



Niagara  
College  
Canada  
APPLIED DREAMS

# PowerPoint 2016

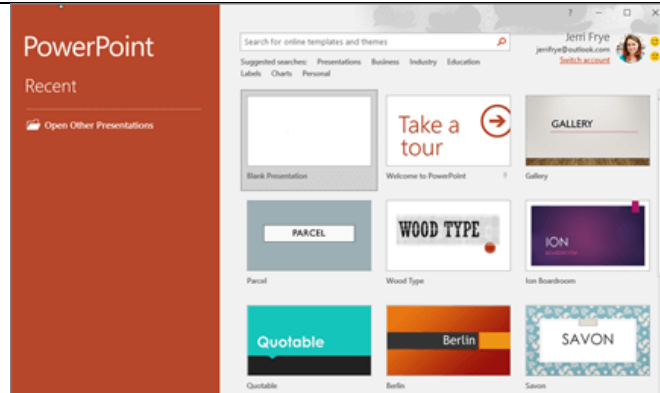
Microsoft Quick Start

Windows User

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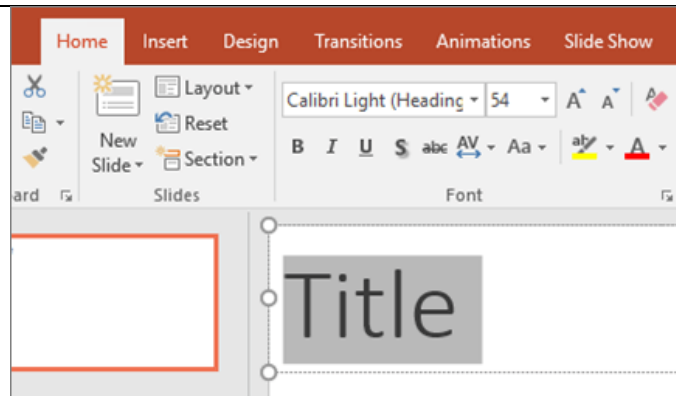
## Create a presentation

1. Open PowerPoint.
2. Select an option:
  - o Select **Blank Presentation** to create a presentation from scratch.
  - o Select one of the templates.
  - o Select **Take a Tour**, and then select **Create**, to see tips for using PowerPoint.



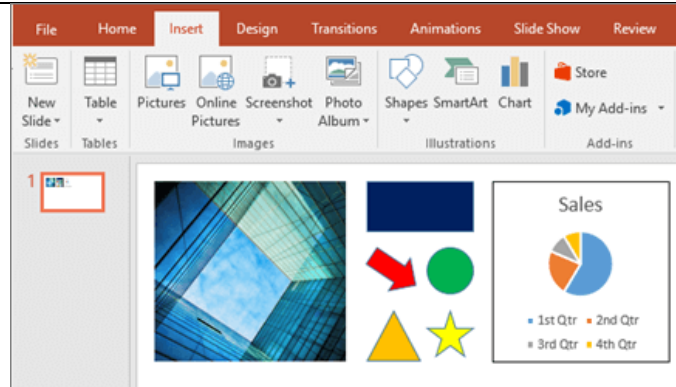
## Add and format text

1. Place the cursor where you want, and type.
2. Select the text, and then select an option on the **Home** tab: **Font**, **Font size**, **Bold**, **Italic**, **Underline**, ...
3. To create bulleted or numbered lists, select the text, and then select **Bullets** or **Numbering**.



## Add a picture, shape, or chart

1. Select **Insert**.
2. To add a picture:
  - o Select **Picture**.
  - o Browse for the picture you want and select **Insert**.
3. To add a shape, art, or chart:
  - o Select **Shapes**, **SmartArt**, or **Chart**.
  - o Select the one you want.

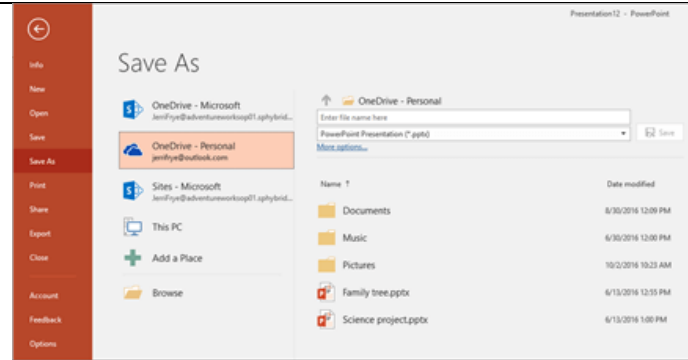


## Save your document

When you save your files to the cloud, you can share and collaborate with others, and get to your files from anywhere - on your computer, tablet, or phone.

