

LEARNING MADE EASY



Covers
PowerPoint
2021 &
Office 365®
version

Microsoft®

PowerPoint®

for
dummies®
A Wiley Brand



Transition from basic slides
to showstopping presentations

Use PowerPoint to showcase data
from other Microsoft applications

Add your artistic touch with
color, fonts, and images

Doug Lowe



Microsoft[®] PowerPoint[®]

by Doug Lowe

for
dummies[®]
A Wiley Brand

Microsoft® PowerPoint® For Dummies®

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Contents at a Glance

Introduction	1
Part 1: Getting Started with PowerPoint	5
CHAPTER 1: Welcome to PowerPoint	7
CHAPTER 2: Taking the Backstage Tour	29
CHAPTER 3: Editing Slides	43
CHAPTER 4: Working in Outline View	63
CHAPTER 5: Proofing Your Presentations	69
CHAPTER 6: Don't Forget Your Notes!	79
CHAPTER 7: Show Time!	85
Part 2: Creating Great-Looking Slides	103
CHAPTER 8: All about Fonts and Text Formatting	105
CHAPTER 9: Designing Your Slides	121
CHAPTER 10: Animating Your Slides	135
CHAPTER 11: The Art of Inking Your Slides	155
CHAPTER 12: Masters of the Universe Meet the Templates of Doom	165
Part 3: Embellishing Your Slides	187
CHAPTER 13: Inserting Pictures	189
CHAPTER 14: Drawing on Your Slides	211
CHAPTER 15: Charting for Fun and Profit	231
CHAPTER 16: Working with SmartArt	253
CHAPTER 17: Lights! Camera! Action! (Adding Sound and Video)	265
CHAPTER 18: More Things to Insert on Your Slides	279
Part 4: Working with Others	305
CHAPTER 19: Collaborating on Presentations	307
CHAPTER 20: Stealing Slides from Other Presentations	327
CHAPTER 21: Exporting Your Presentation to Other Formats	333
Part 5: The Part of Tens	351
CHAPTER 22: Ten PowerPoint Commandments	353
CHAPTER 23: Ten Tips for Creating Readable Slides	357
CHAPTER 24: Ten Ways to Keep Your Audience Awake	363
Index	367

Table of Contents

INTRODUCTION	1
About This Book	1
Foolish Assumptions	2
Icons Used in This Book	2
Beyond the Book	3
Where to Go from Here	3
PART 1: GETTING STARTED WITH POWERPOINT	5
CHAPTER 1: Welcome to PowerPoint	7
What in Sam Hill Is PowerPoint?	7
Getting PowerPoint	9
Introducing PowerPoint Presentations	10
Understanding Presentation Files	11
What's in a Slide?	12
Starting PowerPoint	14
Creating a Blank Presentation	14
Navigating the PowerPoint Interface	16
Unraveling the Ribbon	17
The View from Here Is Great	18
Editing Text	19
Adding a New Slide	20
Moving from Slide to Slide	22
Adding Some Style	22
Displaying Your Presentation	24
Saving Your Work	25
Closing a Presentation	25
Getting Help	26
Exiting PowerPoint	27
CHAPTER 2: Taking the Backstage Tour	29
Welcome to Backstage View	30
Considering Themes and Templates	31
Saving Your Presentation	35
Saving to a location on your computer	36
Saving to OneDrive	37
Saving a copy of a presentation	38
Opening a Presentation	39
Pinning a Presentation for Easy Access	40

