

PowerPoint 2016 Advanced for Windows

PowerPoint makes it easy to create, collaborate, and present your ideas in dynamic, visually compelling ways.

What to expect:

- Change the size of the slide layout
- Personalize the background of slides
- Adjust and correct inserted images
- Record and add sound to slides
- Add video clips to a slide
- Save a presentation as a PDF

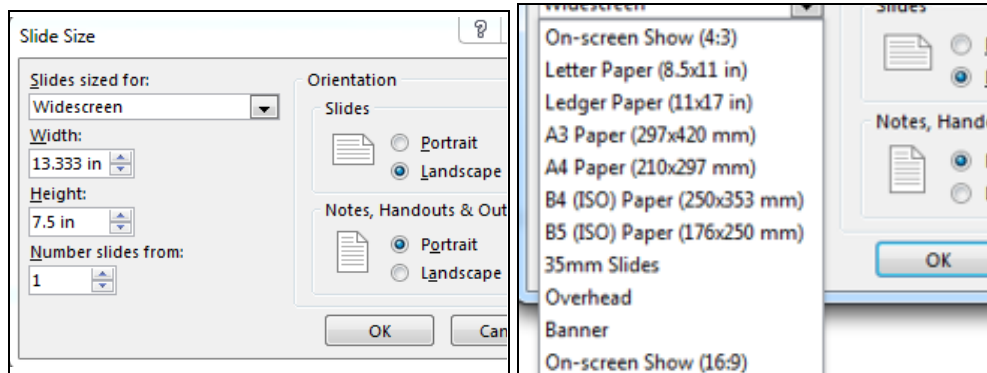
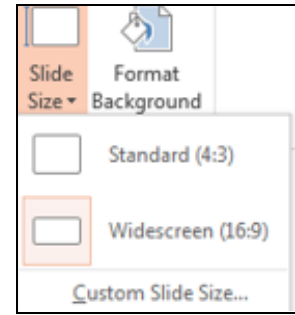
Advanced PowerPoint Tips and Shortcuts:

To do this	Press
Increase/Decrease the font size	Ctrl + SHIFT + >/<
Rotate selected object clockwise	Alt + right arrow
Rotate selected object counter clockwise	Alt + left arrow
Duplicate selected object	Ctrl + D
Resize selected objects	SHIFT + arrow keys
Save a presentation with a different name, location, of file format	Ctrl + SHIFT + S
Display a black/white (<u>while presenting</u>)	B/W
Redisplay hidden pointer and/or change the pointer to a pen (<u>while presenting</u>)	Ctrl + P
Redisplay hidden pointer and/or change the pointer to an arrow (<u>while presenting</u>)	Ctrl + A

Getting Started

Opening and changing the normal layout of a slide

1. Open a new or an existing PowerPoint document.
2. Click on the **Design** tab and click on the **Slide Size** dropdown menu.
3. Determine whether you want: **Standard 4x3** or **widescreen 16x9**. You can also select **Page Setup** to manipulate the size manually.
4. In **Page Setup**, you can choose the orientation (**Landscape** or **Portrait**), determine a custom width and height for the slides, or click on the dropdown menu for **Slides sized for** to choose from a larger list of preformatted sizes.



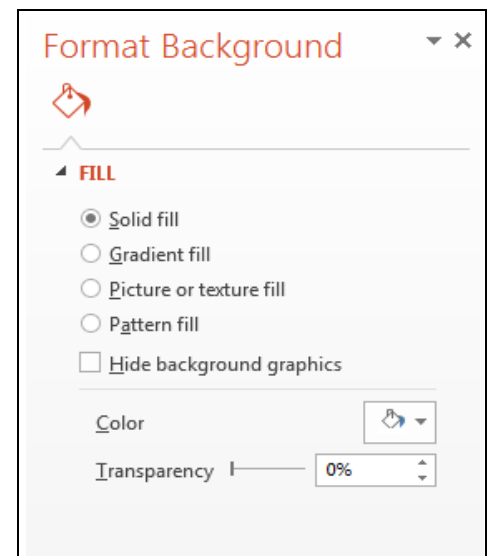
NOTE: Changing the size of the layout is helpful when you want to create a banner.

