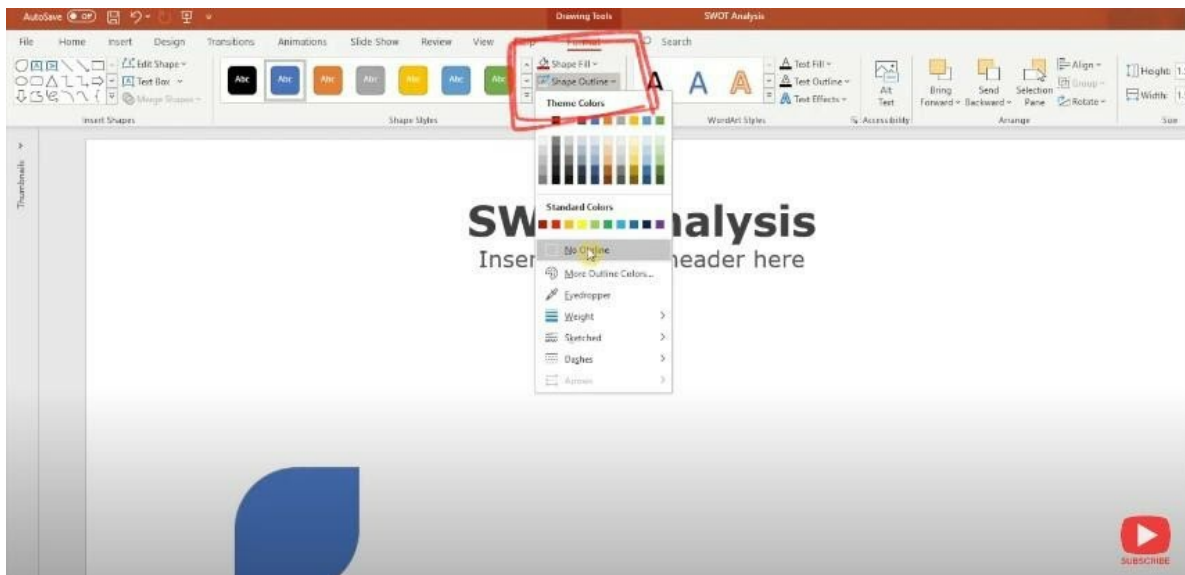
Remove the outline

You need to make four of these petals, but there should be **no outline** in any of the shapes. So, remove the shape outline before you make copies of the shape. While selecting the shape, go to the **shape outline** and select **no outline**.

To copy the petal, select and drag while holding onto the **CTRL** key. Flip the shape horizontally in the rotate tool. Go to the **Format** tab, click **Rotate**, and select **flip horizontal**. Select both shapes, then click **CTRL** and drag to make another copy of the set. This time flip vertically. In the **Format** tab, click **rotate** and select **flip vertical**.
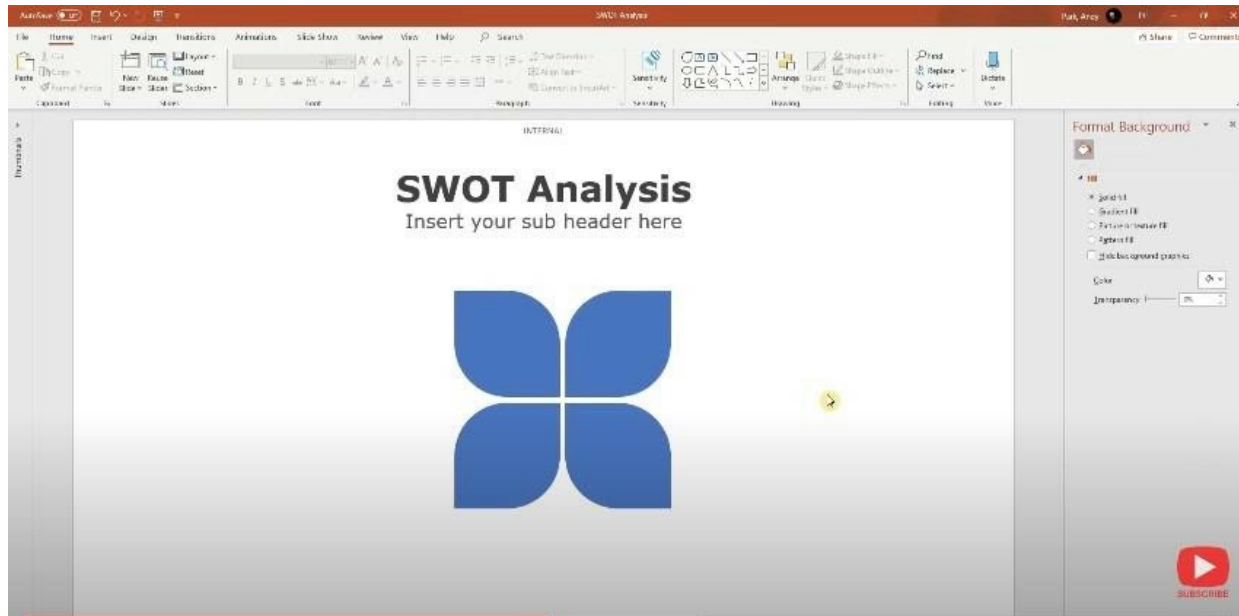
Copy the shapes and flip the first horizontally and second vertically

Next, center the shapes on the slide. The easiest way to do this is to first group them by clicking **Group** in the **format** tab and selecting **group**. Grouping them first will make the shapes not overlap each other. Once they're centered, you can **ungroup**.

Apply some colors to the shapes by selecting the **shape**, then go to **shape fill** in the **format** tab and select an appropriate color. Repeat the process for the other petals as well.

Colour the shapes

Add text to the petals. To do this, go to the **Insert** tab and select **the text box**. Then drag the text box over the entire image of the first petal so that the size overlaps.

In the first petal, type **S** for **Strength**. If the **text box** resizes as you type, go to **format** shape and choose **text options**, then select the **text box shape** and click **do not autofit**. You can now resize the text box properly.
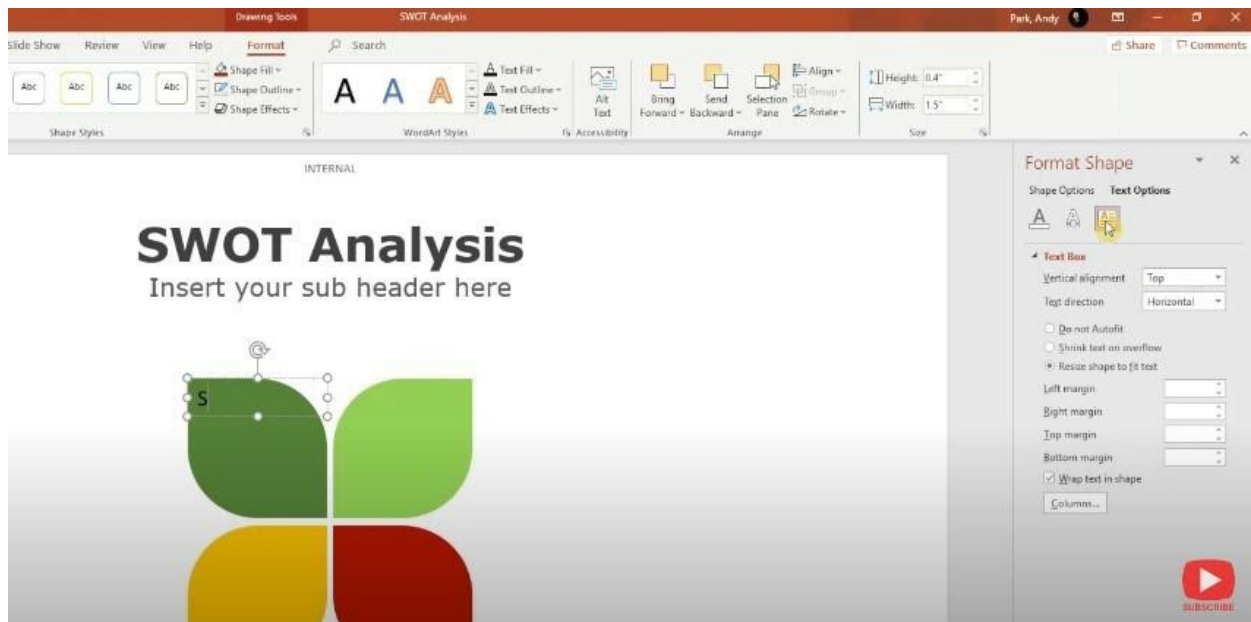
If the text box resizes, select do not autofill

Change the **font**, make the letter **S** larger, and choose white for **the font color**. You can then center the letter and also **align the text vertically**. Copy the **text box** over to the other petals. If you make a mistake and the text boxes are not fully aligned, you can use the **alignment tool** to correct it.

Copy the text boxes to the other shapes and change the letters

Change the letter in each petal using the **SWOT** initials.

- **Add Icons**

To add some icons, go to the **insert** tab and select **icons**.

Click on the Insert tab and select the icon

When choosing an **icon** for **strength,** go to the **sports** section and choose the figure of a **person lifting barbells**. For **weakness**, type **links** in the **search box** and select the **icon** of a **line in between two circles**. Notice that the insert button tells you how many you have selected as you select the icons.

For **opportunities**, click on **nature and outdoors,** then select the **figure of a hand holding a leaf**. For **threats,** click on **signs and symbols,** then select the **triangular figure with a danger sign.**

When you select all the appropriate icons, hit **insert,** and all **icons** will be inserted in the center. They will all be clustered together.
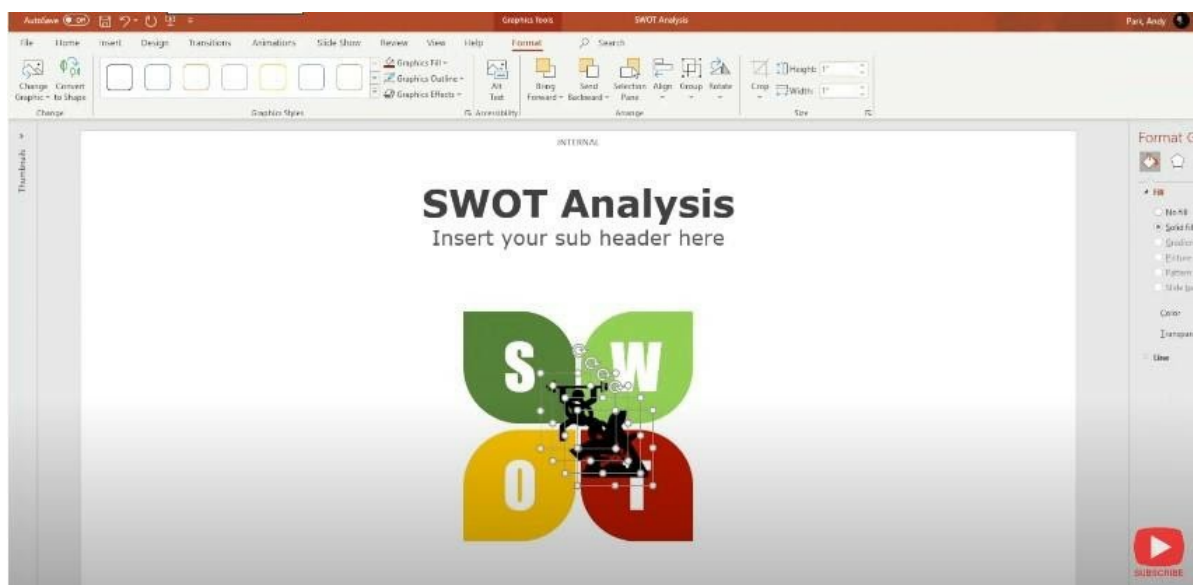

The icons clustered together

Rather than separating them one by one, use the **arrange** tool to separate them evenly across the slide. The **icons** will need a little formatting to make them look more refined.

Add a halo behind each icon. Select the **home** button and click the **oval** tool from the **shape selection** tool in the **drawing** command group. Click on the **slide,** so the **circle** appears on the screen. Alternatively, you can do this by clicking the screen and dragging the circle while holding the shift key.

Make three more copies of the circle by clicking **CTRL** and dragging the circles from one another. Remove the outline from the circles by clicking on the **circle**, going to the **Format** tab, selecting **shape outline**, and clicking on **no outline.**
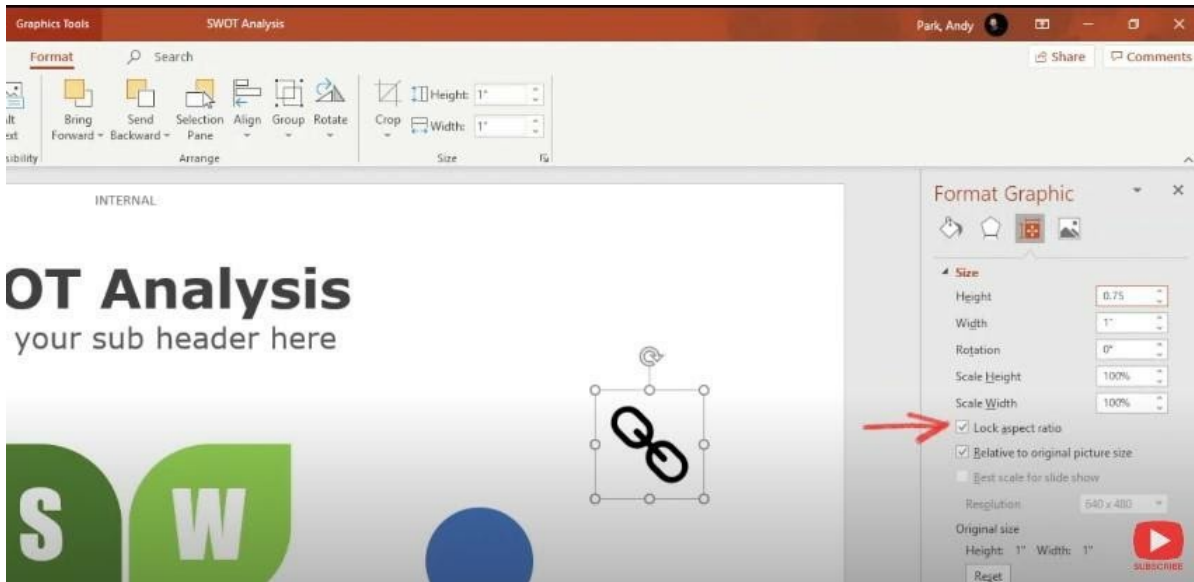
Resizing the icons

The **size** of the circles must be about an inch and if the icons are too big, reduce them so they fit into the circle. Reduce the size of the icons by **selecting all the icons**, hold onto the **shift key**, go to the **size** tab and ensure the **lock aspect ratio** is checked, then change either the **height** or the **width.**

Next, layer the icons over each circle using the **arrange** tool. Select one of the **icons,** then one of the **circles,** and click on the **format** tab. Select **align** and ensure selected objects are checked, then align to center and **middle.**

When you do this, the **icon** seems to have disappeared, but it's hidden behind the **circle**. Select the **circle**, **right-click** your mouse and then **send the circle to the back.**

Repeat these steps for the other sets.

## Layer the Icons into Each of the Circles
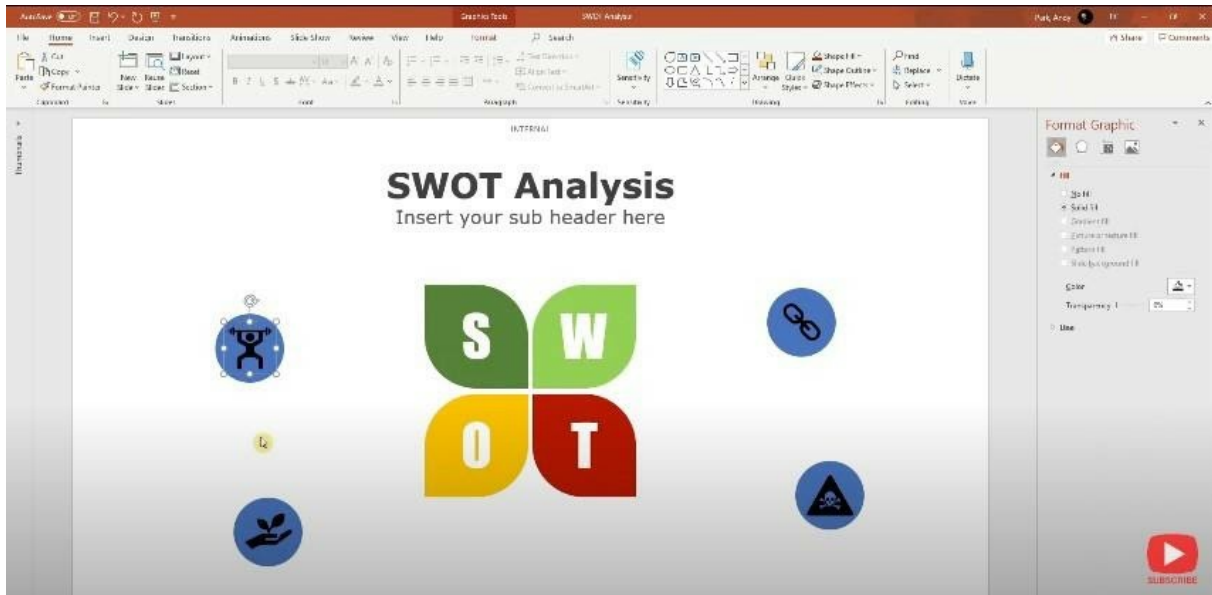
Format the icons next. If you want the **icons** to be **white** and the **circles** to match the **corresponding petals**, **select all four icons** together, select shape fill, and click **white** for the icons.

You can click on shape fill for the circles and select the **eyedropper** tool. Then **sample** the colors of each **corresponding petal**, copy the appropriate color and place it on each of the circles.

Once you are done, you can group each set to make it easier to move them around together. Select the **icon** and the **circle** in the set, click on **arrange** and select **group**.

Next, select each set and position these grouped icons in their respective quadrants. You can use th**e lines** above the **icons** to position the top two icons. You can adjust the vertical positions for the bottom one**s** and then use the **align** tool to **align** with the top two icons.
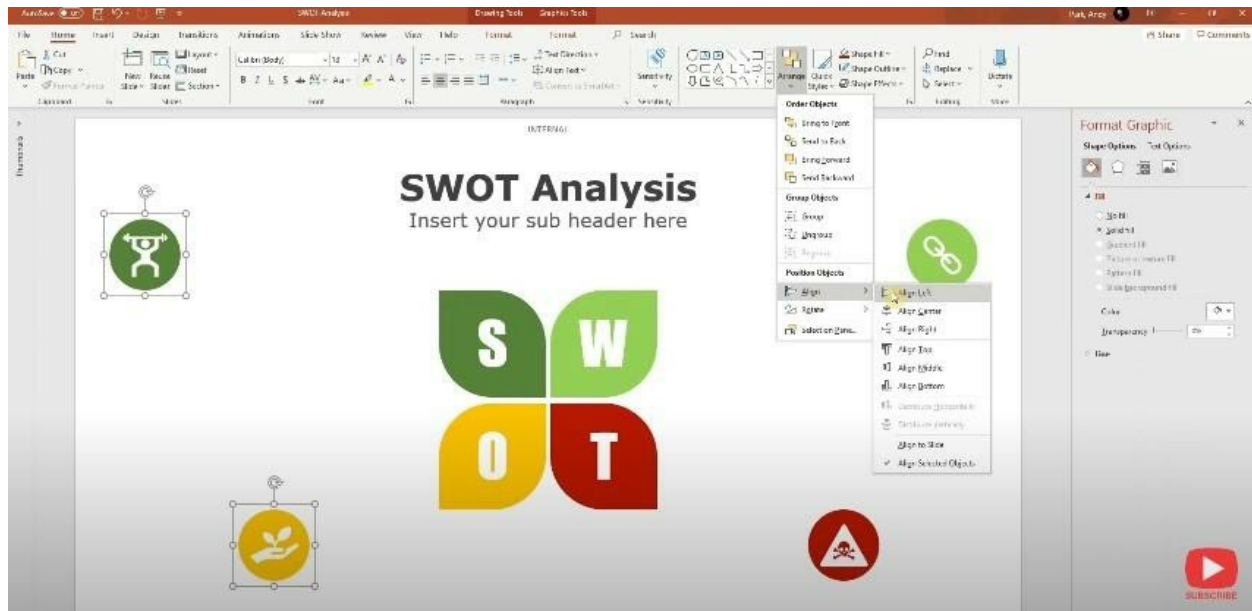
Aligning the icons

Select the **two left icons**, go to **arrange** in the **Home** tab, click on **align** and select **align left**. For the right icons, click on **arrange**, select **align** and choose **align right.**

- **Add text boxes**

The last thing you have to do is to add the **text boxes**. Draw a **text box** around the first quadrant and **align** the top and bottom to the petal.