CHAPTER 3: Editing Slides	43
Moving from Slide to Slide	44
Working with Objects	44
Selecting objects	45
Resizing or moving an object	46
Editing a Text Object	48
Selecting Text	49
Using Cut, Copy, and Paste	50
Duplicating an Object	52
Using the Clipboard Task Pane	52
Oops! I Didn't Mean It (The Marvelous Undo Command)	53
Working with Slide Layouts	54
Deleting a Slide	56
Duplicating a Slide	56
Finding Text	56
Replacing Text	58
Rearranging Your Slides in Slide Sorter View	59
CHAPTER 4: Working in Outline View	63
Calling Up the Outline	63
Selecting and Editing an Entire Slide	65
Selecting and Editing One Paragraph	65
Promoting and Demoting Paragraphs	65
Adding a New Paragraph	66
Adding a New Slide	67
Moving Text Up and Down	68
Collapsing and Expanding the Outline	68
CHAPTER 5: Proofing Your Presentations	69
Checking Spelling as You Go	70
Spell Checking After the Fact	71
Using the Thesaurus	74
Capitalizing Correctly	75
Using the AutoCorrect Feature	76
CHAPTER 6: Don't Forget Your Notes!	79
Understanding Notes	80
Adding Notes to a Slide	81
Adding an Extra Notes Page for a Slide	82
Adding a New Slide from Notes Page View	83
Printing Notes Pages	83
Displaying Notes on a Separate Monitor	84

CHAPTER 7: Show Time!	85
The Quick Way to Print	86
Printing from Backstage View	86
Printing more than one copy	87
Changing printers	87
Printing part of a document	88
Using Print Preview	89
Setting Up a Slideshow	89
Starting a Slideshow	90
Working in Presenter View	91
Controlling Your Presentation with the Keyboard and Mouse	93
Using Presentation Tools	94
Using the Laser Pointer feature	95
Scribbling on your slides	96
Rehearsing Your Slide Timings	97
Using Custom Shows	98
Creating a custom show	99
Showing a custom show	100
Hiding slides	100
Showing Your Presentation Online	100
 PART 2: CREATING GREAT-LOOKING SLIDES	 103
CHAPTER 8: All about Fonts and Text Formatting	105
Changing the Look of Your Text	106
Changing the size of characters	108
Choosing text fonts	109
Adding color to your text	109
Adding shadows	110
Big Picture Text Formatting	110
Biting the bulleted list	111
Creating numbered lists	112
Setting tabs and indents	114
Spacing out	115
Lining things up	115
Making columns	117
Creating Fancy Text with WordArt	117
 CHAPTER 9: Designing Your Slides	 121
Looking at the Design Tab	121
Working with Themes	122
Applying themes	123
Using theme colors	124
Using theme fonts	128
Applying theme effects	128

Changing the Slide Size	129
Applying Background Styles	130
Using a gradient fill	131
Using other background effects	133
Using the Design Ideas Feature to Design Your Slides	134
CHAPTER 10: Animating Your Slides	135
Using the Transitions Tab	135
Creating a slide transition	136
Using the Morph transition effect	139
Using the Animations Tab	140
Using advanced animations	142
Timing your animations	150
CHAPTER 11: The Art of Inking Your Slides	155
Drawing on Your Slides	156
Using the Ruler	158
Converting Windows Ink to Text	160
Converting Windows Ink to Shapes	161
Converting Windows Ink to a Math Formula	162
Animating Windows Ink	163
CHAPTER 12: Masters of the Universe Meet the Templates of Doom	165
Working with Masters	166
Modifying the slide master	167
Modifying the handout master	172
Modifying the notes master	173
Using Masters	174
Overriding the master text style	174
Hiding background objects	174
Using Headers and Footers	175
Adding a date, number, or footer to slides	176
Adding a header or footer to notes or handouts pages	177
Editing the header and footer placeholders directly	178
Yes, You Can Serve Two Masters	178
Creating a new slide master	178
Applying masters	180
Preserving your masters	181
Restoring Lost Placeholders	181
Working with Templates	182
Creating a new template	183
Creating a presentation based on a template	183
Working with Presentation Sections	184