Image Backgrounds

Inserting an Image as a Background

1. Click on the **Design** tab and click on the **Format Background** button.
2. Click on Fill in the toolbar on the left.
3. Select the **Picture** or **Texture** button and click on File button from dropdown menu.
4. Locate the image file you want to place in the background of the slide.
5. Double-click on the image file to select it, or click once and click on the **Insert** button.
6. Choose **Apply to All** to insert the picture as a background for all of the slides or **Apply** for only the current slide.

NOTE: An image being placed as a background should have landscape dimensions in order to

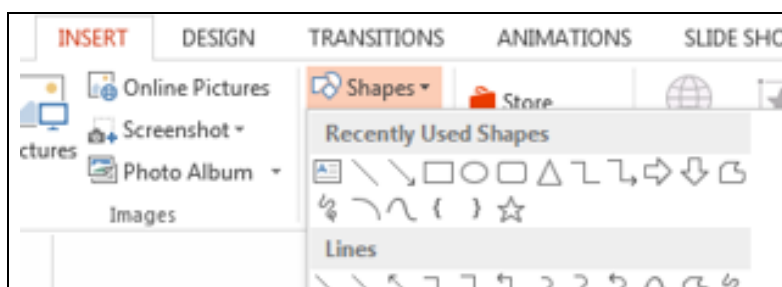


display proportionally in the background. For instance, an image sized at 640 x 480 or 800 x 600 will look better in the background compared to one sized at 480 x 640 or 100 x 100.

Creating Custom Backgrounds

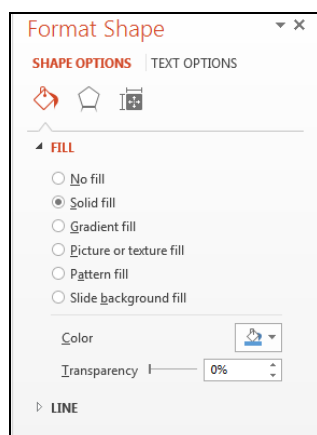
You can also create custom backgrounds by combining inserted pictures and shapes.

1. Insert a picture as a background as described in the above steps 4-7.
2. Go to the Insert tab and insert a rectangle shape from the **Shapes** tool.



Draw out a shape overlay that covers the background picture.

3. Right click on the shape overlay and select **Format Shape**.
4. You can then change the fill to be a solid color, gradient or texture and adjust the transparency to create variations on the image background.

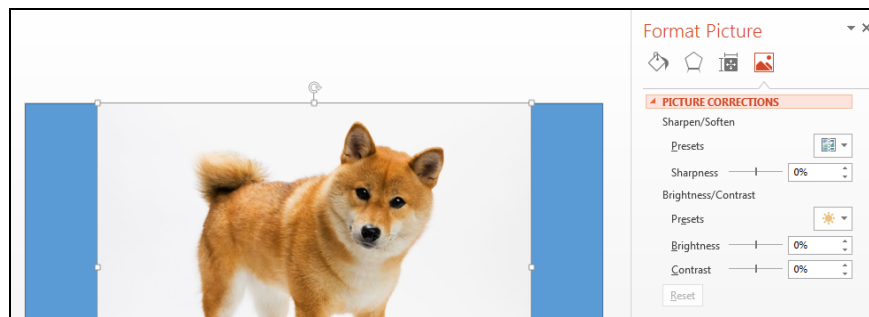


Adjusting and Correcting Inserted Images

Powerpoint 2016 includes a set of tools to work with images that you have inserted into slides. If you need to make basic changes to an image to optimize the look on the slide, these tools should be able to take care of most of your needs.

Image Corrections and Recoloring

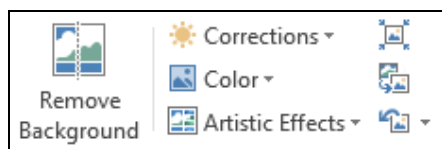
Select an image in a slide that you need to edit for the presentation. The **Format Picture** contextual tab will appear with the editing tools.