If the box doesn't want to retain its shape, go to the **text** options in the Format tab, click on the **text box,** and select **do not autofit**.

Copy the **text box** over to the other quadrants, and for the bottom two text boxes, you can align the text to the bottom for symmetry. In each **text box**, you can write whatever you want.
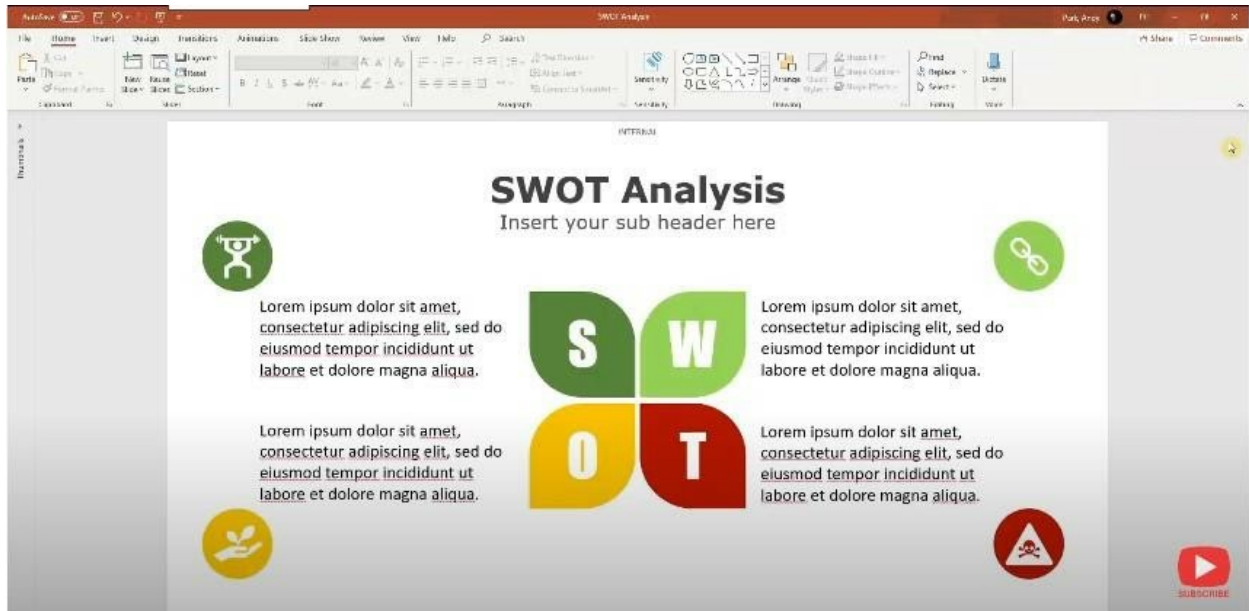
SWOT Analysis slide

This practical example should help you learn how to work with shapes and maybe even give you some ideas for your next presentation design.

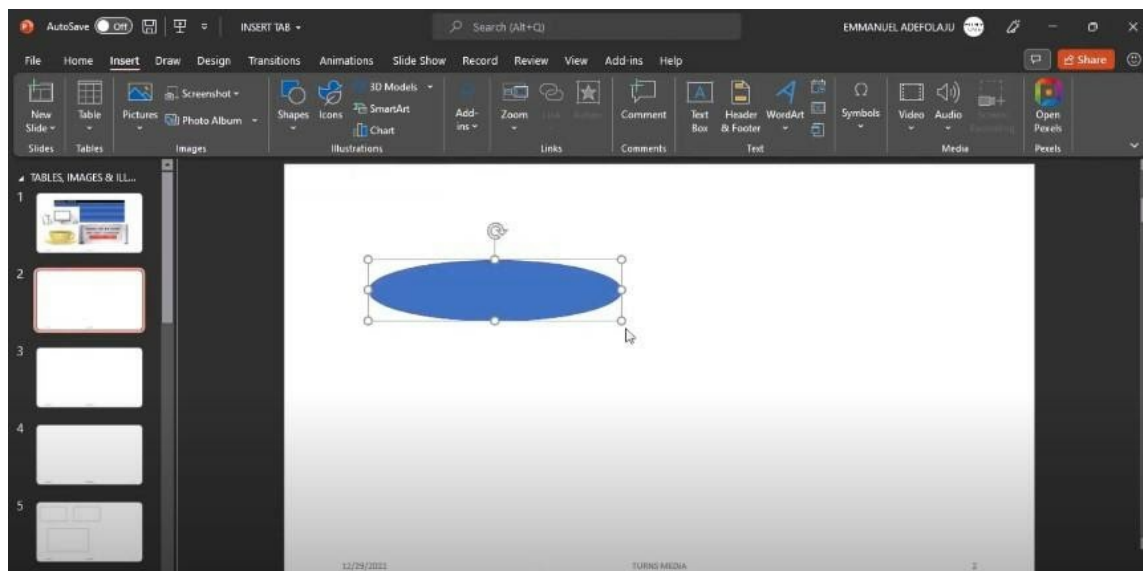# How To Create Images with Shapes, Icons, And 3d Models
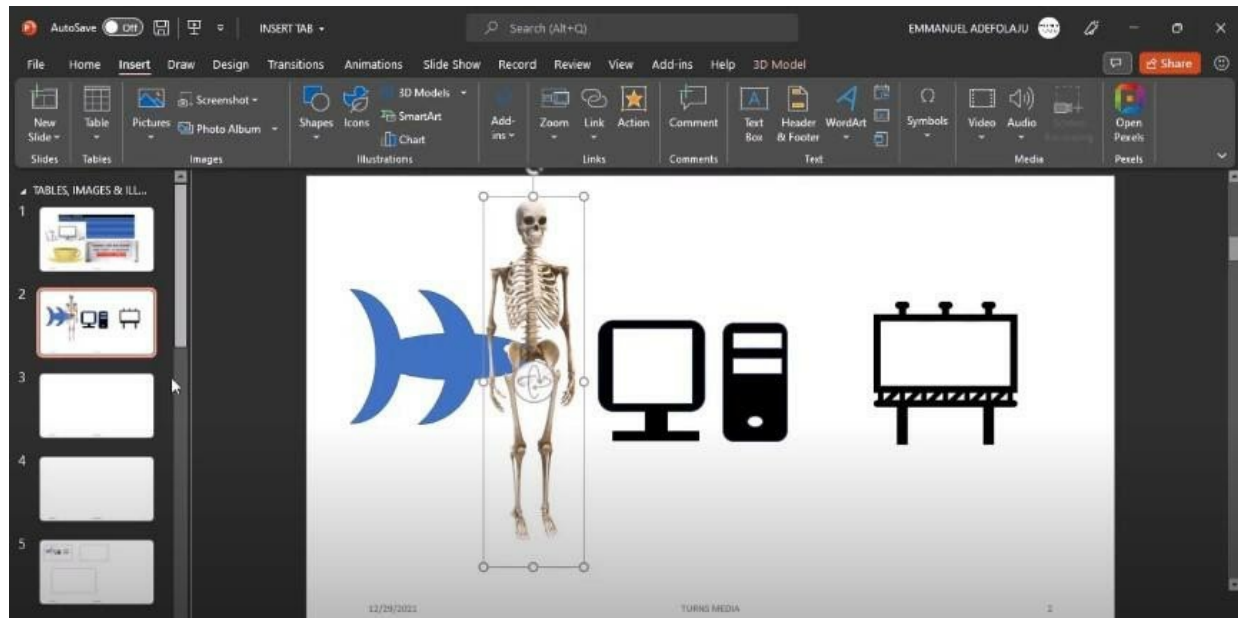
Below is another example of illustrations in Microsoft PowerPoint.

In this example, you'll learn how to create the image below using **Shapes, Icons, and 3D Models.**

Using Shapes

- **Fish Shape**

The first shape is going to be a fish shape.

*Select an oval shape and drag to draw and enlarge it*

Go to **shapes** and select an **oval** shape, **drag** to draw, and enlarge it. Still, in the **shape** command, select a **moon** shape and **drag** to draw a moon shape at the left side edge of the oval shape. Turn the **moon** shape upside down. Click on **CTRL D** to duplicate the moon shape, place it in the middle of the oval shape, and then increase it.
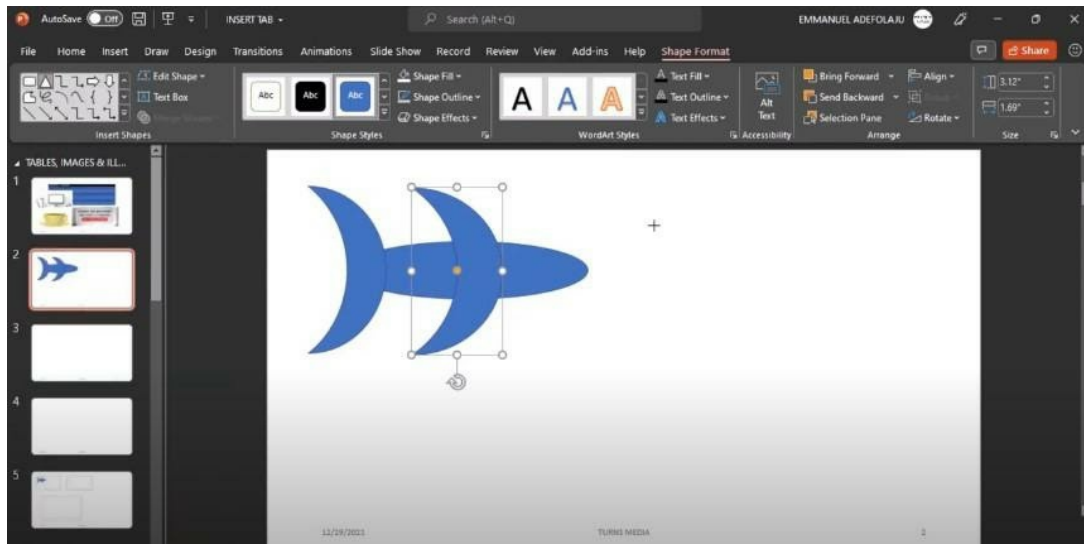
Duplicate the moon shape and place it in the middle of the oval shape

The next thing is to create the mouth of the fish. Select a **triangular** shape, turn it to the left and place the **tip** of the triangle on the **right side** of the **oval** shape.

Click the **fish's body**, hold your **CTRL** key and click on the **triangular** shape. Go to **shape** format, click on the **drop-down arrow** beside **merge shapes** and select **subtract**. This will create an opening at the **edge** of the triangular shape.
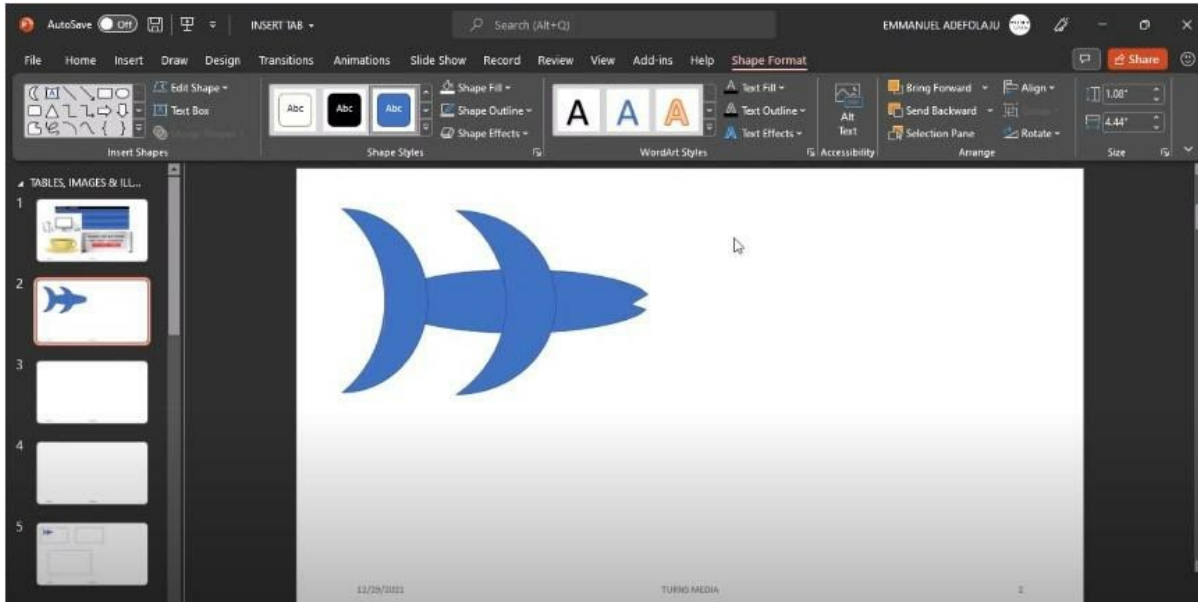
Go to shape format, click on merge and select subtract

The last thing to create in the fish icon is the eyes. Go to the **shape** icon, select an **oval** shape and draw a **circle** on the right side of your fish, close to the mouth. Select **shape fill** and fill the circle with the color **white**.
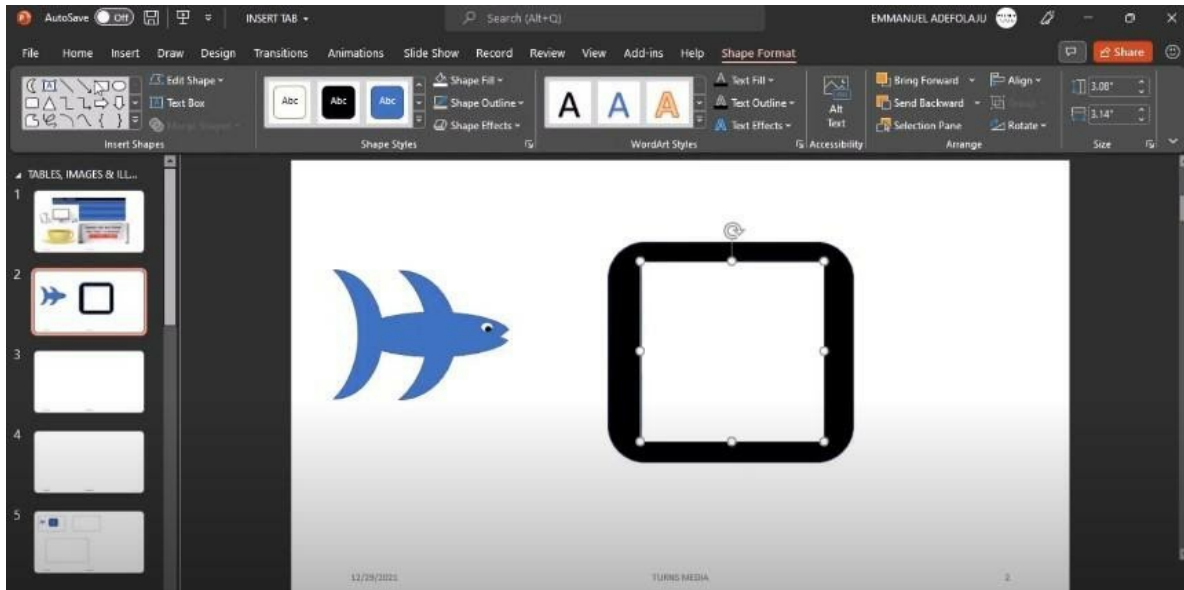
Select another **circle** in the **shapes** command and fill it with the color **black**. Make sure the **black circle** is smaller than the **white** one. Then move the **black** circle into the **white** one.

Hold your **CTRL** key, select all the shapes you've created, click on **merge shapes**, and select **union**—next, group them all. **Highlight** everything, **right-click**, select **group**, and click on the **group**.

- **Computer Shape**

To draw a computer shape, go to the **Insert** tab, click on **shapes** and select a **rounded corner rectangle**. Next, select a **rectangular** tool and drag it to increase it within the first rounded corner rectangle. The second **rectangle** should be smaller than the first.

Click on the first **rectangle**, select **shape fill**, and change the color to **black**. Change the color of the inner rectangle to **white**.

Place the second rectangle into the first one

Select another **rectangle** in the **shapes** command group and drag it below the rounded corner rectangle. This new rectangle should not be as large as the others. Select **shape fill** and fill with the color black. Select **shape outline** and click on **no outline**.

Select another **rectangle** for the **keyboard unit**. Place it below the last rectangle and drag. Fill it in with **black** color. Click on **shape outline** and select **no outline**.
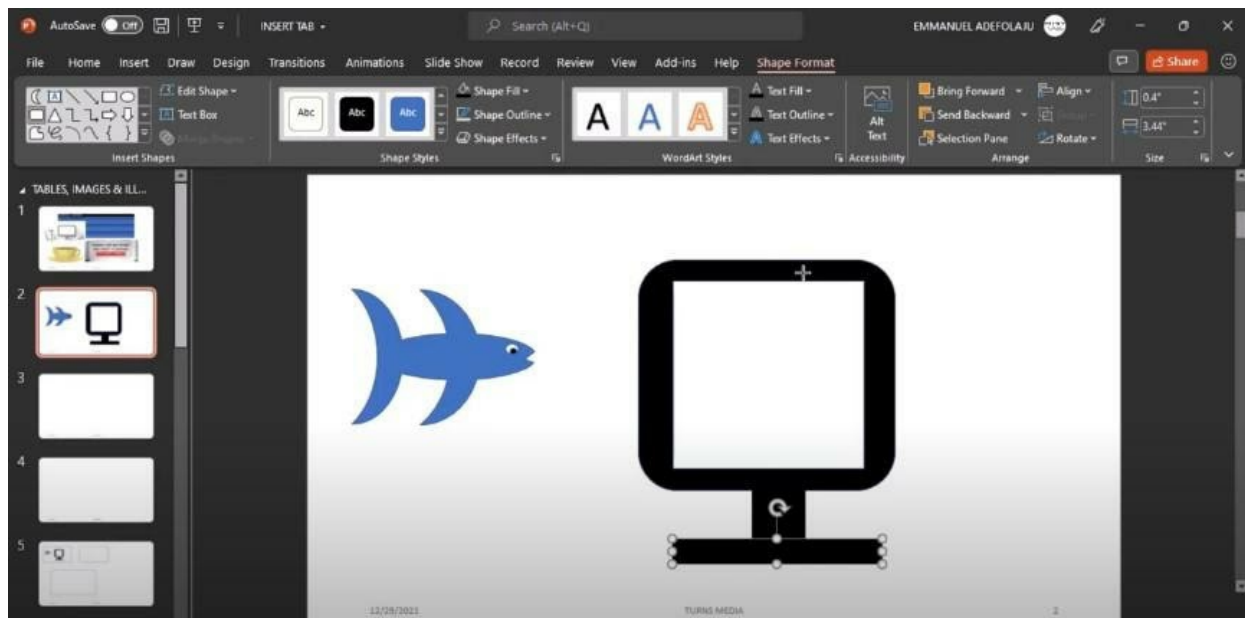
Select another rectangle for the keyboard unit

You have your computer shape.