PART 3: EMBELLISHING YOUR SLIDES	187
CHAPTER 13: Inserting Pictures	189
Exploring the Many Types of Pictures	190
Bitmap pictures	190
Victor, give me a vector.....	191
Inserting Pictures in Your Presentation	192
From the web.....	192
From your computer.....	194
From the stock library.....	196
Moving, Sizing, Stretching, and Cropping Pictures	197
Adding Style to Your Pictures	199
Applying a picture border.....	200
Applying picture effects	200
Applying Artistic Effects	201
Removing picture backgrounds.....	202
Correcting Sharpness, Brightness, Contrast, and Color	205
Compressing Your Pictures	206
Working with 3D Models	208
CHAPTER 14: Drawing on Your Slides	211
Some General Drawing Tips.....	211
Zooming in	211
Displaying the ruler, gridlines, and guides.....	212
Sticking to the color scheme	213
Saving frequently.....	213
Remembering Ctrl+Z.....	213
Drawing Simple Objects	214
Drawing straight lines.....	215
Drawing rectangles, squares, ovals, and circles	216
Creating Other Shapes	216
Drawing a shape	217
Drawing a polygon or free-form shape	219
Drawing a curved line or shape.....	220
Creating a text box	221
Styling Your Shapes.....	222
Setting the shape fill	222
Setting the shape outline	222
Applying shape effects	223
Flipping and Rotating Objects	224
Flipping an object	224
Rotating an object 90 degrees.....	224
Using the rotate handle	225

Drawing a Complicated Picture.....	225
Changing layers.....	226
Line 'em up.....	227
Using the grids and guides.....	227
Group therapy.....	228
CHAPTER 15: Charting for Fun and Profit.....	231
Understanding Charts.....	232
Adding a Chart to Your Presentation.....	233
Adding a new slide with a chart.....	233
Adding a chart to an existing slide.....	237
Pasting a chart from Excel.....	238
Changing the Chart Type.....	238
Working with Chart Data.....	239
Switching rows and columns.....	240
Changing the data selection.....	241
Editing the source data.....	242
Refreshing a chart.....	242
Changing the Chart Layout.....	242
Changing the Chart Style.....	243
Embellishing Your Chart.....	245
Using Treemap and Sunburst Charts.....	247
Using Map Charts.....	249
CHAPTER 16: Working with SmartArt.....	253
Understanding SmartArt.....	253
Creating a SmartArt Diagram.....	255
Tweaking a SmartArt Diagram.....	258
Editing the SmartArt Text.....	259
Working with Organization Charts.....	261
Adding boxes to a chart.....	262
Deleting chart boxes.....	262
Changing the chart layout.....	263
CHAPTER 17: Lights! Camera! Action! (Adding Sound and Video).....	265
Adding Sound to a Slide.....	266
Investigating sound files.....	266
Inserting an audio sound object.....	267
Setting audio options.....	269
Adding Video to Your Slides.....	271
Finding a video to add to your presentation.....	271
Inserting a video clip.....	272
Setting video options.....	273
Compressing Media.....	277

CHAPTER 18: More Things to Insert on Your Slides	279
Inserting Tables	279
Creating a table in a Content placeholder	280
Inserting a table on a slide	281
Drawing a table	281
Adding style to a table	283
Working with the Layout tab	285
Inserting WordArt	288
Using Hyperlinks	289
Creating a hyperlink to another slide	291
Creating a hyperlink to another presentation or to a website ...	292
Adding Action Buttons	293
Assigning button actions	294
Choosing button shapes	294
Creating a button	294
Creating a navigation toolbar	297
Inserting Equations	298
Inserting Icons	302
PART 4: WORKING WITH OTHERS	305
CHAPTER 19: Collaborating on Presentations	307
Understanding Collaboration	307
Working with OneDrive	309
Managing OneDrive features	312
Sharing a OneDrive presentation	314
Working with Teams	319
Collaborating in Real Time	324
Using Comments	325
CHAPTER 20: Stealing Slides from Other Presentations	327
Misdemeanor Slide Theft	328
Building a Slide Repository	330
CHAPTER 21: Exporting Your Presentation to Other Formats	333
Creating a PDF File	334
Crafting a Video	335
Adding timings and narration	336
Creating a video	338
Creating an Animated GIF	340
Packaging Your Presentation on a CD	343
Creating Handouts in Microsoft Word	345
Publishing a Presentation to Microsoft Stream	347