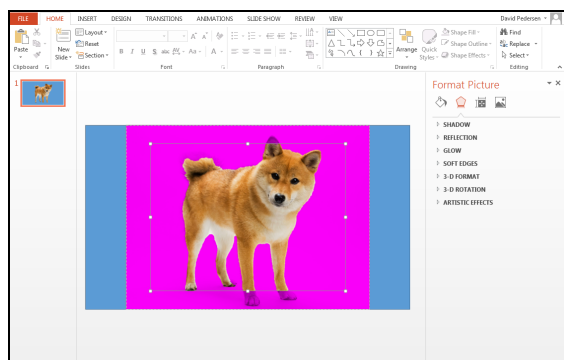
For **Corrections** and **Color**, you can click on the last tab of contextual menu to make changes to the color and texture of the image.

Backgrounds, Crops and Filters

You can customize an image further by cropping portions of the image, removing portions of the image background and applying artistic filters. Begin by select the image you want to customize to bring up the **Format Picture** contextual tab.



Remove Background: Click on the **Remove Background** tool in the **Adjust** group to bring the initial selection. The area highlighted will be removed.



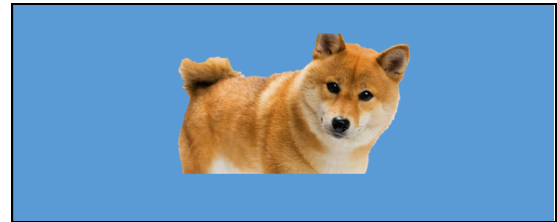
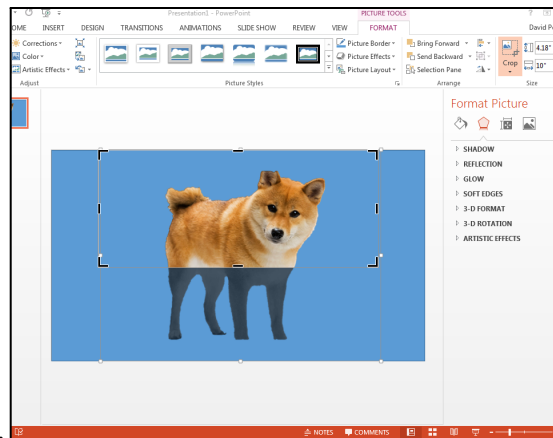
You can make adjustments to the initial selection by clicking and dragging over a particular area.

Clicking and dragging over a highlighted area will deselect that portion for removal.

Clicking and dragging over a non-highlighted area will add that portion for removal.

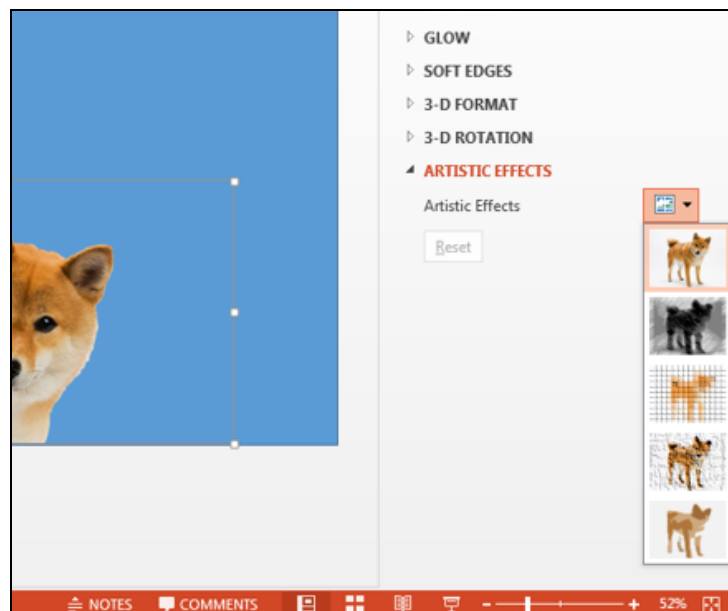
After making the adjustments you need, click on the **Remove Background** tool once more to apply the changes.

Crop: the **Crop** tool works differently in that you select how much of the image you want to show on the slide. Click on the **Crop** tool to bring up the selection handles which allows you to decide how much of the image you want to trim away. Click on the **Crop** tool once more to apply the changes



Artistic Filter: You can also apply various art effects to an image. Select Artistic Filters from the **Picture Format** contextual tab.