- **System Unit Shape**
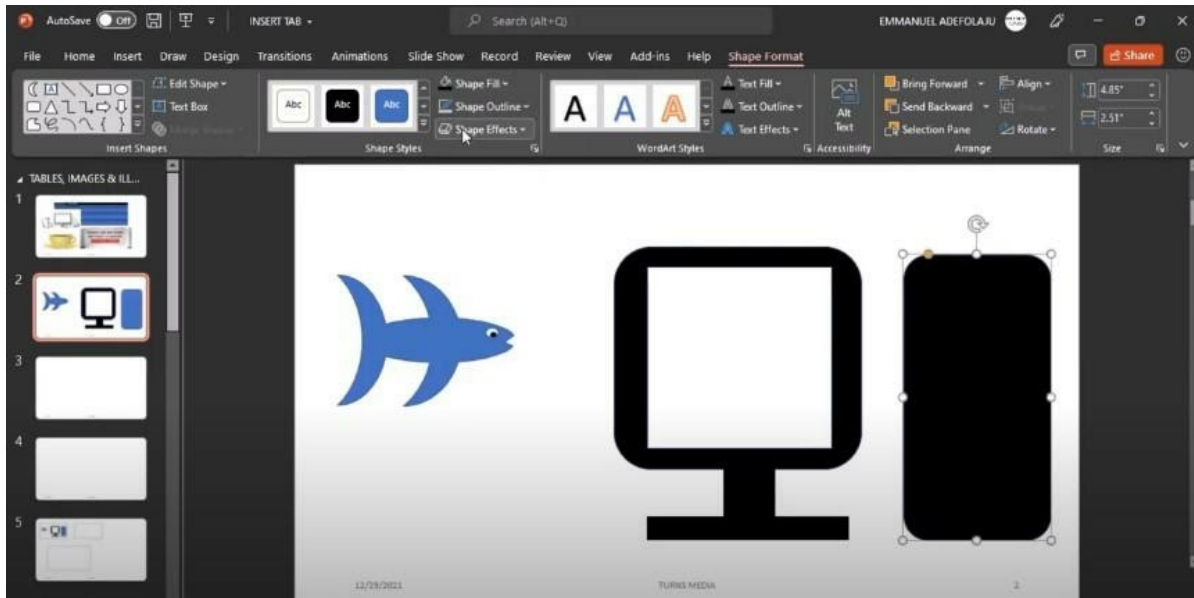
To create the **system unit** shape, select a **rounded rectangle** and drag to enlarge it beside the computer. Fill it with the color black by clicking on **shape fill** and selecting **black**.

Select a rounded rectangle and fill it with the color white

Select a **rectangle** and drag it into the system unit box. Select **shape fill** and fill it with the color **white**. Press **CTRL D** to duplicate the shape and drag the duplicate under the first one.

Select an **oval** shape and draw a little **circle** at the down part of the system unit for the power button. Fill the power button with white.

Group everything (the computer and system unit) by **highlighting**, then **right-click**, select **group**, and click on **group**. Then **resize** and make everything smaller.
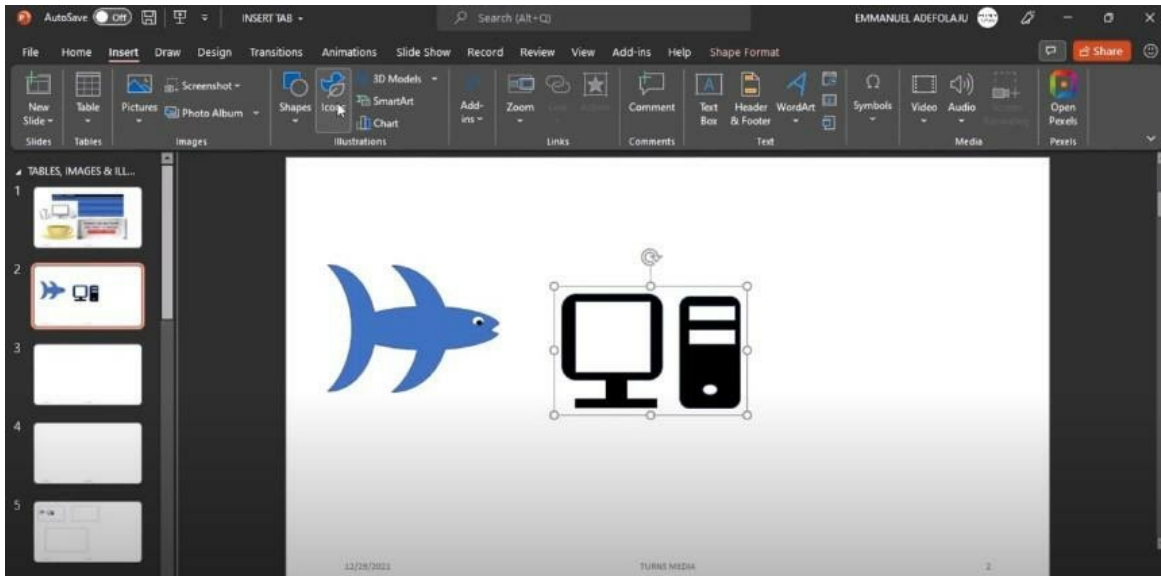
Group, then resize and make everything smaller

Using Icons

Go to the **insert** tab, then select **icons**. If you click on the **icon** command, you will see several icons you can use for your presentation.
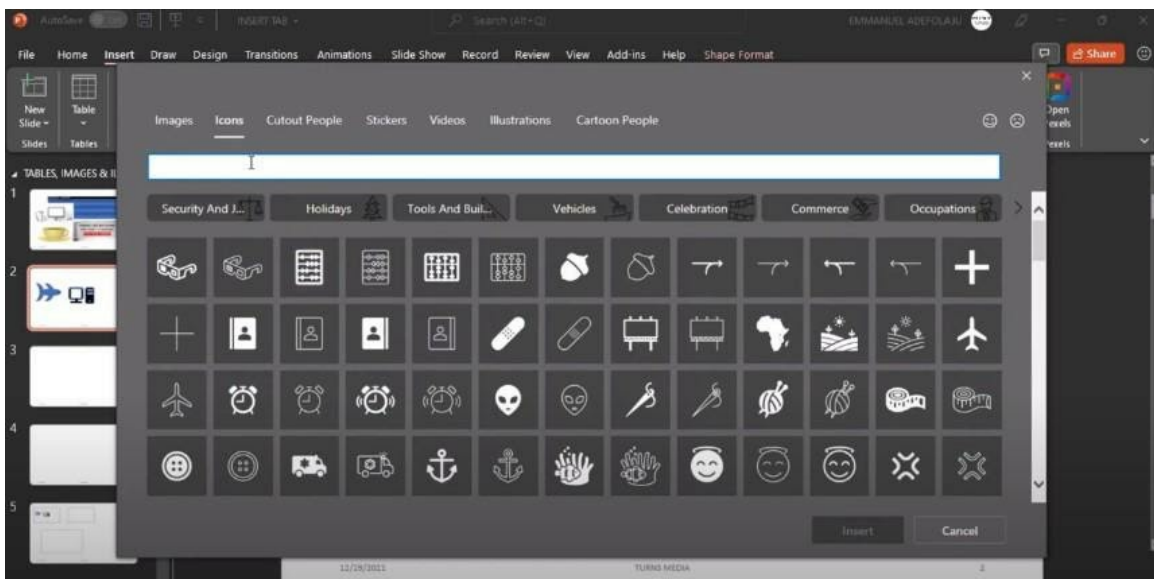
Go to the insert tab and click Icons

Choose whatever icon you need and select **insert**. It is going to download it into your slide.

Using 3D Models

Go to the **insert** tab, then select **3D Models**. Make sure you are connected to the internet.
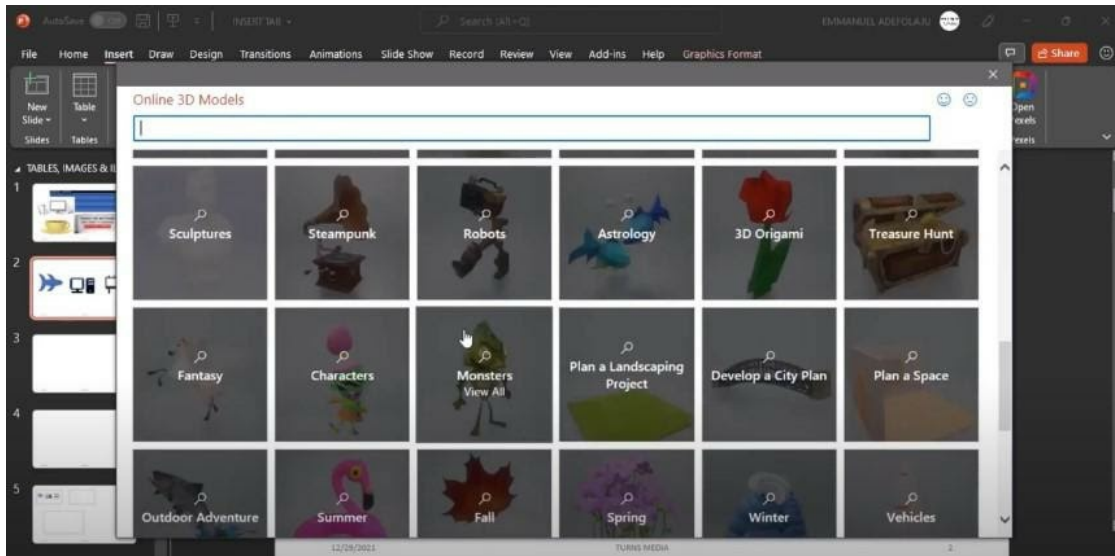
You will see many **3D Models** you can use in your presentation. You can also type whatever you are looking for in the **search box**, which will show you.

For example, if you are looking for a human skeleton, type **Human Skeleton** in the **search box,** showing you different examples of the human skeleton.
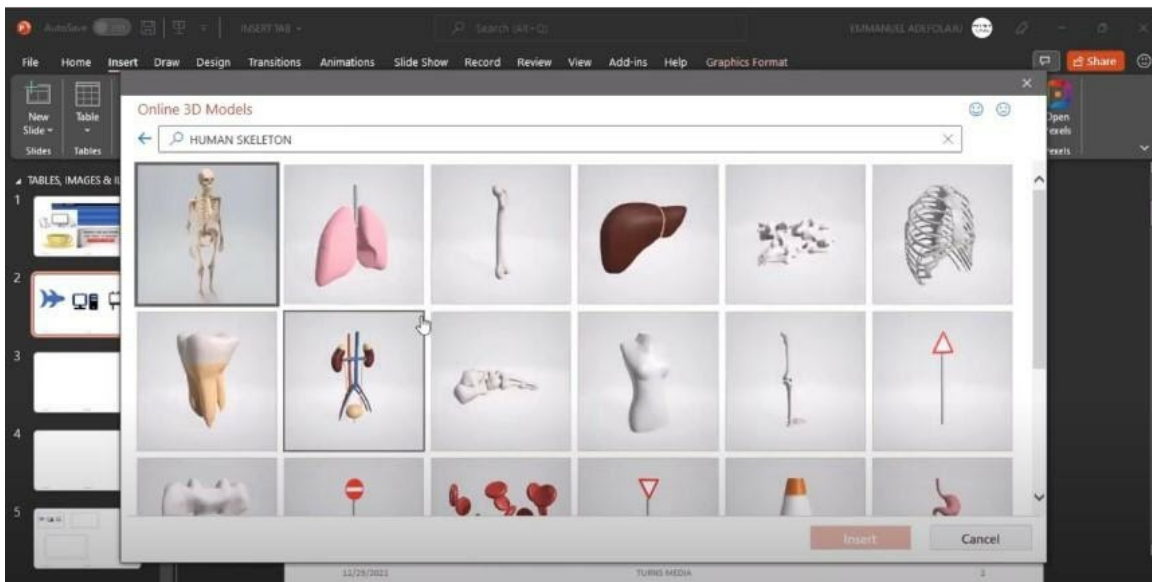
Type Human Skeleton in the search box

Select the first one and click on **insert**. It is going to download it onto your

slide. When you have your **3D Image** downloaded on your slide, there is a **symbol in the middle of the skeleton**. You use this **symbol** to rotate the skeleton clockwise, anti-clockwise, to the back, and even 360 degrees. You can show any part of it you want. That is why it is **three-dimensional**.
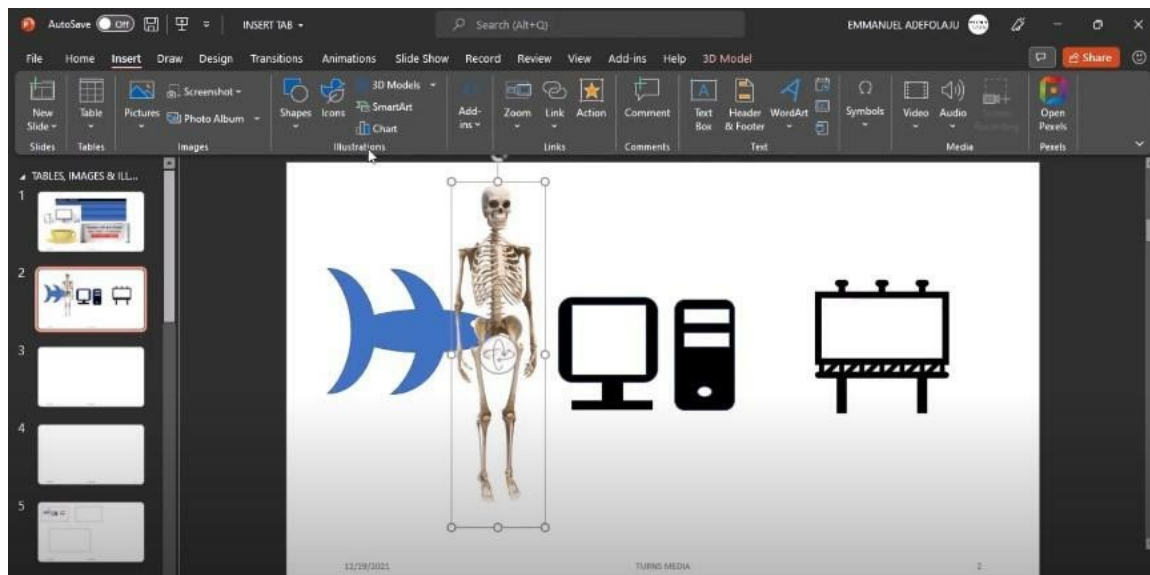
There is a symbol in the middle of the skeleton for rotation

Using Charts for Illustrations

In the **Insert** tab under **illustration** are charts. If you want to use **charts** to illustrate points within your presentation, you have all kinds of charts you can pick from, depending on your content.
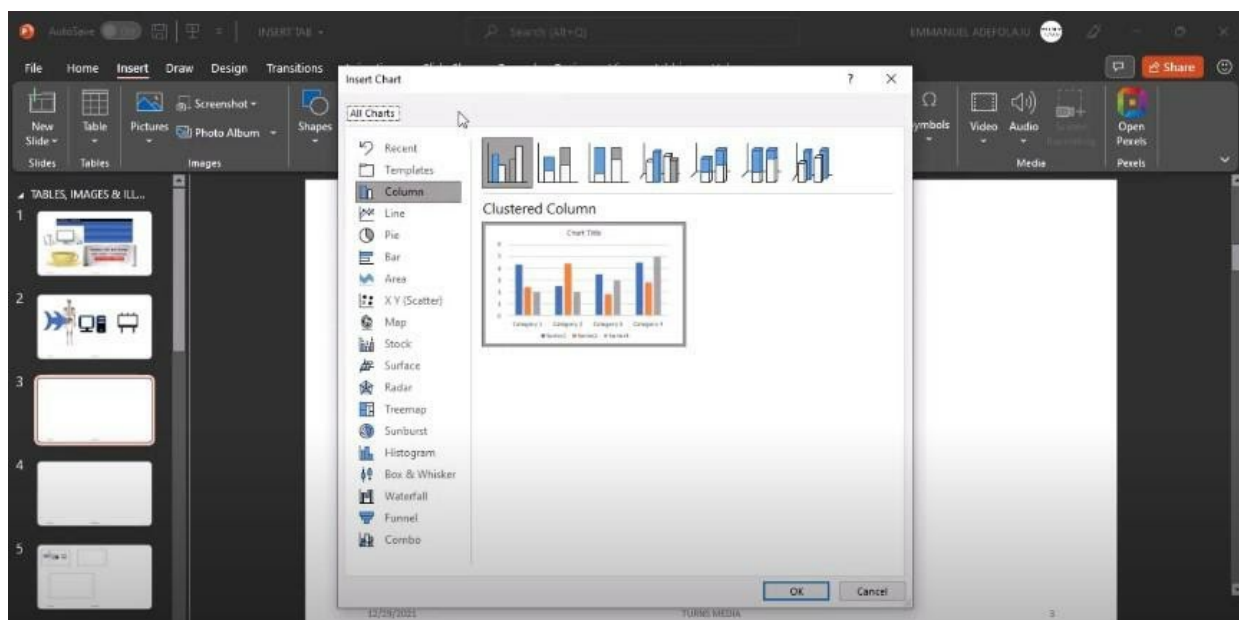
For this example, use **pie charts**. All you need to do is select **charts** and click on a **pie chart**. Then click **Ok.**
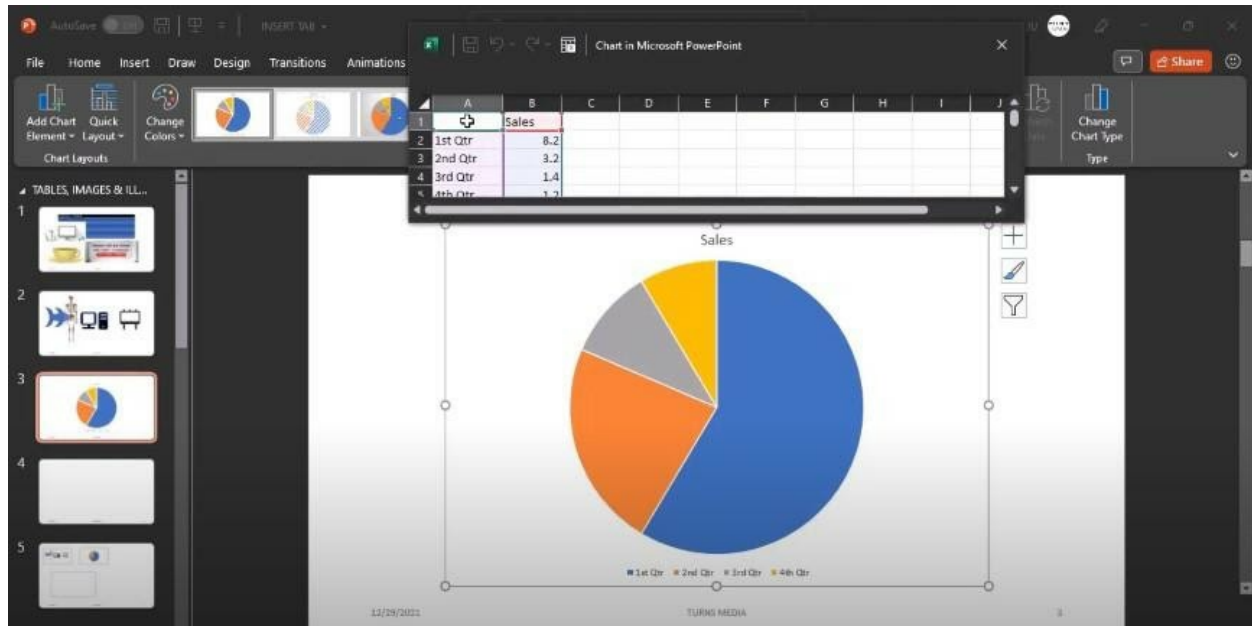
Select charts and click on pie charts

An **excel sheet** will appear at the top of your **pie chart**, allowing you to enter your **data**. To prepare a computer sales report, you will type products in the first box. Type **mouse** below it then here. **The keyboard** comes next, followed by the **Monitor** and **Printer**.