PART 5: THE PART OF TENS	351
CHAPTER 22: Ten PowerPoint Commandments	353
I. Thou Shalt Frequently Savest Thy Work.....	353
II. Thou Shalt Storeth Each Presentation in Its Proper Folder.....	354
III. Thou Shalt Not Abuse Thy Program's Formatting Features.....	354
IV. Thou Shalt Not Stealeth Copyrighted Materials.....	354
V. Thou Shalt Abideth by Thine Color Scheme, Auto-Layout, and Template.....	355
VI. Thou Shalt Not Abuse Thine Audience with an Endless Array of Cute Animations or Funny Sounds.....	355
VII. Keep Thy Computer Gurus Happy.....	355
VIII. Thou Shalt Backeth Up Thy Files Day by Day.....	355
IX. Thou Shalt Fear No Evil, for Ctrl+Z Is Always with Thee.....	356
X. Thou Shalt Not Panic.....	356
CHAPTER 23: Ten Tips for Creating Readable Slides	357
Try Reading the Slide from the Back of the Room.....	357
Avoid Small Text.....	358
No More Than Five Bullets, Please.....	358
Avoid Excessive Verbiage Lending to Excessively Lengthy Text That Is Not Only Redundant But Also Repetitive and Reiterative.....	358
Use Consistent Wording.....	358
Avoid Unsightly Color Combinations.....	359
Watch the Line Endings.....	359
Keep the Background Simple.....	360
Use Only Two Levels of Bullets.....	360
Avoid Bullets Altogether If You Can.....	360
Keep Charts and Diagrams Simple.....	361
CHAPTER 24: Ten Ways to Keep Your Audience Awake	363
Don't Forget Your Purpose.....	363
Don't Become a Slave to Your Slides.....	364
Don't Overwhelm Your Audience with Unnecessary Detail.....	364
Don't Neglect Your Opening.....	364
Be Relevant.....	365
Don't Forget the Call to Action.....	365
Practice, Practice, Practice.....	365
Relax!.....	366
Expect the Unexpected.....	366
Don't Be Boring.....	366
INDEX	367

Introduction

Welcome to *PowerPoint For Dummies*, Office 2021 Edition, the book written especially for people who are lucky enough to use the latest and greatest version of PowerPoint and want to find out just enough to finish that presentation that was due yesterday.

Did you give up on PowerPoint a long time ago because all your presentations look like they've been recycled from the '90s? Have you often wished that you could create presentations that drive home your point with simple and concise illustrations that don't look silly, cheesy, or just plain awful? Do you find PowerPoint too difficult to use? Do you long for the good old days of flip charts and dry-erase markers?

If you answered yes to any of these questions, you're holding the perfect book right here in your formerly Magic Marker-stained hands. Help is here, within these humble pages.

This book talks about PowerPoint in everyday — and often irreverent — terms. No lofty prose here; the whole thing checks in at about the fifth-grade reading level. I have no Pulitzer expectations for this book. My goal is to make an otherwise dull and lifeless subject at least tolerable — and maybe even kind of fun.

About This Book

This isn't the kind of book that you pick up and read from start to finish as though it were a cheap novel. If I ever see you reading it at the beach, I'll kick sand in your face. This book is more like a reference — the kind of book you can pick up, turn to just about any page, and start reading. It has 24 chapters, each one covering a specific aspect of using PowerPoint — such as printing, animating your slides, or using clip art.

You don't have to memorize anything in this book. It's a need-to-know book: You pick it up when you need to know something. Need to know how to create an organization chart? Pick up the book. Need to know how to override the slide master? Pick up the book. After you find what you're looking for, put it down and get on with your life.