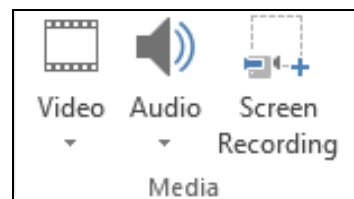
In the **Artistic Filters** drop down menu, select an effect to preview. There will be a couple of options to fine tune the art effect to your needs.



Recording and Adding Sound into a PowerPoint File

Using Sound Recorder to record a sound

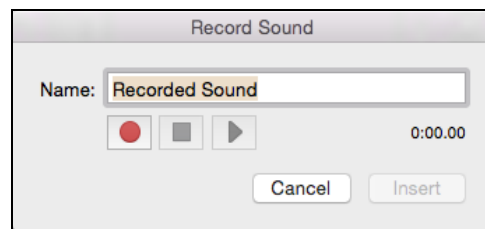
Record a sound using a microphone and Sound Recorder. Access **Sound Recorder** by clicking on the **Insert** menu, and selecting **Record Audio** from the **Audio** submenu.



Recording Sound

In the recorder window:

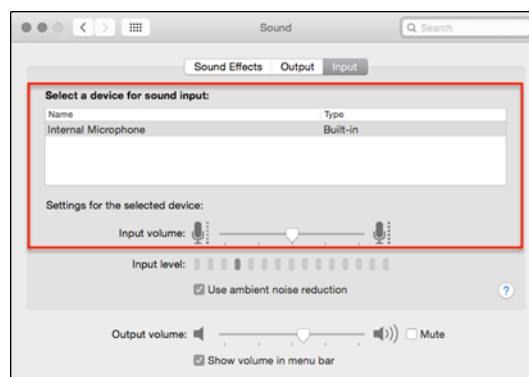
1. Use the **red record** (circle) button when you are ready to record.
2. Use the **Stop** (rectangle) button when you are ready to stop recording.
3. Label the recorded audio.
4. Use the **Play** button when you are ready to hear your recorded sound.
5. Click **Save** if you are ready to insert the file into your presentation.
6. Click **Cancel** if you do not want to add the file to your presentation.



Recording a Slideshow

Recording a Slideshow is slightly different than recording a regular sound clip.

Recording a Slideshow will begin the slideshow from the current slide and record your voice and the timing it takes to animate from one object to another as well as the timing it takes to move from one slide to another. It will match the sound with the animation.

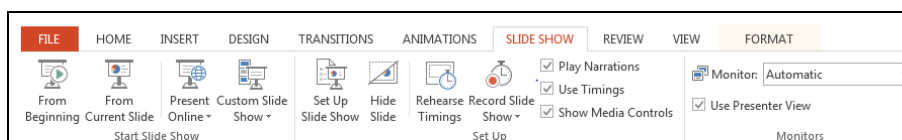


Setting up the microphone:

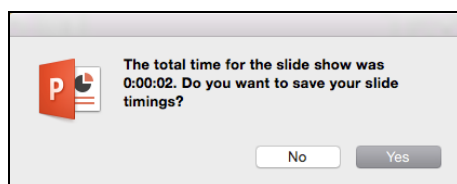
1. Make sure a microphone is plugged in and then select **System Preferences** from the **Apple** menu.
2. In System Preferences click on the panel for **Sound**.
3. Click on the **Input** tab and make sure the microphone you wish to use is selected. You can also set the **recording levels** here. Close **System Preferences** to finish.

Record the Slideshow

1. Click on the slide you would like to begin the recording.
2. In the **Slideshow** tab, click on **Record Slideshow**.
3. The presentation will go into the show from the current slide and audio recording will begin. The timing for every click to initiate a custom animation or transition will also be recorded.



4. Press the **Escape** (esc) key to finish the recording. You will see a dialog box asking if you would like to keep the recordings and timings for the presentation. If you are satisfied with the recording, click **Yes**. If you would like to re-record the slideshow, click **No**.



NOTE: Remember that the audio recordings need to be within the “boundaries” of the slide. If you try to speak as the slide is transitioning to or from another slide, your voice will be truncated.