You can change the values that are already there as well. For this example, change the values to 560 for the mouse under sales, 446 for the keyboard, 378 for the monitor, and 589 for the printer.

You can increase the **excel sheet** if you wish to and even perform **calculation**s. Once you enter your data, you can close the excel sheet.

Close the excel sheet after entering your data

We have chart style under chart design if you want to format your chart. We have **charts color** if you want to change your chart's color.

You can add **chart elements** as well; an example is **chart title.**

Shortcut at the right side of your slide

There is a shortcut on the right side of the slide. The shortcut includes **chart elements, chart style, and chart filter.**

The **chart elements** include your **chart title, data labels, and legend**. **Chart title** is for when you want to add or remove a title for your chart. Double click on the title above the chart to change it to whatever title you want.

Chapter 6.   Chapter 5: Animation and Transition

Transition and Animations are beautiful PowerPoint features that give life to your presentation. Transition is a visual effect when you change from one slide to another during a presentation. On the other hand, Animation is a motion effect that you can apply to the slide objects like text, images, charts, tables, etc. Transition is applied to slides, while an animation is applied to slide objects.

Adding Transition to Slides

To add a transition to your slide:

1. Select the slide you want to add the transition to.
2. Go to the **Transitions** tab.
3. Click the drop-down arrow in the **Transition to This Slide** gallery to see the list of all the available transition effects.
4. Select your desired transition effect.

Transition Effect Options

For some of the transition effects, there are different effect options that you can choose from. The effect options available depend on the type of effect you choose.
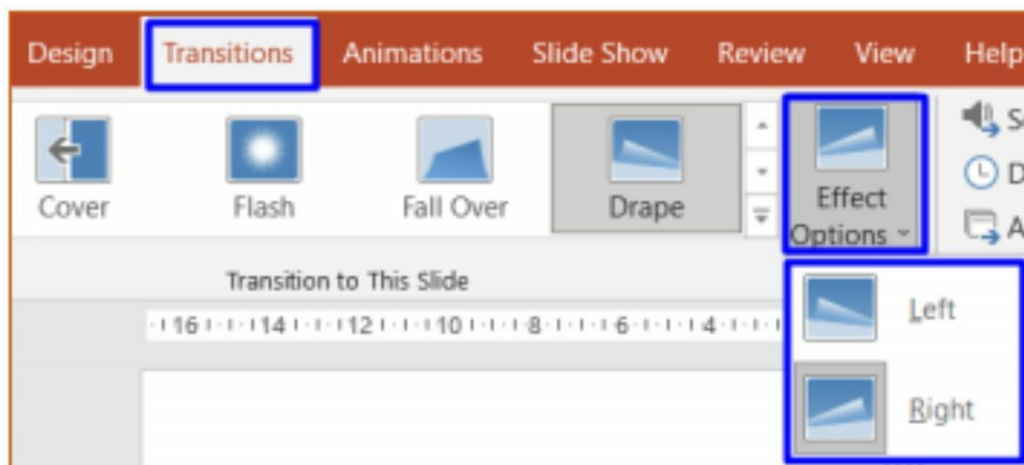
To change the transition effect options:

1. Select the slide you have added a transition.
2. Go to the **Transitions** tab in the **Transition to This Slide** group.
3. Click on the **Effect Options**. A drop-down list appears.
4. Select your preferred transition effect.

Any transition effect you select will apply to your current slide only. Click the **Apply To All** button in the **Timing** group to apply the effect to all the slides or selected slides.

Transitions Settings
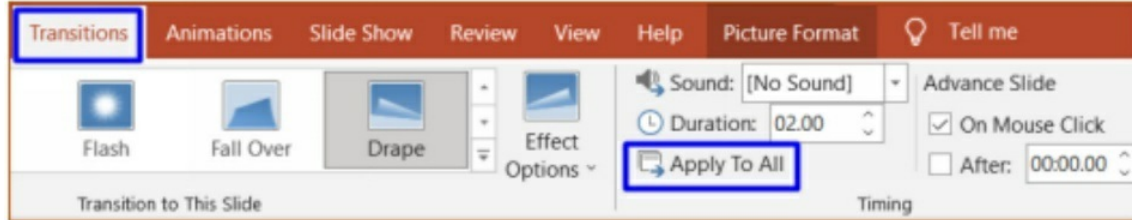
- **Duration:** All transition effects have their default duration, which might be too fast or slow for you. To set your desired effect duration, click the **Duration** text box, input your value directly, or use the up or down arrow.
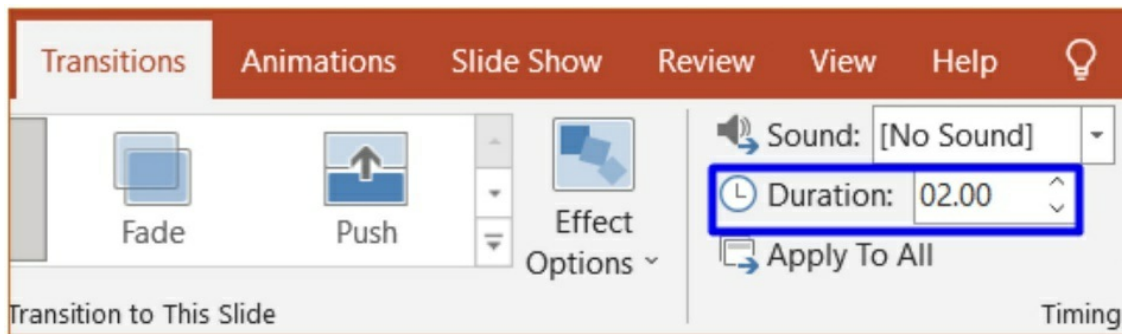
- **Sound:** You can add a sound effect to your transition in the Sound drop-down button during the presentation. There are some available sounds you can select from and choose any sound from your computer. To choose a sound from your computer, click the **Sound** drop-down button and select **Other Sound…** A dialog box appears. Navigate through your computer to locate the sound, select it, and press **Open.**
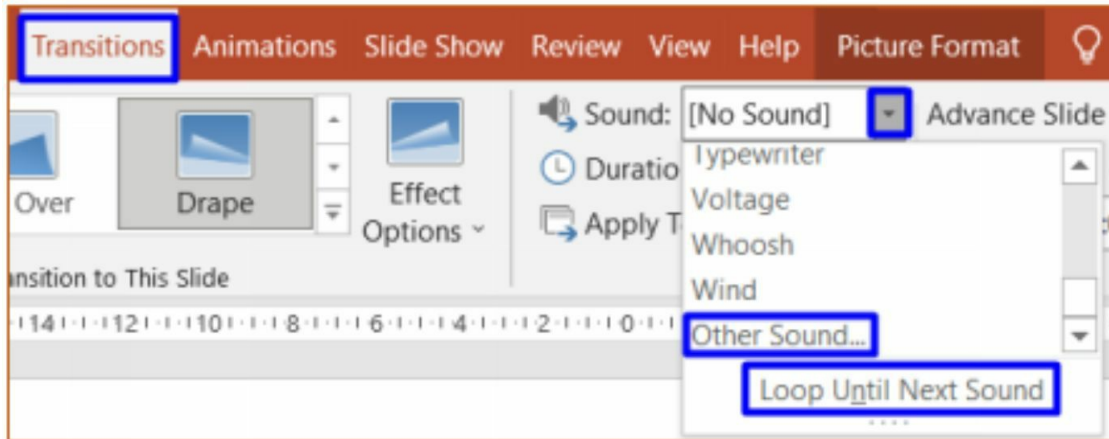
- **Trigger:** Slides changes on mouse click during the presentation by default. If you, for any reason, want the slide to change automatically after some set time, uncheck the **On Mouse Click** box, check the **After** box, and put the time in the text box directly or use the up or down arrows. If you check both boxes, the first occurrence will change the slide, i.e., if you click the mouse before the set time, the slide will change, and if there is no mouse click, the slide will change at the specified time.
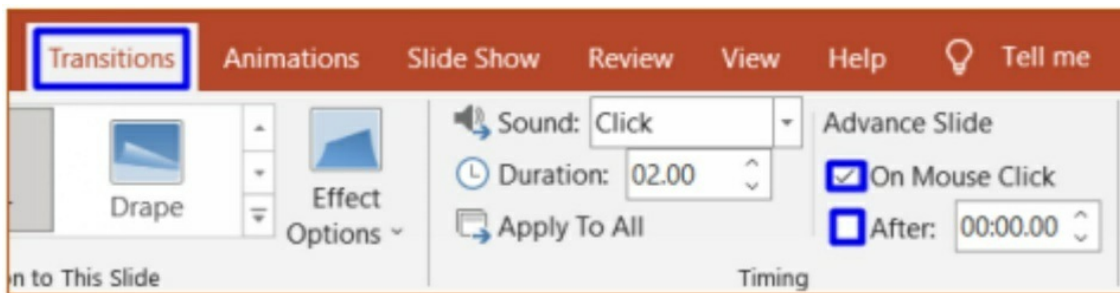
Transitions Preview
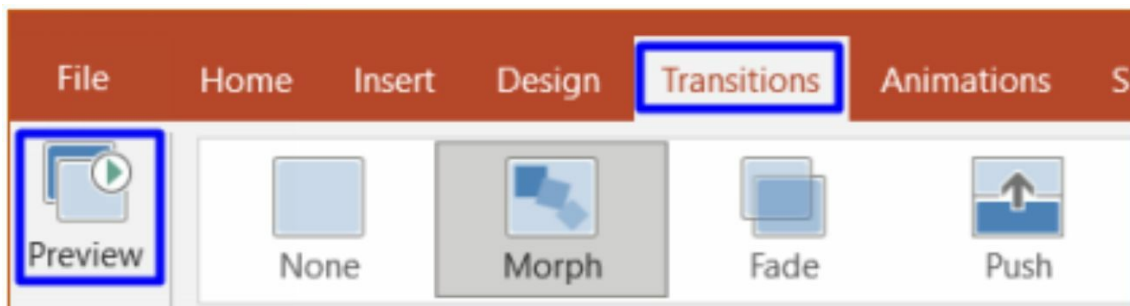
Anytime you apply a transition to your slide, you can see the effect live on your slide by default. You can always replay the preview with the **Preview** command in the **Transitions** tab.

Animating Text and Object

PowerPoint animations are in four categories, namely:

1. **Entrance**: These animations determine the way an object appears on a slide.
2. **Emphases**: These animations affect an object or text on the slide, usually used to draw attention to the object or text.
3. **Exit**: These animations determine the way an object leaves the slide.
4. **Motion Path**: These animations determine how an object moves around on a slide, e.g., an objection can move from left to right.

To add animation to an object or text:

1. Select the text or object you want to animate.
2. Go to the **Animations** tab.
3. Select your desired animation effect in the **Animations** group. Use the animation gallery drop-down arrow for more options. For even more options, click on the **More --- Effects** at the bottom of the lists.
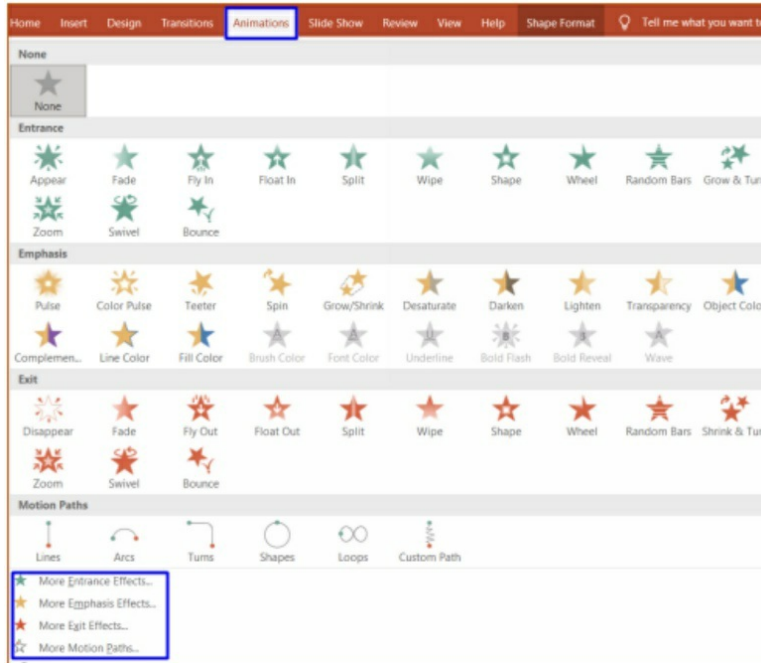
Select your preferred option from the dialog box that appears and simultaneously see the preview on your slide.

4. Press **OK**.

Animation Effect Options
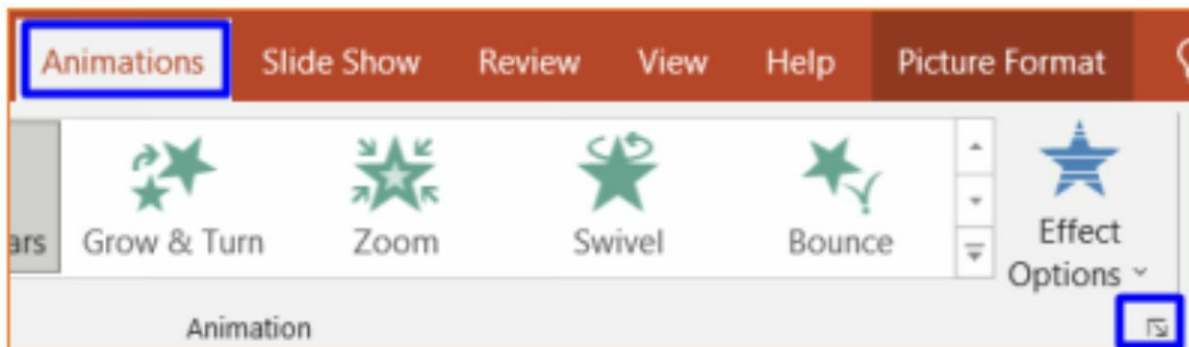
You can choose from different effect options for some of the animation effects. The effect options available depend on the type of effect you choose. For example, the default **Fly In** effect option allows the object to fly in from the bottom. You can change this setting from the top.

To change the animation effect options:

1. Select the object you have added an animation.
2. Go to the **Animation** tab in the **Animation** group.
3. Click on the **Effect Options**. A drop-down list appears.
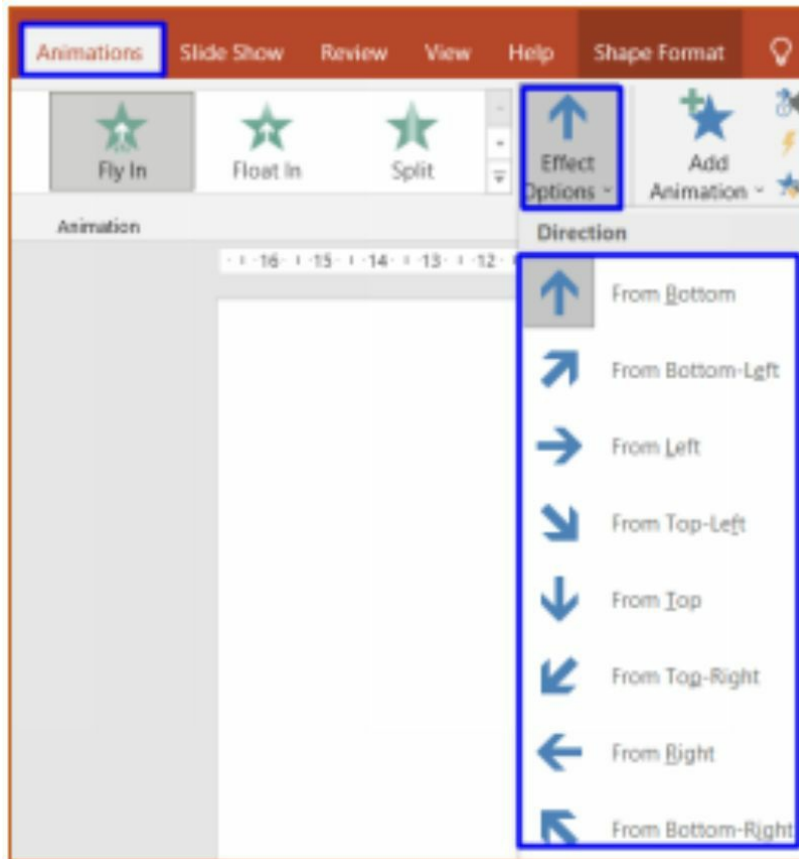
4. Select your preferred animation effect.

For more animation effect options, click on the dialog box launcher in the **Animation** group.

Animations Preview
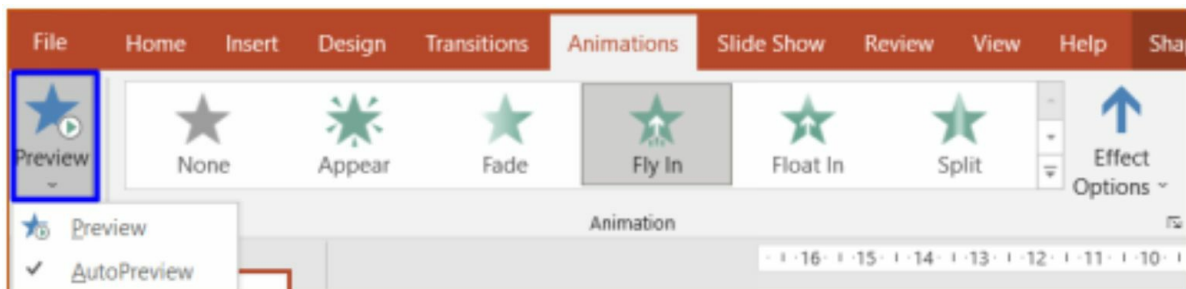
Anytime you apply an animation to your slide, you can see the effect live on

your slide by default. You can always replay the preview with the **Preview** command in the Animations tab. Click the Preview drop-down button and uncheck the AutoPreview command to turn off the auto preview.

Tips:

- You can always tell the object with animation with a small number that appears on their left-top side, one for each effect. The number indicates the effect position on the mouse click in the slide.
- The slide's thumbnail with an animated object(s) will also have a star icon.
- You can preview a slide animation and transition by clicking the star beside the slide left side thumbnail.

Adding Multiple Animations to an Object

You can apply only one of the animation effects in the **Animation** group to an object. Any additional effect you choose from the main menu will override the initial effect.

To add multiple animation effects to an object:
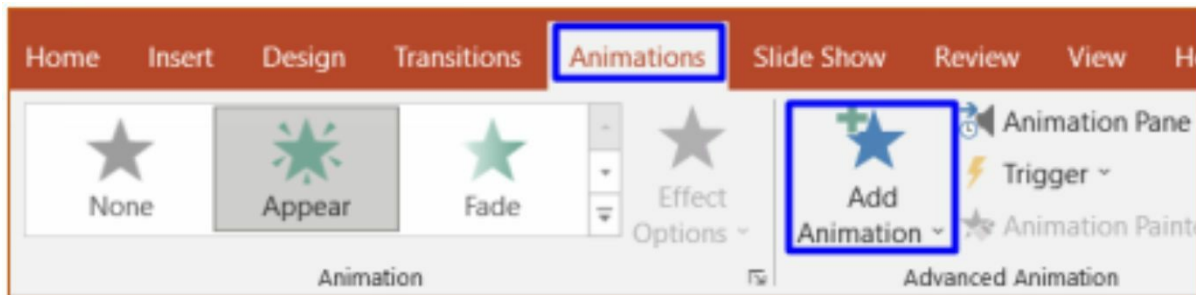
1. Select the object.