Within this book, you may note that some web addresses break across two lines of text. If you're reading this book in print and you want to visit one of these web pages, simply key in the web address exactly as it's noted in the text, pretending as though the line break doesn't exist. If you're reading this as an e-book, you've got it easy — just click the web address to be taken directly to the web page.

Foolish Assumptions

I make only three assumptions about you:

- » You use a computer.
- » It's a Windows computer, not a Mac. PowerPoint requires at least Windows 10. (PowerPoint works on Macs as well, and it works almost the same. But this book is designed primarily for Windows users.)
- » You use or are thinking about using PowerPoint.

Nothing else. I don't assume that you're a computer guru who knows how to change a controller card or configure memory for optimal use. These types of computer chores are best handled by people who like computers. My hope is that you're on speaking terms with such a person. Do your best to stay there.

Icons Used in This Book

As you're reading all this wonderful prose, you occasionally see icons in the margins. They draw your attention to important information, and here's what they mean:



TIP

Pay special attention to this icon — it tells you that some particularly useful tidbit is at hand, perhaps a shortcut or a way of using a command that you may not have considered.



WARNING

Danger! Danger! Danger! Stand back, Will Robinson! You won't cause death or destruction to anyone with PowerPoint, but this icon will warn you of anything that could cause you to lose work or otherwise want to tear your hair out.



REMEMBER

Did I tell you about the memory course I took? Paragraphs marked with this icon simply point out details that are worth committing to memory.



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Watch out! Some technical drivel is just around the corner. Read it only if you have your pocket protector firmly attached.

Beyond the Book

In addition to what you're reading right now, this product also comes with a free access-anywhere Cheat Sheet that includes a variety of shortcuts for everything from formatting and editing to slideshows and more. To get this Cheat Sheet, simply go to www.dummies.com and type **PowerPoint For Dummies Cheat Sheet** in the Search box.

Where to Go from Here

Yes, you can get there from here. With this book in hand, you're ready to charge full speed ahead into the strange and wonderful world of desktop presentations. Browse the table of contents and decide where you want to start. Be bold! Be courageous! Be adventurous! Above all else, have fun!

1

Getting Started with PowerPoint

IN THIS PART . . .

Get a bird's-eye view of PowerPoint and what you can do with it.

Open and save files.

Edit the content on PowerPoint slides, from the text itself to text objects to other types of objects, such as clip art or drawn shapes.

Work in Outline view so you can focus on your presentation's main points and subpoints without worrying about appearance.

Proof your presentation with PowerPoint and avoid embarrassing mistakes.

Create speaker notes to help you get through your presentation.

Finish the final preparations by printing copies of your slides, notes, and handouts; setting up a projector; and actually delivering your presentation.

IN THIS CHAPTER

- » Discovering PowerPoint
- » Firing up PowerPoint
- » Making sense of the PowerPoint screen and the Ribbon
- » Creating a new presentation
- » Saving and closing your work
- » Getting help
- » Getting out of PowerPoint

Chapter 1

Welcome to PowerPoint

This chapter is a grand and gala welcoming ceremony for PowerPoint, Microsoft's popular slide-presentation program.

This chapter is sort of like the opening ceremony of the Olympics, in which all the athletes parade around the stadium and people make speeches in French. In much the same way, this chapter marches PowerPoint around the stadium so you can get a bird's-eye view of what the program is and what you can do with it. I make a few speeches, but not in French (unless, of course, you're reading the French edition of this book).

What in Sam Hill Is PowerPoint?

PowerPoint is a program that comes with Microsoft Office, which includes Word, Excel, and Outlook, too.

You know what Word is — it's the world's most-loved and most-hated word-processing program, and it's perfect for concocting letters, term papers, and great American novels. I'm thinking of writing one as soon as I finish this book. Excel is a spreadsheet program used by bean counters the world over. Outlook is that program you use to read your email. But what the heck is PowerPoint? Does anybody know or care? (And as long as I'm asking questions, who in Sam Hill was Sam Hill?)