Inserting a pre-recorded sound file

You can also insert any pre-recorded sound file into the presentation. For Powerpoint 2016, the supported formats for audio are .mp3, .aac, .m4a, .aiff, and .wav.

To insert a pre-recorded sound file:

1. In the **Insert** tab, click on the **Audio** tool and select **Audio from File**.
2. Locate the sound file and click **OK**.
3. The sound icon will appear on the slide.

Inserting a music track from the Audio Browser.

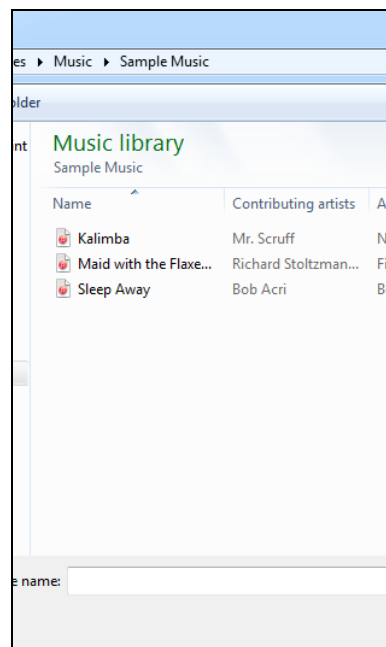
In addition to recording your own sound bite or inserting a pre-recorded sound file, you also have the option of inserting an audio track into your presentation from iTunes.



NOTE: Using this procedure will allow you to play an audio track in your presentation through iTunes. As a result, it is necessary that you bring your MacBook with you when you actually present your slide show. PowerPoint is ONLY directing your presentation to iTunes. It is not saving the audio track within your PowerPoint document.

To insert a music track from iTunes:

1. In the **Insert** tab, click on the **Audio** tool and select **Audio Browser**.
2. In the **Audio Browser**, click on **iTunes** and do a keyword search for the audio clip you wish to use.
3. Drag and drop the selection onto the slide to add it.

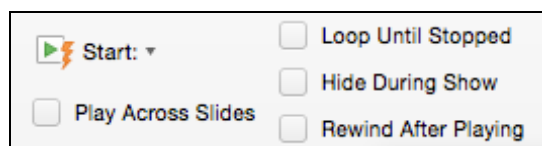
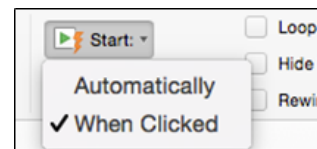


Controlling the Settings for Your Audio Files

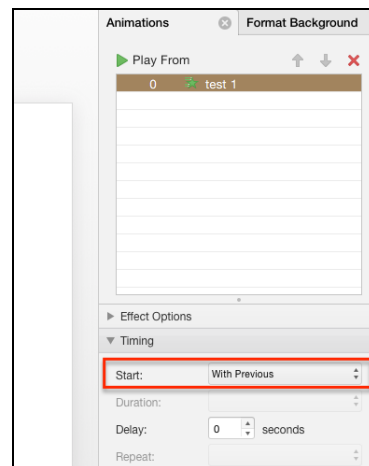
There are many possibilities to enhancing your presentation with sound. You can either have a sound file play throughout the presentation or you can have sound play on specific slides.

To control the settings for your sound files:

1. Insert your sound file by following any one of the above procedures. You may record your own sound bite, insert a pre-recorded sound file, or insert a track from iTunes.
2. After the audio icon appear on the slide, click on it once to select it and to reveal the **Format Audio** contextual tab.
3. Click on the dropdown menu for **Start** to select an option for playing the audio file.
 - a. **When Click** will begin the clip when you click on the icon for the audio file.
 - b. **Automatically** will begin the clip without having to click on the icon for the file.
 - c. **Play Across Slides** will begin the clip automatically and play the audio across all succeeding slides.
4. You can also select whether the icon of the audio clip shows on the screen during the show. This is desirable only if you have set the clip to play on the click. Otherwise hide the icon by selecting **Hide During Show**.