2. Go to the **Animations** tab.

3. In the **Advanced Animation** group, click **Add Animation** Button. The Animation gallery appears precisely like the one in the **Animation** group.

4. Add as many effects as you desire. Repeat the above steps to add multiple effects.

Animation Painter

When you want to apply animation effect(s) to an object just as you have applied to one, instead of going through the stress of applying the effects repeatedly, PowerPoint has a special command called **Animation Painter**. **Animation Painter** copies the animation effect(s) of one and applies it to the other.

To use an Animation Painter:
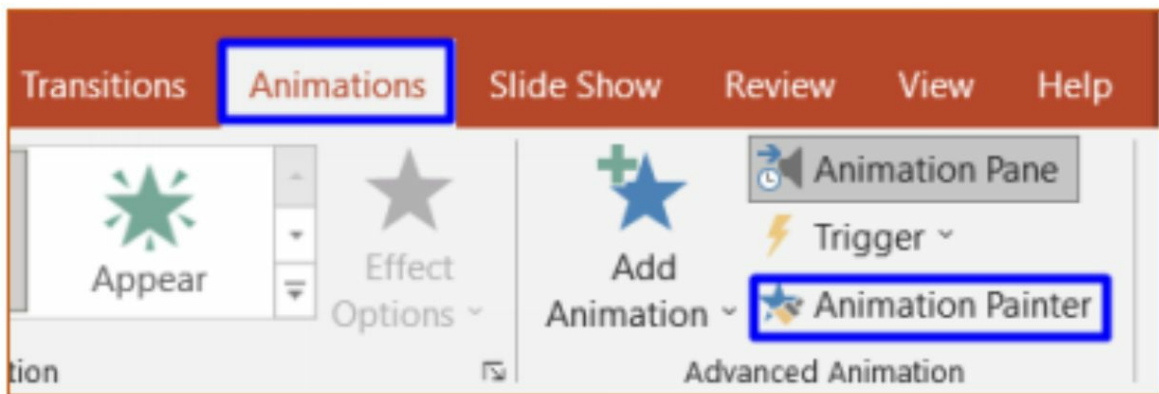
1. Select the object that has your desired animation.
2. Go to the **Animations** tab and in the **Advanced Animation** group.
3. Click the **Animation Painter**.
4. Your cursor turns to a paintbrush. Move the cursor to your slide and select the object you want to add the animation.

PowerPoint automatically adds the animation to the object like the one you copied.

Animation Painter turns itself off after each use. To keep it active for continuous use:

- Double-click on it.
- Press the Esc key or click on the icon when you are done.

Animation Pane

You can do your slide animations' complete and advanced settings in the animation pane. You can order, set duration, set delay, repeat, trigger, and do so many settings in the pane. Opening the animation pane for easy settings will be advisable if you have many animations to keep track of. Given below is a screenshot of an animation pane and all its elements:
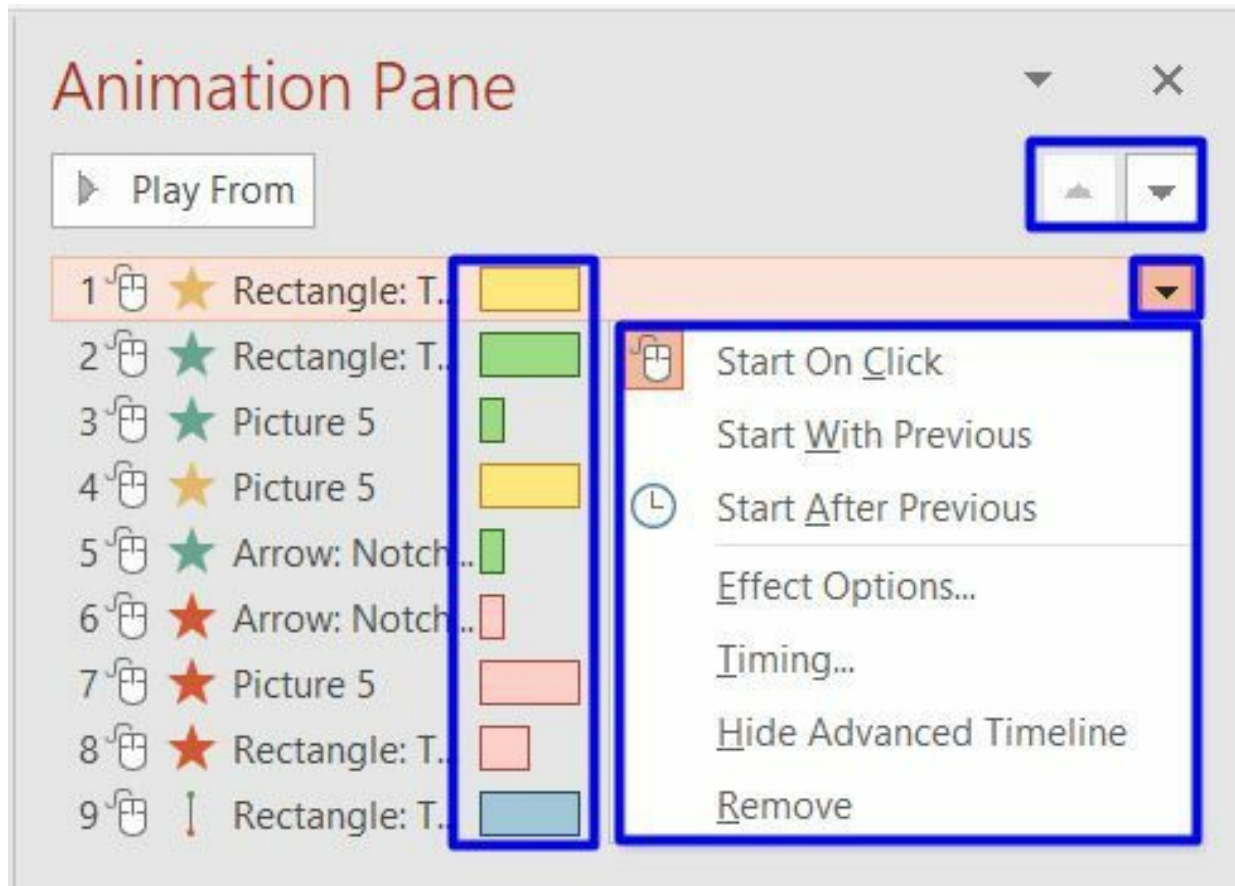
The animation pane consists of all the animation effects on the selected slide.

- The list consists of numbers arranged in the order of effects occurrence on mouse click
- The effect category color symbols
- The names of the objects that have the effects
- The advanced timelines of the effects (i.e., the effects durations)
- A drop-down arrow in front of any selected effect for advanced

settings

- Two arrow up and arrow down buttons to move the selected effects up or down
- **Play From** button to preview the animation, from the selected effect to the last effect

Tips:

- Hold down the Shift key to select multiple animation effects for settings and click on the effects one after the other.
- An effect that occurs automatically (i.e., not by mouse click) does not carry a number.
- Use the drop-down arrow to access more options and to fine-tune the effects.

Animation Start Options and Trigger

Animation Start Options

By default, animations are set to start when you click your mouse. You can change this setting and make some animation effects start automatically after or with the previous one.

To start the animation effect automatically:
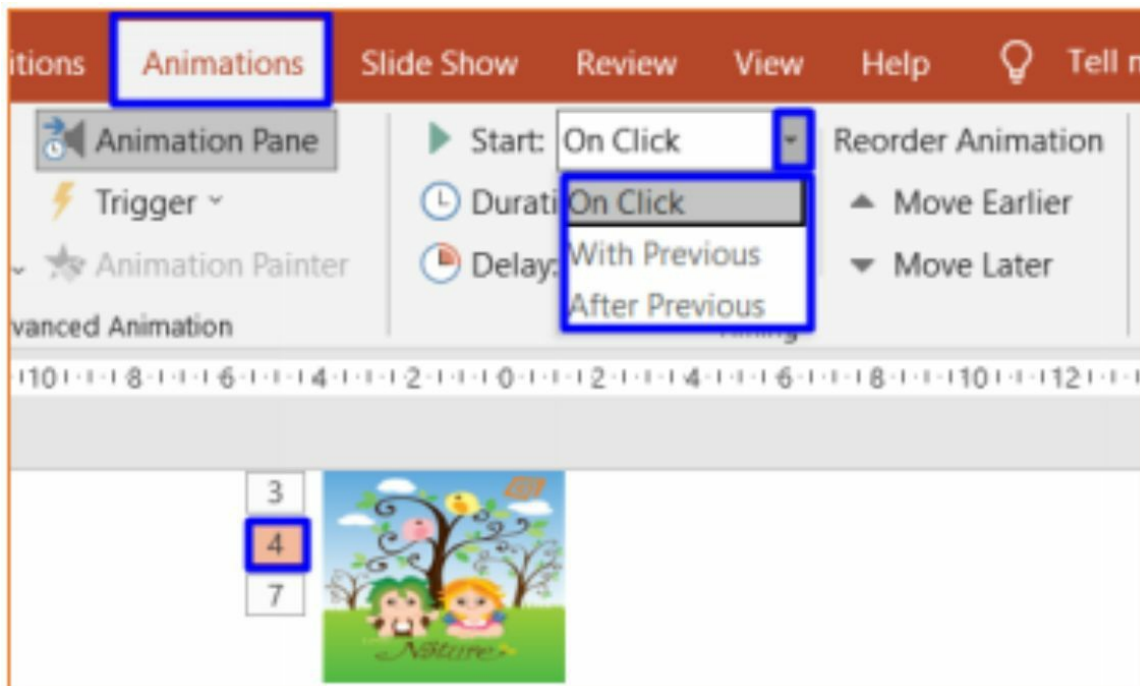
1. Select the object that has the animation and click on the effect number you want to start automatically.
2. Go to the **Animation** tab.
3. Click the Start drop-down button in the **Timing** group.
4. Select **With Previous** to start the effect at the same time as the previous effect or select **After Previous** to automatically start the effect after the occurrence of the previous effect.

 Alternatively,

1. Open the **Animation Pane** in the **Animation** tab.

2. Select the animation effects you want.

3. Click the drop-down button in front of the effect.
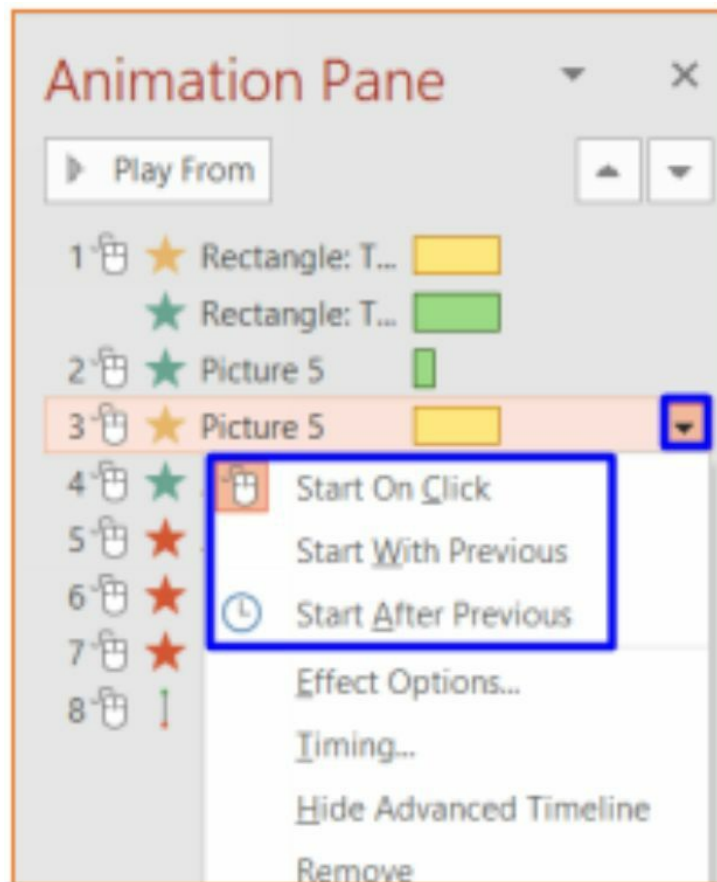
4. Select the desired option from the drop-down menu.

The first animation effect, set to start after the previous, automatically begins after the slide appears or after the transition effect of the slide, if any.

Trigger from the Same or Another Object

Apart from starting the animation of an object with a mouse click, you can also trigger the animation effect by clicking on the object with the effect or another object.

To trigger animation by clicking an object:
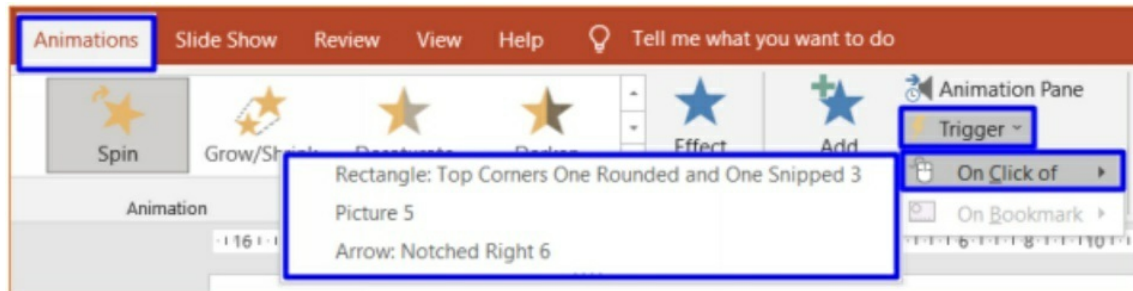
1. Go to the **Animation tab.**
2. Select the object and click the animation effect number you desire to trigger when you click an object.
3. Click the **Trigger** button in the **Advanced Animation** group. A drop menu appears.
4. Select the **On Click** command. The list of all the objects on the slide appears, including the object that bears the animation effect.
5. Select an object you wish to click to trigger your selected effect.

Ordering Animation

If you apply more than one animation on a slide, the animation will be arranged in the order you inserted them, i.e., the first animation you apply will be numbered one, the second one will be two, and so on. You can rearrange the animation order after you have applied them.

 To reorder the animations on a slide:

1. Select the object you want to reorder its animation and click on the number you want to change.
2. Go to the **Animation** tab in the **Timing** group,
3. Click on either **Move Earlier** or **Move Later** buttons as desired, which order the animation with a level earlier or later. You can click the buttons several times until you get your desired number.

Alternatively, to have more control over your ordering,

1. Select the **Animation Pane** command in the **Advanced Animation** group.

    The animation navigation pane appears on the right side of your window with the list of all the animation effects on the slide, starting from the first effect at the top to the last at the bottom.
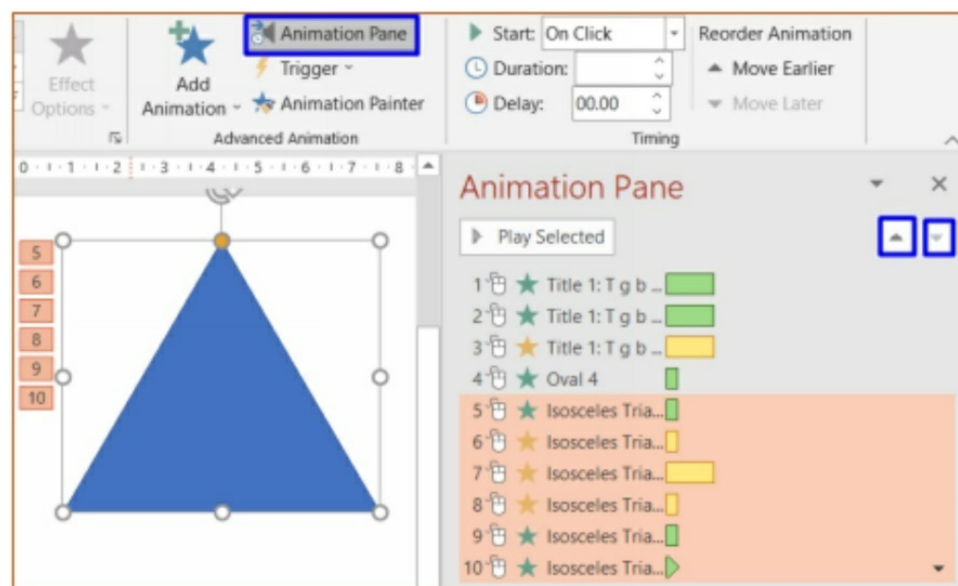
2. Select, Drag and Drop any effect to the desired level or use the arrow key up or down after selecting the effect
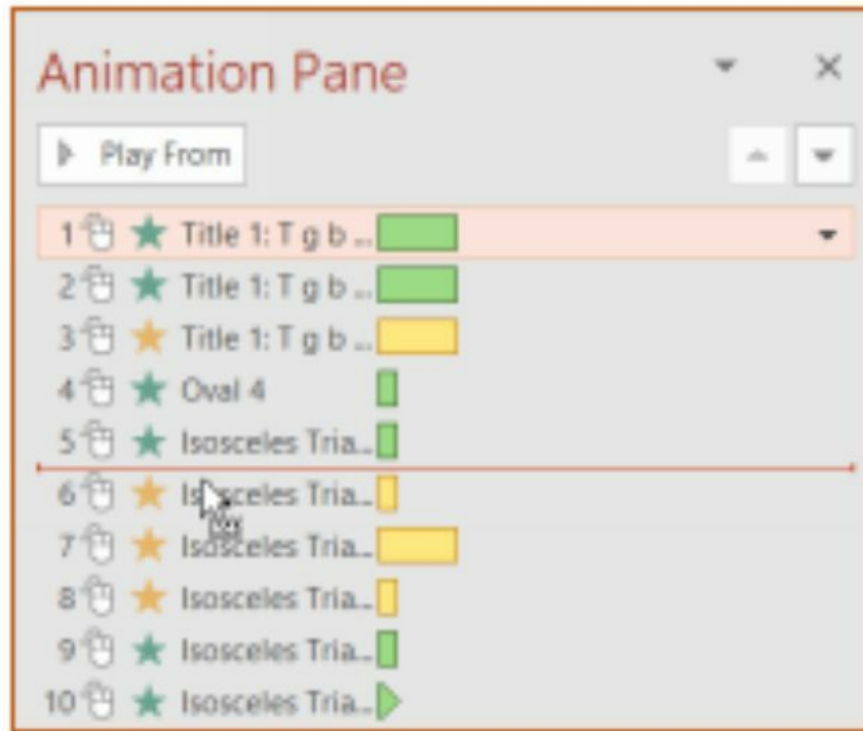
Setting Animation Duration and Delay

PowerPoint animation effects start immediately after it is triggered and play for the default duration. You can choose to delay the effect for some seconds after it has been triggered or play the effect slower or faster than the default settings.