PowerPoint is a presentation program, and it's one of the coolest programs I know. It's designed to work with a giant-screen TV or a projector to display presentations that will bedazzle your audience members and instantly sway them to your point of view, even if you're selling real estate on Mars, season tickets for the Las Vegas Raiders, or a new tax increase in an election year. If you've ever flipped a flip chart, you're going to love PowerPoint.

Here are some of the many uses of PowerPoint:

- » **Business presentations:** PowerPoint is a great time-saver for anyone who makes business presentations, whether you've been asked to speak in front of hundreds of people at a shareholders' convention, a group of sales reps at a sales conference, or your own staff or coworkers at a business meeting.
- » **Sales presentations:** If you're an insurance salesperson, you can use PowerPoint to create a presentation about the perils of not owning life insurance and then use your laptop or tablet computer to show it to hapless clients.
- » **Lectures:** PowerPoint is useful for teachers or conference speakers who want to reinforce the key points in their lectures with slides.
- » **Homework:** PowerPoint is a great program to use for certain types of homework projects, like those big history reports that count for half your grade.
- » **Church:** People use PowerPoint in churches to display song lyrics on big screens so everyone can sing along or to display sermon outlines so everyone can take notes. If your church still uses hymnals or prints the outline in the bulletin, tell the minister to join the 21st century.
- » **Information stations:** You can use PowerPoint to set up a computerized information kiosk that people can walk up to and use. For example, you can create a museum exhibit about the history of your town or set up a trade-show presentation to provide information about your company and products.
- » **Videoconference presentations:** PowerPoint can even help you set up a presentation that you can share in a videoconference so people can join in on the fun without having to leave the comfort of their own homes or offices.

Getting PowerPoint

There are three ways to get a copy of PowerPoint:

- » **Subscribe to Office 365:** Office 365 is a cloud-based subscription service that lets you use various products that are part of the Microsoft Office suite. The main advantages of subscribing to Office 365 are that you pay a low monthly or yearly fee (as low as \$8.25 per month), you always get the latest updates for free, and you can install the software on all your devices and sign in to Office on as many as five of them at the same time.
- » **Buy a copy of Office 2021.** You can buy Office 2021 for about twice the price of an annual subscription. The advantage is that you own the software outright; the disadvantage is that you don't get free updates.
- » **Purchase PowerPoint separately from the entire Office suite.** Few people choose this option, because most people who want to use PowerPoint also want to use other products in the Office suite, including Word, Excel, and Outlook.

My preferred method, and the one Microsoft recommends, is to subscribe to Office 365. If you opt to go the subscription route, you'll find that there are several plans to choose from:

- » **Home:** Intended for home or personal use. This is the option usually chosen by families or students. There are two Home subscription options:
 - **Personal:** Can be used by just one user
 - **Family:** Can be used by up to six users
- » **Business:** Intended for small businesses. Technically, you can support up to 300 users with a Business subscription, but most businesses with more than 50 employees should use an Enterprise subscription instead. There are three Business subscription options:
 - **Basic:** The Basic edition does not include the desktop version of PowerPoint or the other Office applications. It only includes an online version that provides most, but not all, of the features of the desktop version.
 - **Standard:** The Standard edition provides both the online and desktop versions of PowerPoint and the other Office applications.
 - **Premium:** The Premium edition provides advanced security features.

» **Enterprise:** Designed for businesses of any size. The two most popular Enterprise subscription plans that include PowerPoint are

- **E3:** Includes both online and desktop versions of Office applications (including PowerPoint, of course), as well as email hosting
- **E5:** Includes more security features than E3



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You'll probably shake your head in wonder when you hear the name used to refer to Office 365. Microsoft has recently changed the name of Office 365 to Microsoft 365, but only for the Home and Business subscriptions. For the Enterprise subscription, the name Office 365 is still used. Go figure. Throughout this book, I use the older but more familiar name, Office 365.