5. If you choose **Automatically** or **Play Across Slides** you can refine the audio play actions by clicking on the **Slide Show** menu and selecting **Animations**.
6. In the Animations inspector, you will see your audio file name as a part of the list of animations.
7. Single click on the media file to highlight it in the list.
8. You should see tabs underneath for **Timing** and **Effect Options**.
9. Expand the Timing and **Effect Options** tabs.
10. Select the following settings based on how you want your audio to play:
 - a. **Timing:** Set how you want the audio to start. If you would like to have the audio play through the animations of the other objects, select **With Previous** from the **Start** drop down menu.

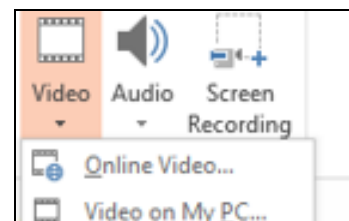


Using Video in Powerpoint

You can also insert video clips into slides and have them play during the slideshow. Note that the supported file formats for video in Powerpoint 2016 are Quicktime .mov, .mp4 and .m4v.

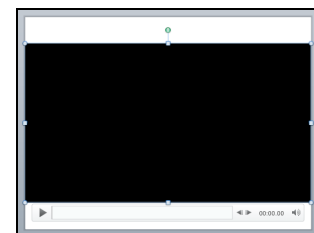
Inserting Video Clips

1. In the **Insert** tab, click on the **Video** tool and select **Movie from File** from the dropdown menu.
2. Locate the video clip you would like to insert and click **Insert** to finish.
3. The video clip will then show on the slide with the play controls underneath



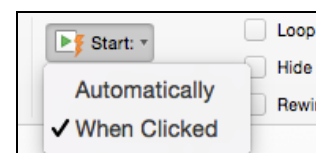
Playback and Editing Options

Once the video clip is inserted, you can determine how the video plays on the slide as well as make basic adjustments to the video itself. To view these options, single click on the video clip to reveal the **Video Format** contextual tab.



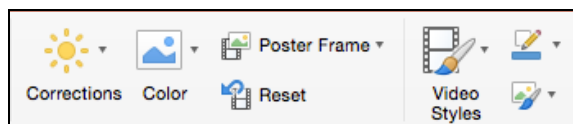
Movie Options

You can choose to have the video begin playing on the click or automatically through the **Start** drop down menu. The video by default plays within the frame of the inserted video on the slide but you can choose to have the video play full screen.

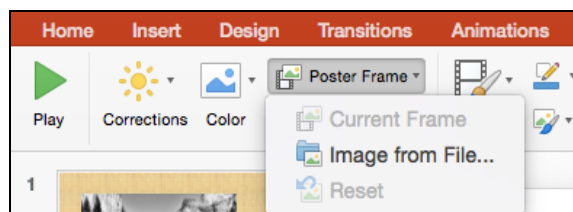


Adjust

Powerpoint 2016 also provides tools to adjust the video for brightness and contrast correction, and recolor options similar to the adjustment of images. You can also crop the video to play only a trimmed area of the video.

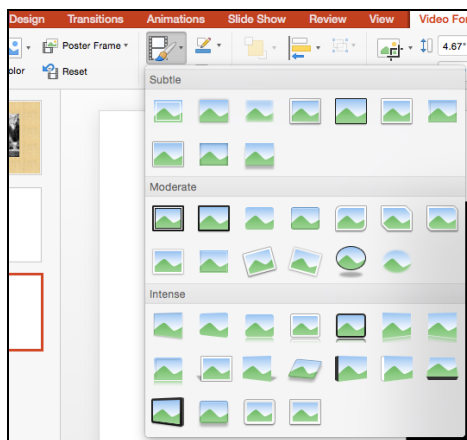


Finally, you can create a poster frame for your video to show a particular image before the video plays. You can either choose a frame from the video or any image file from your Mac.



Movie Styles

You can stylize the frame of the video clip in the MovieStyles group. Select the video clip and then click on the drop down gallery for Movie Styles to select the frame of your choice.



Saving Options

File size

All audio and video inserted into a Powerpoint presentation are embedded in the presentation file so be mindful that the size of the Powerpoint file may become quite large. If you need to send the file to the computer that you are doing the presentation on, it is best to use a USB Flash drive or a storage service like Google Docs or Dropbox.