To adjust the animation duration:
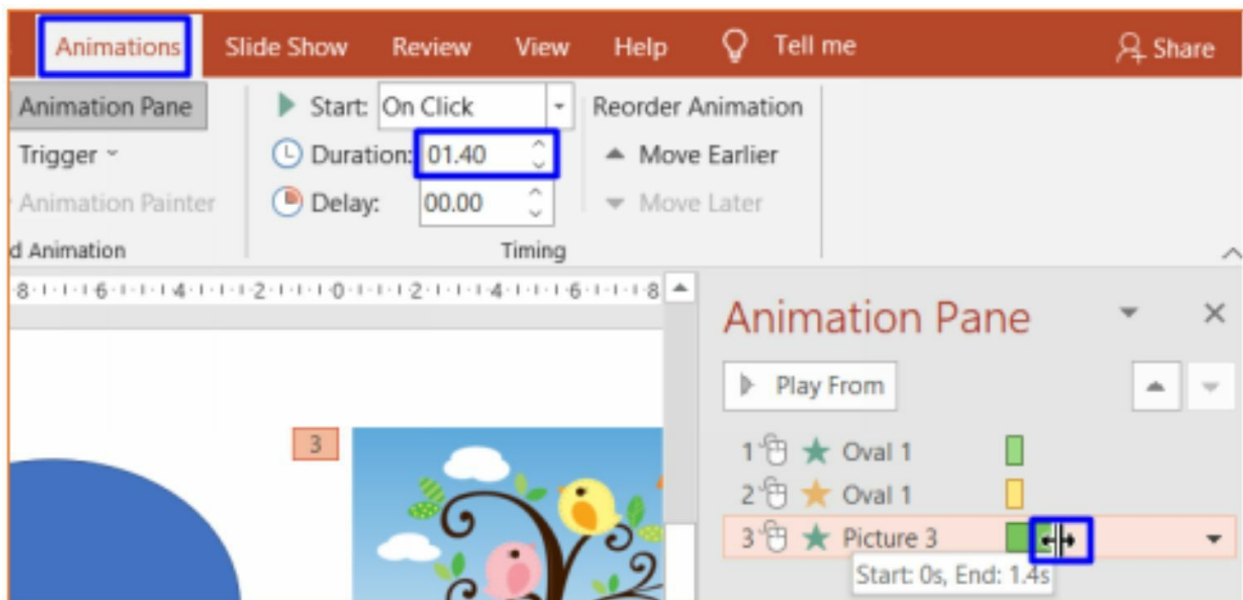
1. Go to the **Animation** tab.
2. Select the animation effect number you want to adjust its duration on the object.
3. Set your desired duration in the **Duration** textbox in the **Timing** group.

OR

1. Go to the **Animation Pane,** click, and drag the right side of the effect's **Advanced timeline** to the desired position. As you drag the timeline, use the box that shows you the **Start** and **End** time of the effect to set your desired position.

To add delay to the animation effect:
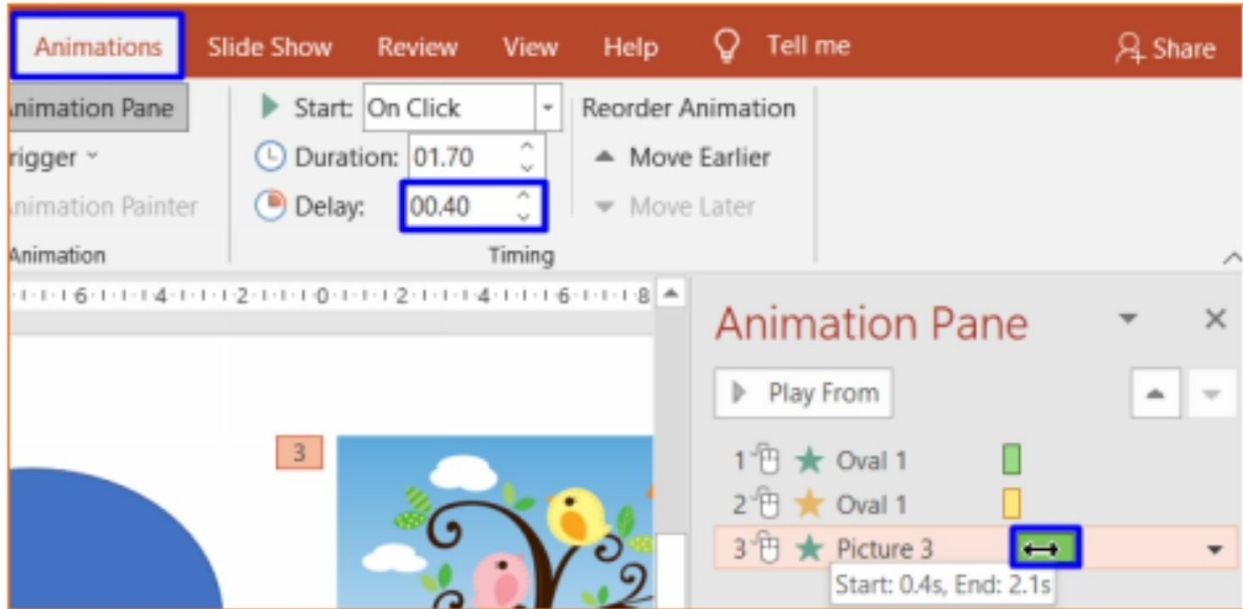
1. Go to the **Animation** tab.
2. Select the animation effect number you want to adjust its duration on the object.
3. Set your desired delay in the **Delay** textbox in the **Timing** group.

OR

1. Go to the **Animation Pane,** click, and drag the whole effect's **Advanced timeline** to the desired position. As you drag the timeline, use the box that shows you the **Start** and **End** time of the effect to set your desired position.
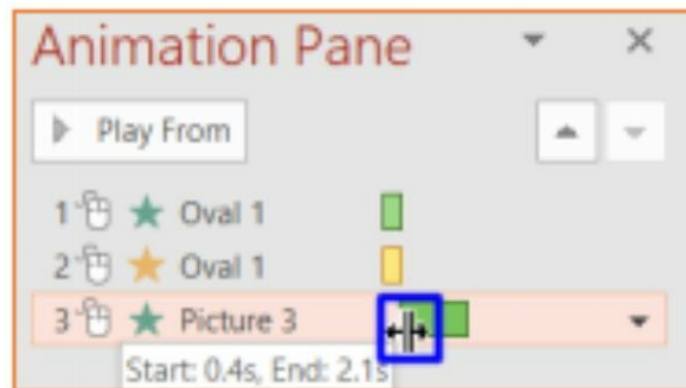
Note: The animation effect duration will be affected if you click and drag the

left side of the Advanced Timeline.

Make Text Appear One by One During a Presentation

PowerPoint animation can reveal your text paragraph by paragraph during a presentation. It can be a helpful feature as it can display your points as you want to discuss them by clicking.

To reveal your text paragraph by paragraph:
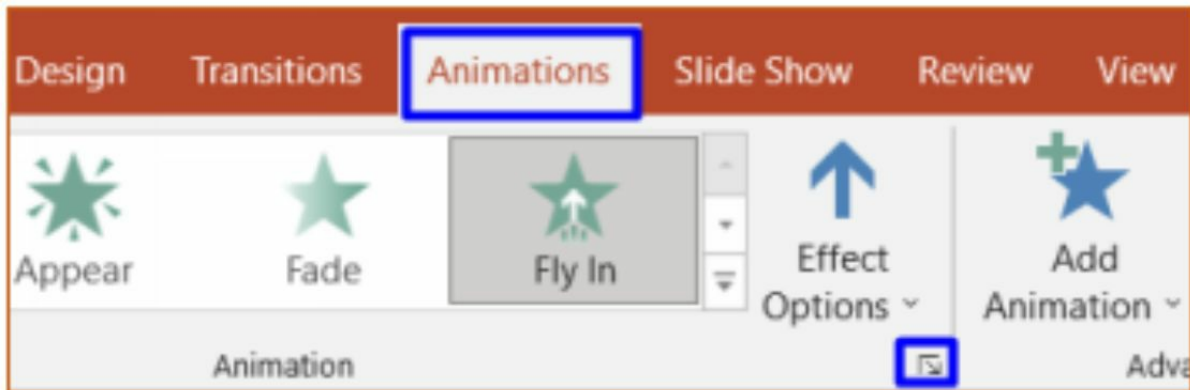
1. Select the text box that contains the point you want to display one by one.
2. Go to the **Animations** tab.
3. Click the **Animation** group dialog box launcher.
4. Click the **Text Animation** tab in the **Effects Options** dialog box that appears.
5. Click the **Group text** drop-down button.
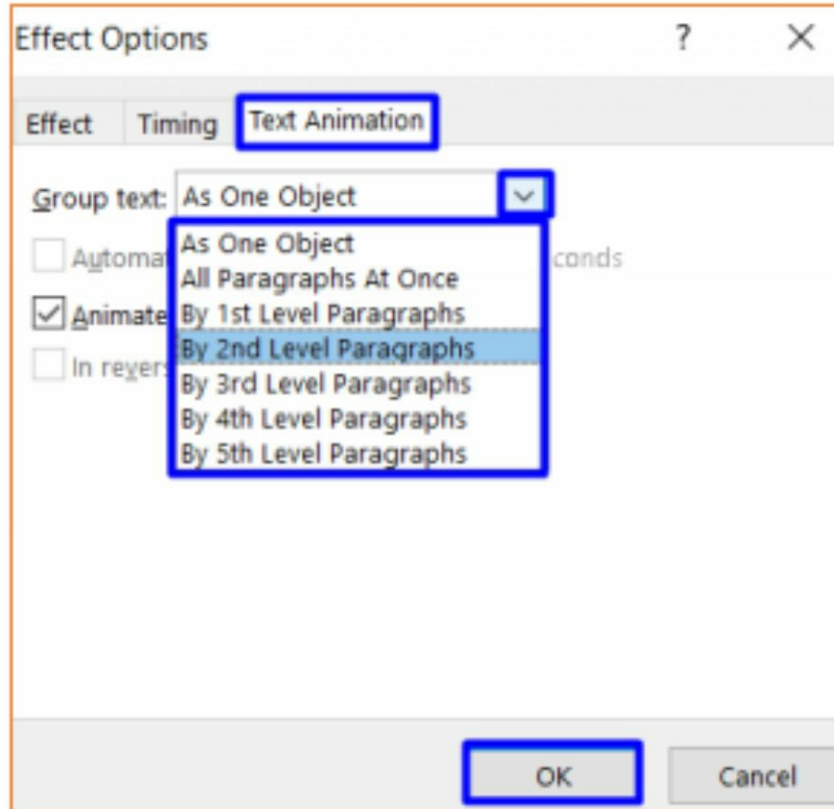
6. Select an option from the drop-down list as desired.

- **By 1ˢᵗ Level Paragraph** will bring a paragraph with its sublevels at once.
- **By 2ⁿᵈ Level Paragraph** will bring a paragraph first and all its sublevels next.
- **By 3ʳᵈ Level Paragraph** will bring a paragraph first, its first sublevel next, and all other sublevels next. Etc.

7. Press **OK** when done.

Repeat Animation

At times and for a particular reason, you may want your animation effect to repeat several times or continuously until you take action.

To set your animation effect to repeat:
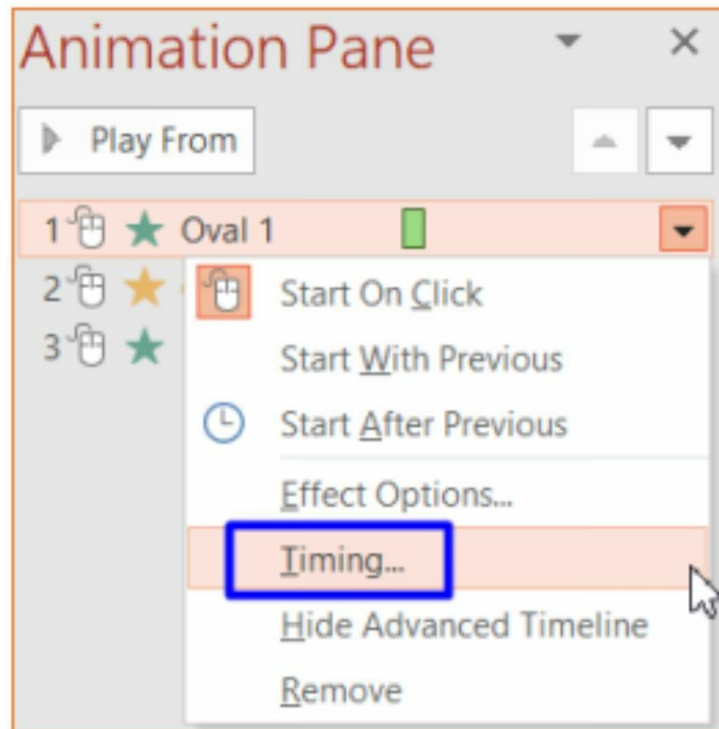
1. Go to the **Animation** tab.
2. Click the **Animation Pane** in the **Timing** group.
3. Select and click the drop-down button of the effect you want to repeat in the animation pane.
4. Select **Timing**… from the drop-down menu. The effect dialog box appears.
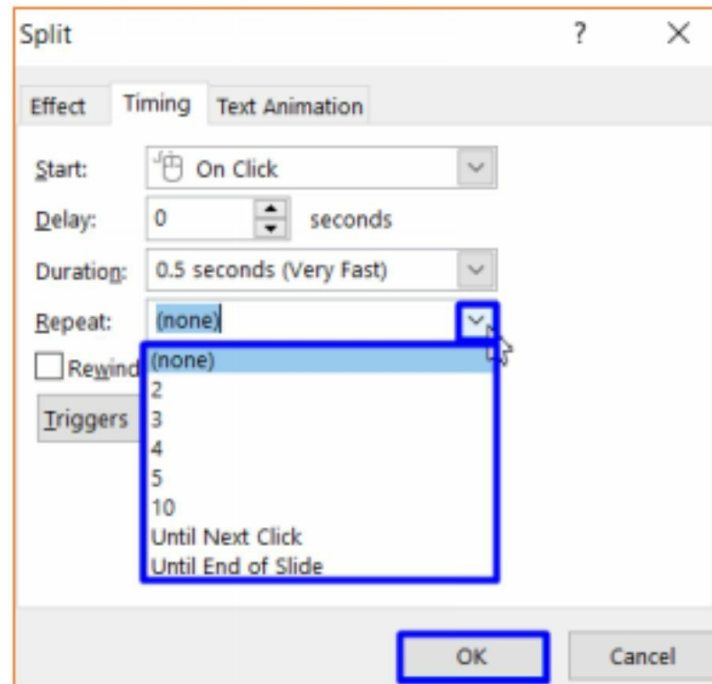
5. Click the **Repeat** drop-down menu and select an option as desired.
6. Press **OK.**

Remove Animations

To remove animation from an object:

1. Select the object you want to remove its animation effect
2. Go to the **Animation** tab.
3. Set the animation to **None.**

OR

1. Select **Animation Pane.**
2. Select and click the drop-down button of the effect.
3. Select **Remove** in the drop-down list.

Animating with Morph Transition

Morph transition is used for a smooth animation when moving objects from slides to slides during a presentation. It is a fantastic PowerPoint feature that can make your communication easy and classic. For Morph transition to work perfectly, you must have at least two identical slides, i.e., the slides must have at least one object in common. You can duplicate the slides or copy the objects from slide to slide to achieve this.

To animate with Morph transition:
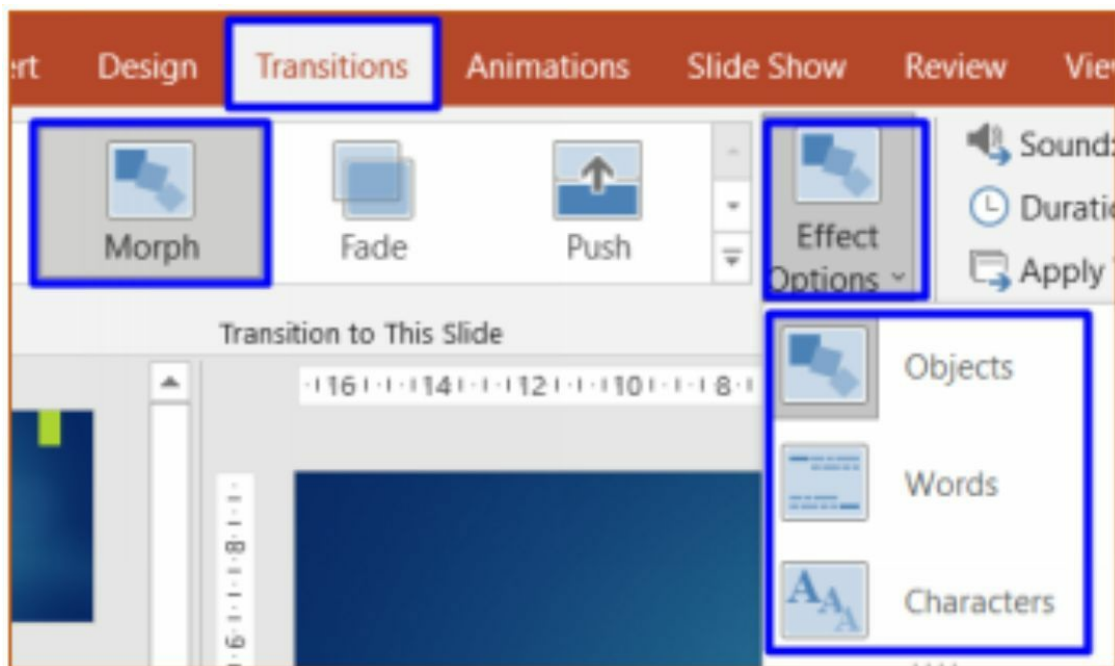
1. Prepare a slide with all the elements you want.
2. Right-click on the slide Thumbnail pane on the left. A drop-down list appears.
3. Select **Duplicate** to reproduce the slide. Duplicate the slides as often as you need a smooth movement of objects between slides.
4. Reposition the objects in the duplicated slides as desired.
5. Select all the slides you duplicated except the first slide.
6. Go to the **Transitions** tab.
7. Select **Morph** in the **Transition to This Slide** gallery.

8. Select the **Effect Options** to choose how the transition should work.
9. Click the Slide Show to preview the effect.

Notes:

- **Morph** transition creates an appearance of movement of objects in different locations from one slide to the other; therefore, you do not need to add animation to the object you want to morph. Animation effect overrides morph transition.
- Objects like text, shapes, pictures, SmartArt graphics, and WordArt **Morphs.** However, Charts do not morph but disappear from an initial position to reappear in the new position from slide to slide.

Tips:

You can morph one object into a different object in another slide by renaming the two objects with the same name and with **!!** in front of the names.

To rename an object:
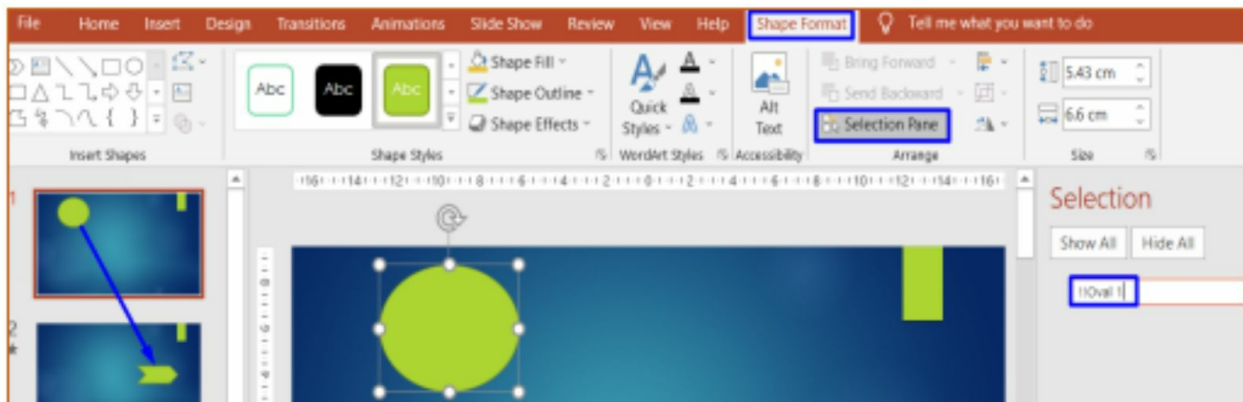
1. Select the object.
2. Go to the object contextual **Format** tab (or **Home** tab and click the **Select** button in the **Editing** group).
3. Click the **Selection Pane.**
4. Double click on the object name in the selection pane to activate the edit mode.

5. Rename the object starting with **!!**
6. Go to the second slide with the second object and rename the object with the same name as the previous one.
7. Apply **Morph** transition to the second slide.
8. Go to the Slide mode and preview how the first shape morphs smoothly into the second shape.