1. Select **File > Save As**.
2. Select **OneDrive**.

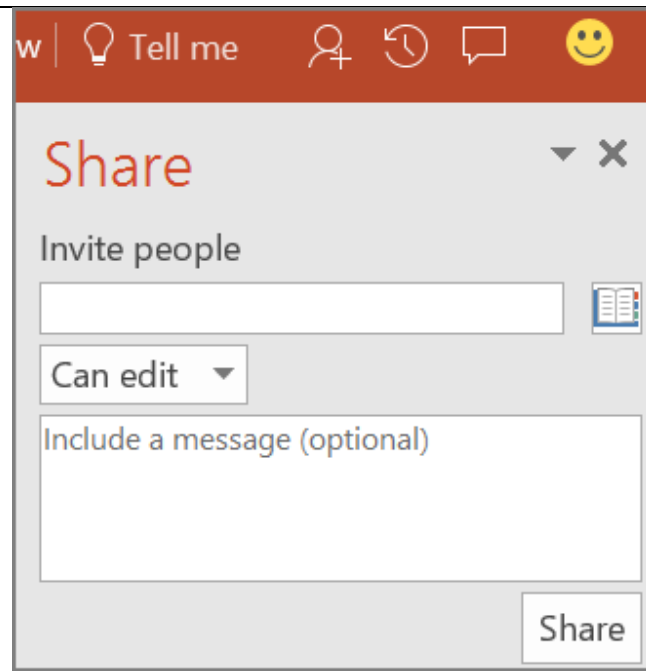
Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location, like your device.



## Share your presentation

1. Select **Share**.
2. In the **Invite people** box, type the name or email address of the people you'd like to share with.
3. Select **Can edit** or **Can view** from the drop-down.
4. Include a message if you like, and select **Share**.

If you haven't already saved your document to the cloud, you'll be prompted to do this, to share your presentation.



## Use PowerPoint Designer

If you're an Office 365 subscriber, PowerPoint Designer lets you create designer slides in two steps: just add an image, and then select a design.

Select **Insert > Picture**, browse for the picture you want, and select **Insert**.

1. The **Design Ideas** pane opens, and offers several design options.
2. Select the design option you like.

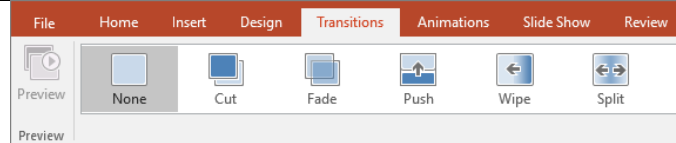


## Transitions

To add a special effect, to transition from one slide to another:

1. Select the slide you want to add a transition to.
2. On the **Transitions** tab, select the effect you want.
3. Select **Effect Options** to change how the transition happens: **From Right**, **From Left**, ...

To undo a transition, select **None**.



## Animations

To animate text or objects on a slide:

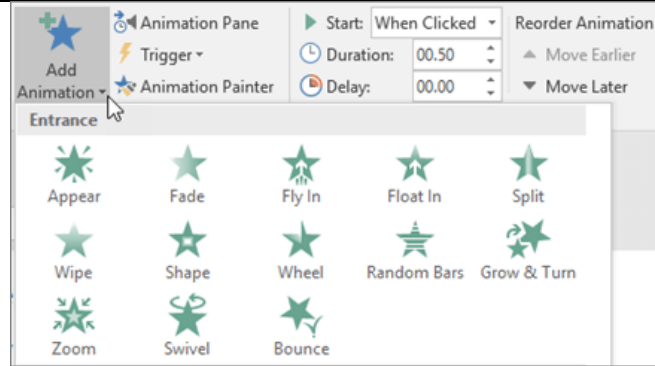
1. Select the text or object you want to animate.
2. On the **Animations** tab, select **Add Animation**, and select the animation you want from the drop-down.

To animate one line of text at a time, select one line of text, select an animation, select the next line of text, select an animation, ...

3. For **Start**, select **When Clicked**, **With Previous**, or **After Previous**.

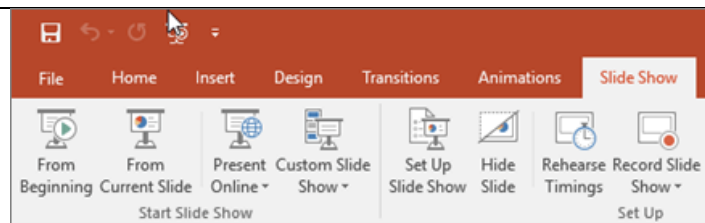
You can also select the **Duration** or **Delay**.

To learn more, see [Animate text or objects](#).



## Give your presentation

- Select the **Slide Show** icon at the bottom of the screen, or
- On the **Slide Show** tab, select an option:
  - To start on the first slide, select **From Beginning**.
  - To start from where you are, select **From Current Slide**.
  - To present to people who are not where you are, select **Present Online** and



<p>then select <a href="#">Skype for Business</a> or <a href="#">Office Presentation Service</a>.</p> <ul style="list-style-type: none"><li>○ To exit <b>Slide Show</b> view, press Esc.</li></ul>	
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<https://support.office.com/en-us/article/PowerPoint-2016-Quick-Start-422250f8-5721-4cea-92cc-202fa7b89617?ui=en-US&rs=en-US&ad=US>