

# PowerPoint 2016 - Getting Started

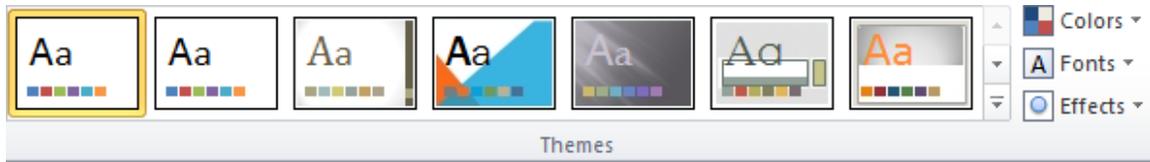
## STARTING POWERPOINT

To open PowerPoint,  
click **Start ->All Apps-> P-> PowerPoint 2013**.

The **Template** interface allows the user to select a template that has previously been created. Templates give you a starting point and make it easier to complete your presentation quickly. You can modify a template's text and design, add a company logo, add your own images, or delete text or other content from the template.

## APPLYING A SLIDE DESIGN

PowerPoint contains pre-formatted slide designs that can be applied to any slide. On the **Design** tab, in the **Themes** group, click the document theme that you want, or click **More**  on the bottom right to see all available document themes.



Holding the mouse over a theme shows a preview on the slide in view. To select a design, click on the desired design and it will be applied to all slides.

## BACKGROUND

To add a background color or design to the presentation, click the slide or slides that you want to add a background style to. To select multiple slides, click the first slide, and then press and hold CTRL while you click the other slides. On the **Design** tab, in the **Background** group, click the arrow next to **Background Styles**. Click **Format Background**, this opens a window titled "*Format Background*". The backgrounds available are *solid*, *gradient*, *picture or texture*, and *pattern fill*. Choose the desired background options (choosing an option will automatically change your background), once the background has changed if you want all of the backgrounds changed to that same format click *Apply to all* and then *close*.

## SLIDE COLOR SCHEME

The slide color scheme creates a consistent color format for each slide in the presentation. On the **Design** tab, in the **Themes** group, click the arrow next to **Colors**. This will open a window and the color schemes options will appear. Clicking on the desired color scheme selects that scheme. On the bottom of this window there is a **Create New**

**Theme Colors** option. Clicking this will open a window that lets you choose between color schemes in the last window, or make a custom scheme.

To create a customized color scheme, select color drop down menu of the object (i.e. *Text/Background, Accent*), and then click the button of the theme color element that you want to change. The Themes color box has a choice of different color shades, you can go with the standard colors, or there are the rest of the colors to choose from. To choose one, just click the color. Keep doing this until all the theme colors are to your liking. You can give your color scheme a name so you will be able to use it again in the future then click the *Save* button.

## POSTER SETUP

For best results when making a poster to print on the large format plotter, set the Power Point presentation to the size you want to print at the start. On the **Design** tab in the **Customize** group click on **Slide Size**, then enter the width and height in inches. A common poster standard is 36" by 48". The large format plotter can plot any plot that has at least one dimension less than 42".

## CHANGING SETUP FOR 35MM SLIDES

On the **Design** tab, in the **Customize** group, click on **Slide Size**, a block titled "*Custom Slide Size:*" has the default setting of *On-screen Show*. Click once on the arrow to the right to pull down the size options. Scroll and select **35mm Slides**. Click the *OK* button. This will change the dimensions of the slide to have a 2:3 ratio, which may distort the slides. For this reason, it is best to create the slides in *35mm Slides*, if slides are to be generated from the presentation.

## USING THE SLIDE SORTER

The **Slide Sorter View** shows thumbnails of all the slides in a presentation. To view the presentation in this format, click the **View** tab, in the **Presentation Views** group, click on **Slide Sorter**. The screen will automatically change to show the thumbnail size slides. In this view, it is easy to copy and paste slides using **CTRL C** and **CTRL V** respectively. To delete a slide, select it by single left clicking on it, and then press the **delete** key on the keyboard. To view a slide, double-click the slide. The view will automatically change to **Slide**.

## VIEWING A SLIDE SHOW

The **Reading View** is used to view the slides as seen in a presentation. The slides **can not** be edited in this mode; it is a way to view the appearance of the slides, including any animation that has been added. To view the slide show, click the **View** tab, in the **Presentation Views** group, click on **Reading View**. PowerPoint will automatically fill the screen with the first slide. The arrow buttons on the keyboard are used to navigate through the slides. Pressing the -> arrow on the keyboard shows the next slide, while the

<- arrow returns to the previous slide. You may also navigate forward in the show by clicking the left mouse button.