Chapter 7.   Chapter 6: Managing Slides and PowerPoint Window

Saving Your Presentation

After creating your presentation, you need to save it for subsequent use or presentation.

You can save your presentation on your computer, disk drive, CD drive, USB drive, or OneDrive. Saving your work in OneDrive allows you to access your presentation anywhere you can log in to your account. To save your presentation in OneDrive, you must be connected and signed into your account.

To save your presentation for the first time:
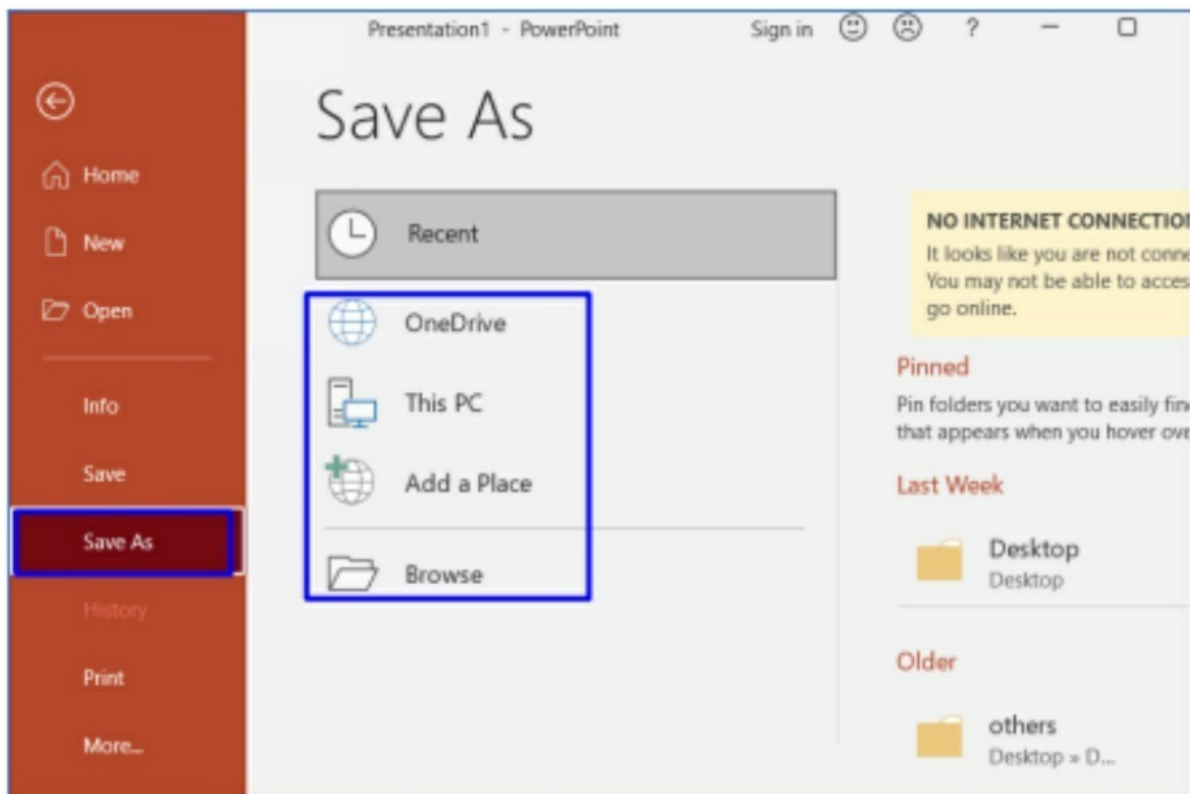
1. Click on the **File** tab to go to the backstage PowerPoint.
2. Click **Save As** option in the left-side pane.
3. Select where you want to save your presentation in the right-side pane. A dialog box appears.
4. Change the file name to your desired name in the **File Name** box.
5. Select the format in which you want to save your presentation in the

Save as type dropdown list or leave it as **PowerPoint Presentation (.pptx)**

6. Click **Save**.

You will have to save your work anytime you make changes.

To save your presentation subsequently,

1. Click on the **Save** icon 🔲 in the quick access toolbar or the **Save** tab in the backstage view.

Alternatively,

2. Use the shortcut key **Ctrl + s.**

Note: Using the above methods for the presentation that has never been saved will initiate the **Save as** command.

You can also duplicate your already saved presentation with the same or different name and in the same or different location by selecting the **Save As** option in the PowerPoint backstage.

 Tips on file formats:

- You can run your presentation as a video on many media players by saving it as **MPEG-4 Video** or **Windows Media Video.**
- You can also turn your presentation into a graphic with an animation effect for use on a web page by saving it as **GIF.**
- PowerPoint Show opens your presentation in Slide Show view when clicked.

Slide Setup for Printing

You can get a hard or paper copy of your presentation by printing.

To print your presentation:
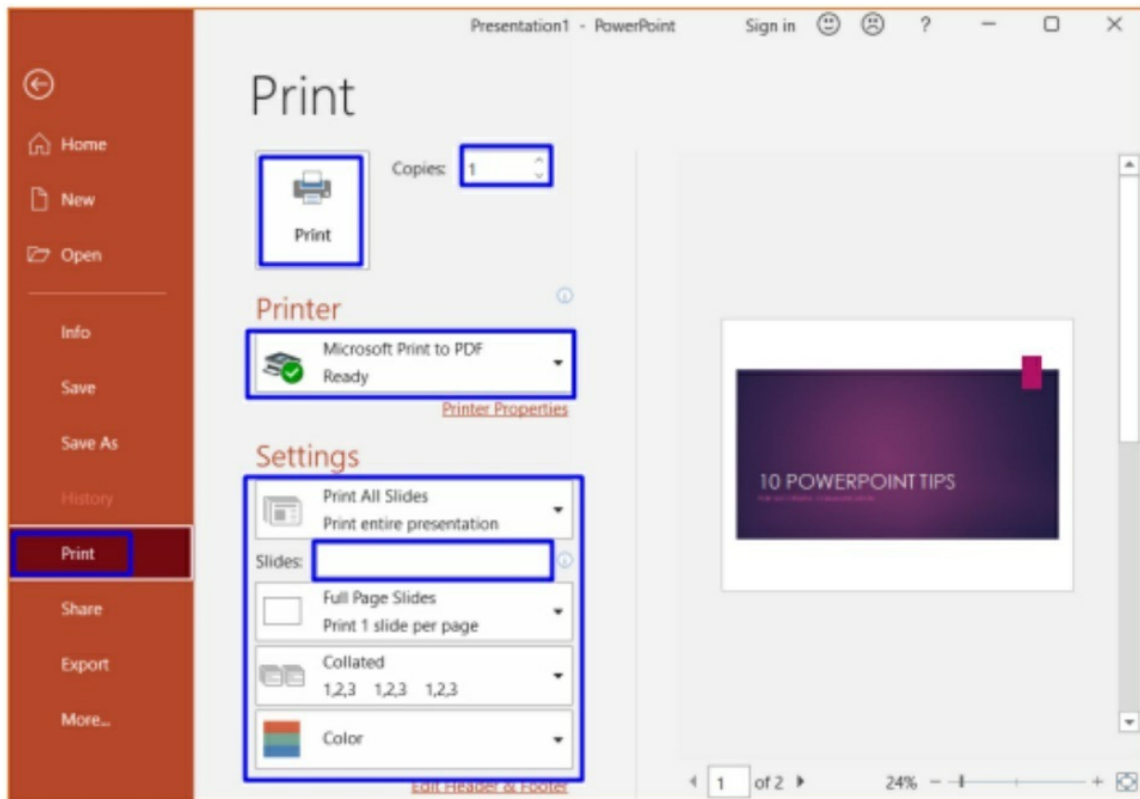
1. Ensure you connect your computer to a printer.
2. Ensure you load your printer with the right size paper.
3. Click the **File** tab to go to the PowerPoint backstage.
4. Select **Print** in the left side pane. **Print** pane appears on the right side.
5. Input the number of copies you want directly or with the arrows in the **Copies** box.
6. Select a printer in the **Printer** drop-down if you connect your computer to more than one printer.
7. Under **Settings**, each box shows the default settings. To make changes to any, click the drop-down in front of the one you want to

change and select your preferred option in the drop-down menu.

- You can print specified slide numbers by inputting the numbers and separated by a comma in the **Slides** textbox.
- Collated style is applicable when you want to print more than one presentation copy.

8. Preview your work in the right section of the **Print** pane to see how it will come out. Make use of the scroll bar to go through the pages.
9. Click the **Print** button.

Slide Show

Slide Setup for Presentation

After preparing your presentation, PowerPoint has a lot of options for you to set up your slide show preparation for presenting your presentation. For example, you might want your slide show to play on its own continuously until you press the **Esc** key, maybe for advertisement or some other reasons.

To set up your presentation:

1. Go to the **Slide Show** tab.
2. Click the **Set Up Slide Show** command in the **Set Up** group. A dialog box appears.
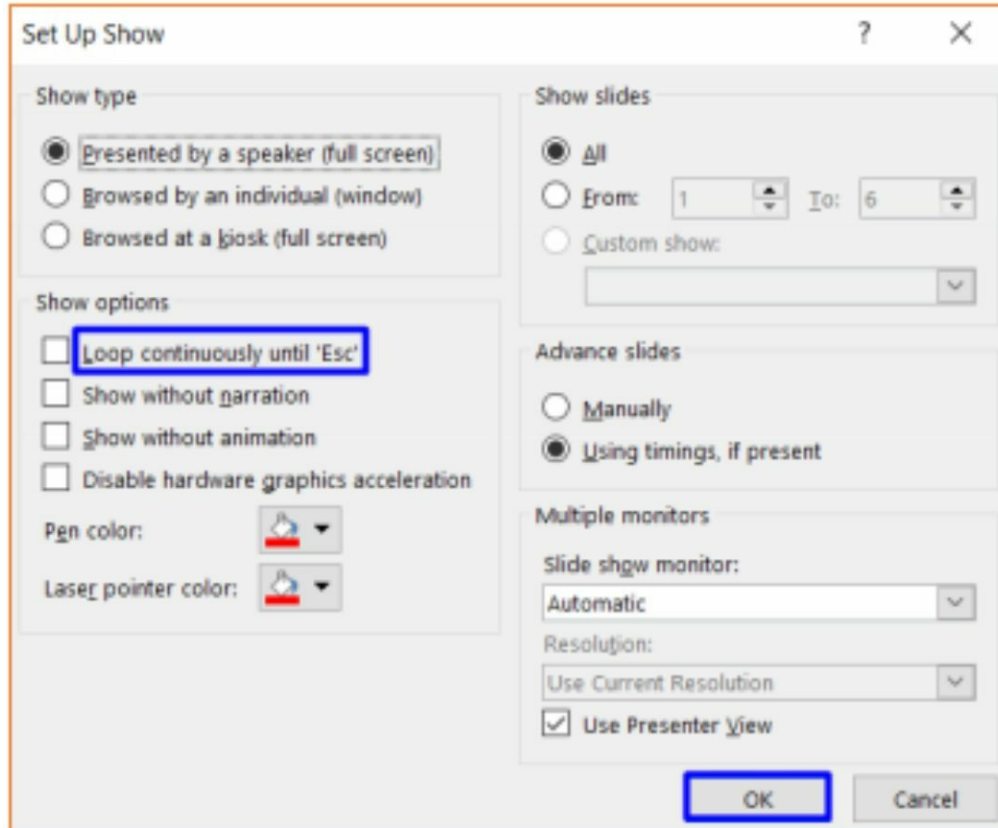
3. Make all your settings as desired and Press **OK**.

Rehearse and Record Your Presentation

Other options in the **Set Up** group of the **Slide Show** ribbon are:

- **Rehearse Timings**

This command, when clicked, takes you to the slide show view and allows you to present your presentation while it records the time. Press the **Esc** key when you are done, and you will see the time it takes you to make the presentation with a prompt to **save** the timing or not. You can use this feature to rehearse your presentation as often as possible to keep up with time during the actual presentation.

- **Record Slide Show**

You can record your presentation and voice with this command for a self-running slide show. Selecting the command takes you to the slide show view, which records your presentation as you present.
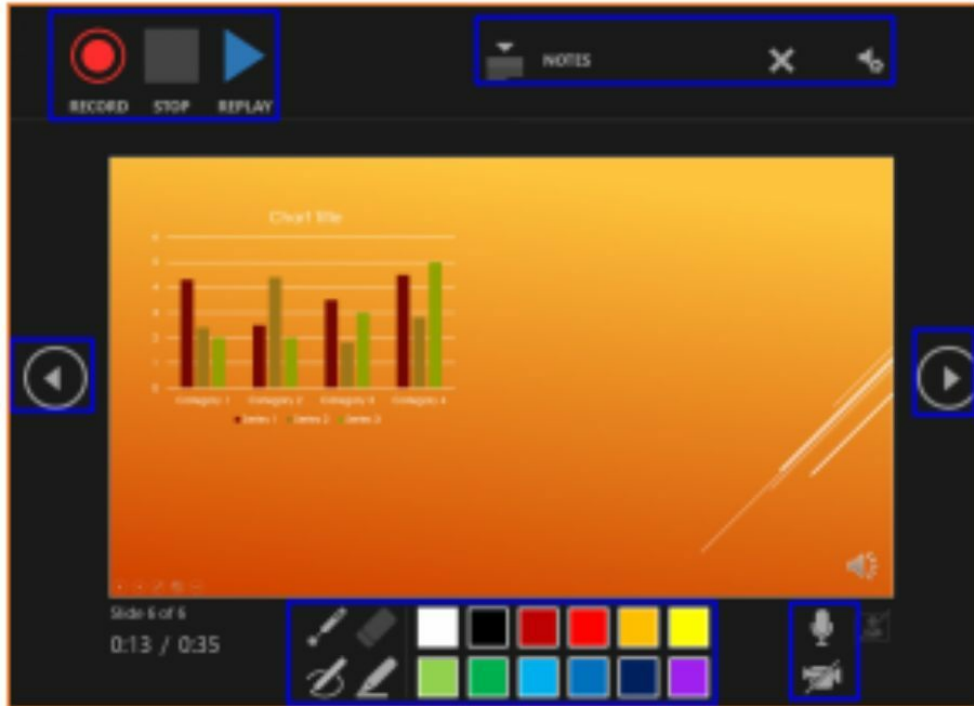
Click the red Record icon on the top-left side of the slide. Start presenting after the countdown number. You can pause, stop, and replay your record with the other buttons on the top-left side of the slide. Also available on the slide screen are drawing tools you can use during recording and some other options for settings before you start recording. Use the arrow keys on both sides to change the slide. Press the **Esc** key and save or share your presentation as a video or PowerPoint file as desired. Your presentation automatically starts playing when anyone opens it and selects play.

Presenting Your Presentation

To Start your Presentation:

There are different ways you can start your presentation. You can:

- Click the **Start from Beginning** icon in the **Quick Access Toolbar** or press **F5**

- Click the Slide Show View in the Status bar.
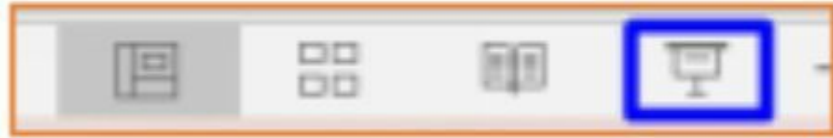
- Go to the **Slide Show** tab and start the presentation by selecting either **From Current Slide** or **From Beginning.** You can as well access more slide show options from here.
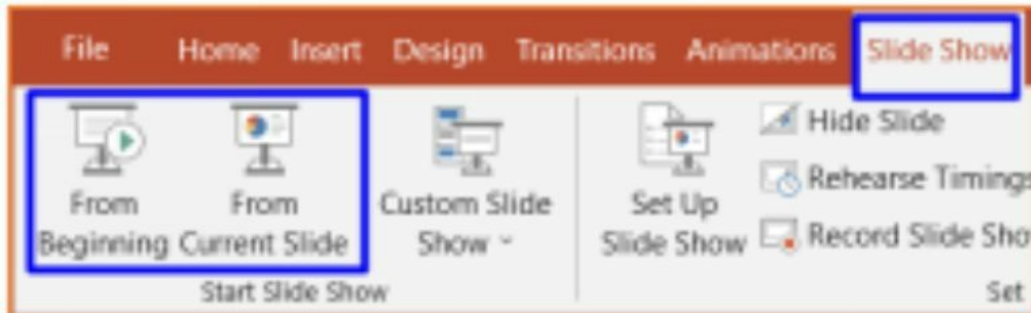
Selecting any of the above options makes your presentation appears in full-screen mode.

Using the Presentation Tools and Features:

Move your cursor to the bottom-left of your presentation in the slideshow view tools and options you can use for presenting.

- The first two arrows are for changing the slide.

- The next icon is used to change your cursor to a drawing tool or a laser pointer. You can change the highlighter's color from the menu that appears, select a tool for your presentation, and drag it to draw or highlight as desired. An eraser is also there to clean your marking.
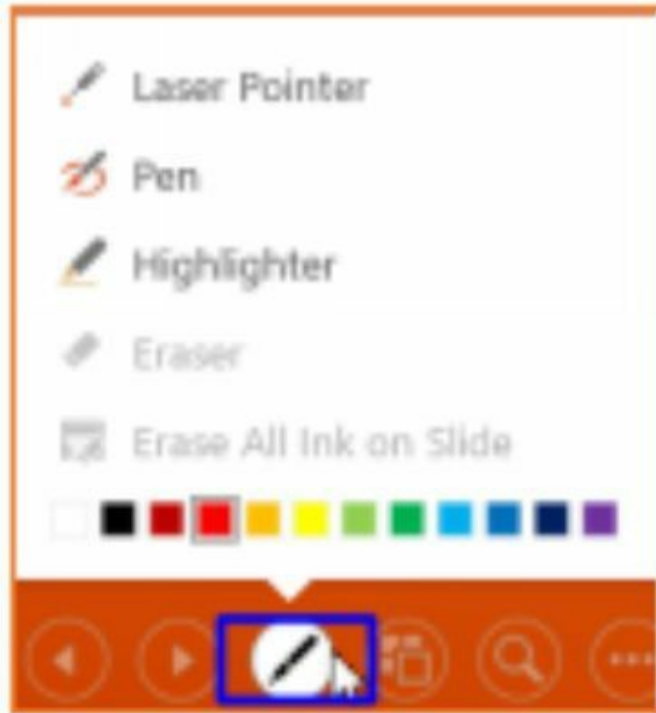
See all Slides/commands that will display all your slides for you to select and jump to the desired slide.

- **Zoom into the slide**/icon, when clicked, will allow you to move to any part of your slide and zoom in.
- **More Slideshow options** icon opens a menu box where you can select any desired option. For example, you can access your computer taskbar during a presentation by clicking **Screen** and selecting **Show Taskbar**. **Show Presenter View** gives you access to a special set of controls (reference slides notes, preview next slide, presentation duration, and much more) on your screen. The audience will not see the control if you present with a second display like a projector.
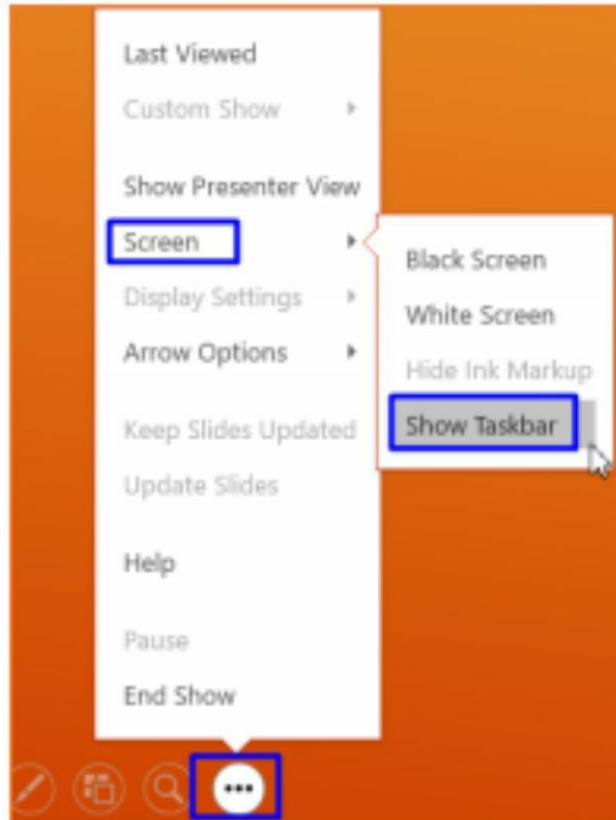
To Move from Slide to Slide:

- Click your mouse or press the spacebar to move to the next slide.
- Use the arrow keys down or right to move to the next slide. Also, use the arrow key up or down to go back to the previous slide on your keyboard.
- Move your cursor to the bottom left of your presentation screen. Click on any of the arrows in the presentation tools to move your slide accordingly.

To Stop your Presentation:

- Press the **Esc** key on your keyboard or
- Click the **Slide Show Option** at the bottom-left of your presentation and Select **End Show** from the pop-up menu.
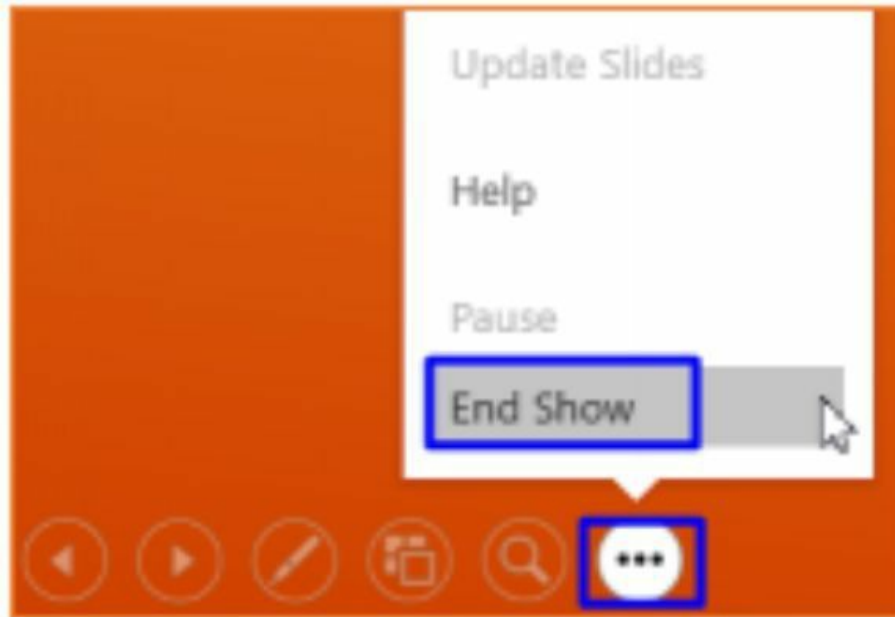
Your presentation automatically stops when it gets to the last slide. You can click your mouse or press the spacebar to return to the Normal view.

Protecting Your File with PowerPoint Security Feature

After devoting your time and energy to creating your presentation, it will be necessary if you protect your sensitive presentation from plagiarism, stealing, indeliberate editing, and so many forms of security threats.

PowerPoint has impressive security features to help you secure your presentation based on how sensitive the presentation is.

To secure your PowerPoint presentation:

1. Go to the PowerPoint Backstage by clicking the **File** tab.
2. Click the **Info** tab in the left side pane. Info pane appears on the right side.
3. Click the **Protect Presentation** button. A dialog box appears.
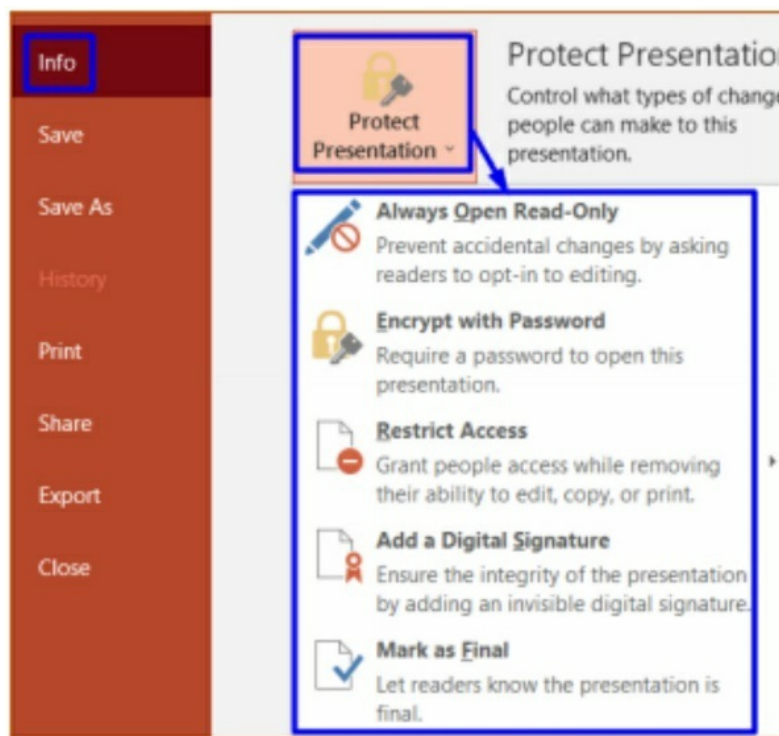
Select an option from the list.

- **<u>Mark as Final</u>:** This makes your presentation read-only (i.e., typing, editing, and proofing capabilities disabled) with a message at the top of the presentation screen informing the

reader that the presentation is final. However, any reader can still edit and resave the presentation by clicking the **Edit Anyway** button in the top message. Select this security feature only if you just need to notify the reader that it is the recommended final version of your presentation or to discourage editing.

- **<u>Add a Digital Signature</u>:** Protecting your presentation with a digital signature has several benefits, like maintaining proof of presentation integrity, signer identity, and others. You must purchase a digital signature from a verified Microsoft partner to use it. Selecting this option for the first time will prompt you to where you can get one.

- **<u>Restrict Access</u>:** This gives people access to your presentation but restricts them from copying, editing, sharing, or printing it. You will have to connect to the Information Right Management (IRM) server to help you secure the presentation. This option will prompt you to connect and lead you through the process.

- **<u>Restrict Editing</u>:** This is a flexible way of securing your presentation from editing and giving control over the type of editing that the allowed people can do. This option opens a pane on the right side of the presentation for you to set formatting and editing restrictions and **start enforcement**.

- **<u>Encrypt with Password</u>:** Adding a password to your presentation is a strong form of protection, and you can give the password to only those you want access to your presentation. Without the password, nobody will be able to open your presentation, not to talk about editing. Selecting

this option, PowerPoint asks you to enter a password and to re-enter it for confirmation.

- **<u>Always Open Read-Only</u>:** This feature prevents your presentation from accidental editing by always opening it as read-only. A dialog box appears each time you want to open it, notifying you that the presentation will be opened as read-only. Press **Yes** to continue and **No** if there is a need to make changes.

4. Follow all the prompts based on your choice and press ok.
5. Close your presentation for the security setting to take effect.

Closing Your PowerPoint

To close your presentation after you are done:

- Click the **X** button at the top-right corner of the PowerPoint window, Or
- Go to the **File** tab and select the **Close** option in the left-side pane, Or
- Use the shortcuts keys, **Ctrl + F4** or **Ctrl + W.**

Microsoft PowerPoint closes or notifies you if you try to close your presentation without saving it.

Recovering Unsaved Presentation

It can happen that you mistakenly close your presentation without saving your last changes; the good news is that PowerPoint has an **autosave** feature that allows you to recover your file with the last unsaved changes.

To recover your unsaved presentation:

1. Go to the backstage view by clicking on the **File** tab.
2. Click the **Open** tab. **Open** pane appears.
3. Click the **Recover Unsaved Presentations** button at the bottom of the recently opened presentation list. The location dialog box appears with the list of unsaved presentations.
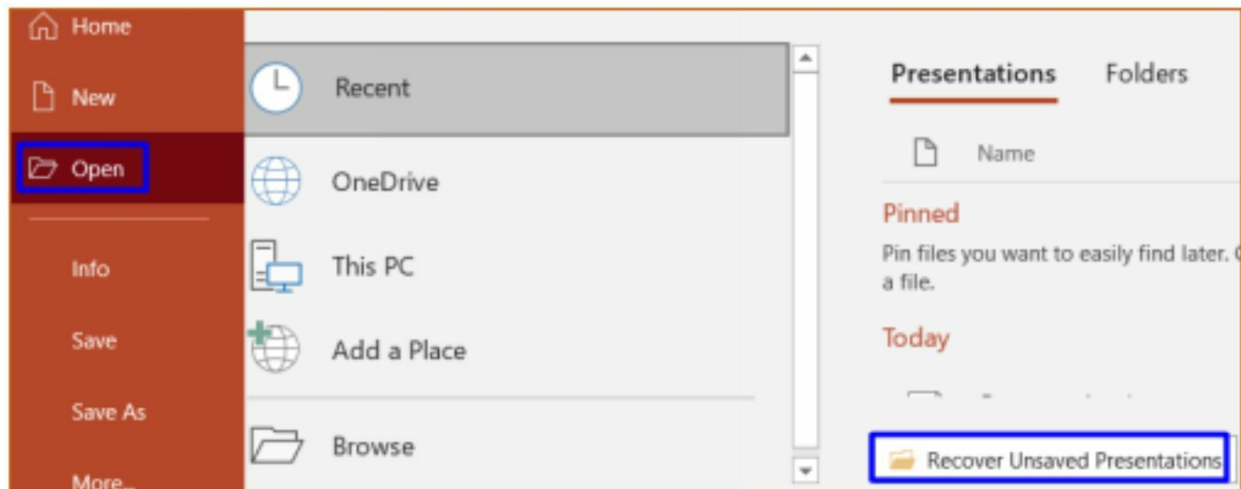
4. Select the likely presentation. You can check the date to know the likely one.
5. Click the **Open** button. The presentation opens.
6. Save the presentation accordingly.

Alternatively,

1. Go to the backstage view by clicking on the **File** tab.

2. Click the **Info** tab. Info pane opens.

3. Select **Manage Presentation** drop-down.

4. Click the **Recover Unsaved Presentations** menu that appears. The location dialog box appears with the list of unsaved presentations.
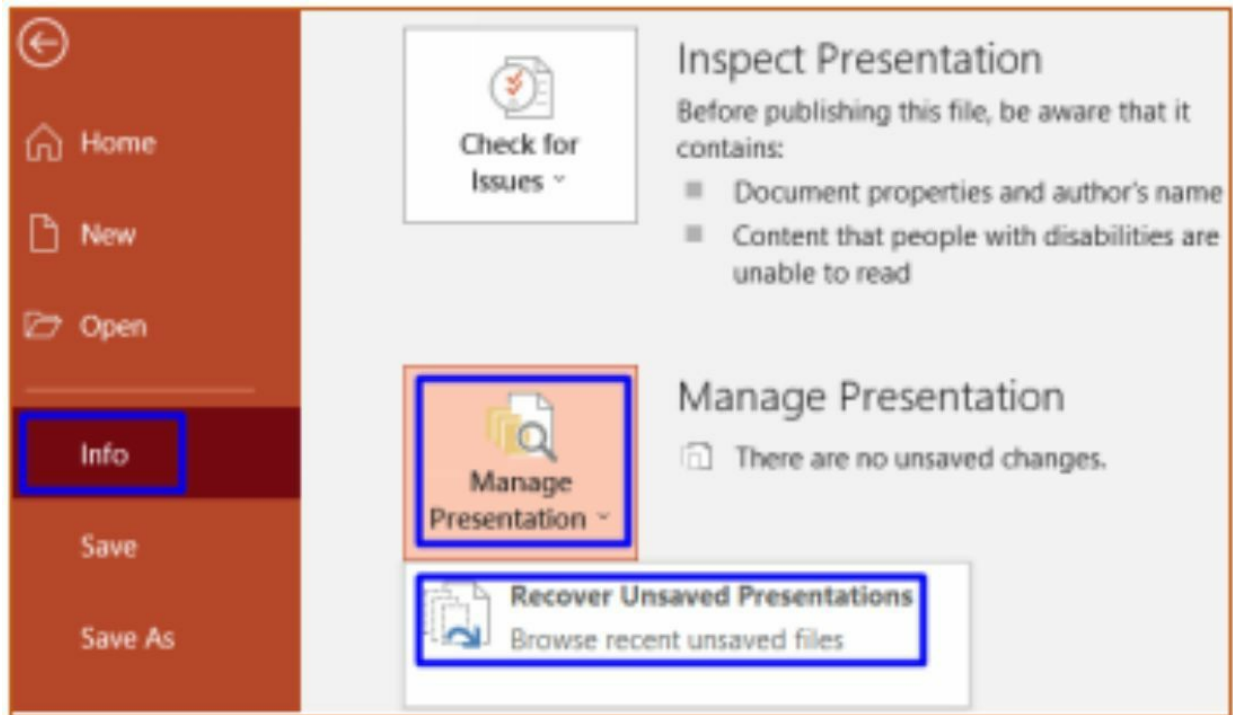
5. Follow **steps 4-6** above.

Opening Saved Presentation

You can open your presentation from the PowerPoint application or directly from your device.

To open an existing presentation from PowerPoint:

1. Go to the backstage view by clicking on the **File** tab.

2. Click the **Open** tab. **Open** pane appears.

3. Select the location of your presentation. An **Open** dialog box appears.

4. Select the folder or your presentation. You can scroll down the left side list of locations on your device to locate your presentation.

5. Click **Open**.

Alternatively, if you recently opened your presentation or pinned it to PowerPoint, it will be available in the **Recent** or **Pinned** list in the backstage **Home** panel, and you can click on it to open it.

If you often use or work on your presentation, it will be better to pin it in the PowerPoint.

To pin your presentation to PowerPoint:

1. Locate the Presentation in the recent list.
2. Move your cursor over the presentation.
3. Click the pin icon in front of the file.
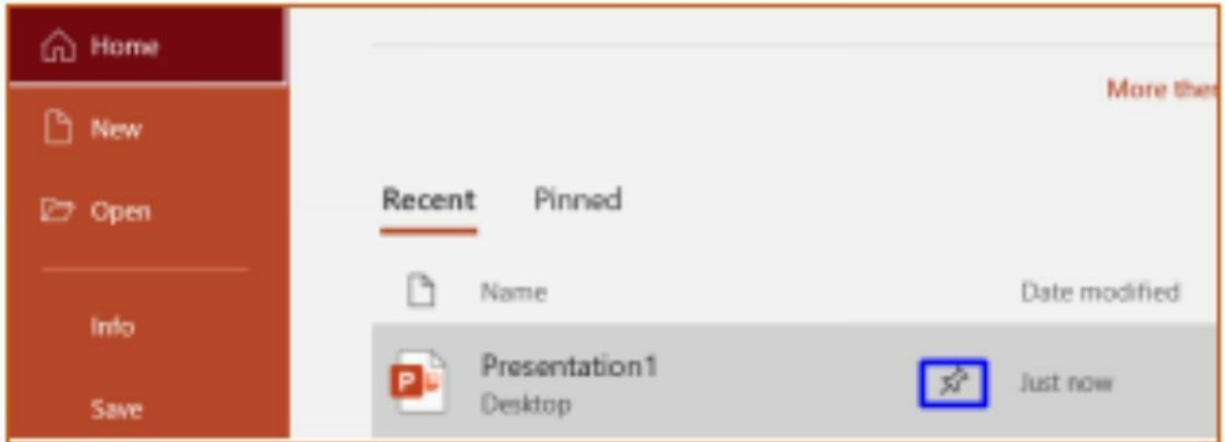
To open an existing presentation from your device:

1. Ensure you have a PowerPoint application installed on your computer.
2. Locate your PowerPoint presentation on your device.
3. Double-click on it, and it opens.

Chapter 8.   Chapter 7: MS PowerPoint Keyboard Shortcut Commands

Working with Keyboard shortcut commands can reduce your stress, save your time and increase your productivity to a huge extent. Below are the top shortcut commands you can use to work smartly in PowerPoint.

SN	Shortcut Keys	Functions
1.	**Ctrl + A**	To select all the contents of a slide or text placeholder
2.	**Ctrl + B**	To bold the highlighted texts
3.	**Ctrl + C**	To copy the selected item
4.	**Ctrl + D**	To duplicate the active slide

5.	**Ctrl + E**	To center align the selected text
6.	**Ctrl + F**	To open the **Find** dialog box
7.	**Ctrl + G**	To group selected items
8.	**Ctrl + H**	To open the **Replace** dialog box.
9.	**Ctrl + I**	To italicize highlighted text
10.	**Ctrl + J**	To justify aligning selected content
11.	**Ctrl + K**	To open the **Insert Hyperlink** dialog box.
12.	**Ctrl + L**	To left-align selected text.
13.	**Ctrl + M**	To insert a new blank slide
14.	**Ctrl + N**	To create a new blank presentation
15.	**Ctrl + O**	To open an existing presentation
16.	**Ctrl + P**	To go to **the Print** tab in the backstage view
17.	**Ctrl + Q**	To close the presentation
18.	**Ctrl + R**	To the right, align selected text
19.	**Ctrl + S**	To save your presentation
		To open the Font

20.	**Ctrl + T**	dialog box
21.	**Ctrl + U**	To underline the selected text.
22.	**Ctrl + V**	To paste what you copied last.
23.	**Ctrl + W**	To close your presentation
24.	**Ctrl + X**	To cut selected item
25.	**Ctrl + Y**	To redo the last action, you undo.
26.	**Ctrl + Z**	To undo your last action
27.	**Ctrl + Shift +C**	To copy Format
28.	**Ctrl + Shift + G**	To Ungroup Selected items
29.	**Ctrl + Shift + F**	To open the Fonts tab of the **Format Cells** dialog box.
30.	**Ctrl + Shift + >**	To increase the selected text font size
31.	**Ctrl + Shift + <**	To decrease the selected text font size
32.	**PgDn**	To move to the next slide
33.	**PgUp**	To go to the Previous Page
34.	**Shift +**	To toggle the selected

	F3	test cases
35.	**Shift F10**	To display the context menu
36.	**Esc**	To cancel an active command
37.	**F1**	To open Microsoft PowerPoint **Help**
38.	**F5**	To go to the slideshow view of the presentation
39.	**F7**	To open the Spelling checker pane
40.	**Alt + F4**	To Exit your presentation
41.	**Alt + W + Q**	To open the Zoom dialog box.
42.	**Alt + Shift + V**	To paste formatting only to another Shape
43.	**Alt + Ctrl + Shift + >**	Superscript selected item
44.	**Alt + Ctrl + Shift + <**	Subscript selected item
45.	**Alt + F**	To go to the **File** tab
46.	**Alt + H**	To go to the **Home** tab
47.	**Alt + N**	To go to the **Insert** tab

48.	**Alt + G**	To go to the **Design** tab
49.	**Alt + T**	To go to the **Transition** tab
50.	**Alt + A**	To go to the **Animation** tab
51.	**Alt + S**	To go to the **Slideshow** tab
52.	**Alt + R**	To go to the **Review** tab
53.	**Alt+ W**	To go to the **View** tab
54.	**Alt + Q**	To search item

Chapter 9.   Conclusion

If you are reading this part of this book, you have successfully gone through this user guide. I commend you for your patience and time invested in seeing this through until the end.

No doubt, I am sure you have been able to acquire new knowledge as a beginner and more knowledge as an advanced learner. However, if this is not done yet, you can go online to get more knowledge to increase more and more in proficiency with the use of Microsoft PowerPoint.

Finally, do not forget to recommend this user guide to your family, friends, colleagues, and counterparts.

Thank you for reading!