Introducing PowerPoint Presentations

PowerPoint is similar to a word-processing program such as Word, except that it's geared toward creating presentations rather than documents. A presentation is kind of like those Kodak Carousel slide trays that your grandpa filled up with 35mm slides of the time he took the family to the Grand Canyon in 1965. The main difference is that, with PowerPoint, you don't have to worry about dumping all the slides out of the tray and figuring out how to get them back into the right order.

Word documents consist of one or more pages; PowerPoint presentations consist of one or more *slides*. Each slide can contain text, graphics, animations, videos, and other information. You can easily rearrange the slides in a presentation, delete slides that you don't need, add new slides, or modify the contents of existing slides.

You can use PowerPoint both to create your presentations and to actually present them.

You can use several different types of media to actually show your presentations:

- » **Computer screen:** Your computer screen is a suitable way to display your presentation when you're showing it to just one or two other people.
- » **Big-screen TV:** If you have a big-screen TV that can accommodate computer input, it's ideal for showing presentations to medium-size audiences — say, 10 to 12 people in a small conference room.
- » **Computer projector:** A computer projector projects an image of your computer monitor onto a screen so large audiences can view it.

- » **Videoconference screen share:** You can easily show your presentation by using the screen-sharing feature of your favorite videoconferencing platform. That way, your audience doesn't all have to be in the same place at the same time.
- » **Printed pages:** You can distribute a printed copy of your entire presentation to each member of your audience. (When you print your presentation, you can print one slide per page, or you can print several slides per page to save paper.)

Understanding Presentation Files

A presentation is to PowerPoint what a document is to Word or a workbook is to Excel. In other words, a presentation is a file that you create with PowerPoint. Each presentation that you create is saved on your computer's hard drive as a separate file.

PowerPoint presentations have the special extension `.pptx` added to the ends of their filenames. For example, `Sales Conference.pptx` and `History Day.pptx` are both valid PowerPoint filenames. When you type the filename for a new PowerPoint file, you don't have to type the `.pptx` extension — PowerPoint automatically adds the extension for you. Windows may hide the `.pptx` extension, in which case a presentation file named `Conference.pptx` often appears as just `Conference`.



TIP

I recommend you avoid the use of spaces and special characters, especially percent signs (`%`), in your filenames. If you want the effect of a space in a filename, use an underscore character instead. Spaces and percent signs in filenames can cause all kinds of problems if you post your presentation files to the Internet, either on a web page or even as a File Transfer Protocol (FTP) upload.



TECHNICAL
STUFF

Versions of PowerPoint prior to 2007 saved presentations with the extension `.ppt` instead of `.pptx`. The `x` at the end of the newer file extension denotes that the new file format is based on an Office Open XML standard data format that makes it easier to exchange files among different programs. The current version of PowerPoint can still save files in the old `.ppt` format, but I recommend you do so only if you need to share presentations with people who haven't yet upgraded to PowerPoint 2007 or later.

PowerPoint is set up initially to save your presentation files in the `Documents` folder, but you can store PowerPoint files in any folder on your hard drive or on any other drive. You can also save your presentation to online file storage, such as Microsoft OneDrive. And, if you want, you can write a presentation to a USB flash drive or to cloud storage.

What's in a Slide?

PowerPoint presentations comprise one or more slides. Each slide can contain text, graphics, and other elements. A number of PowerPoint features work together to help you easily format attractive slides:

- » **Slide layouts:** Every slide has a slide layout that controls how information is arranged on the slide. A slide layout is simply a collection of one or more placeholders, which set aside an area of the slide to hold information. Depending on the layout that you choose for a slide, the placeholders can hold text, graphics, clip art, sound or video files, tables, charts, graphs, diagrams, or other types of content.
- » **Background:** Every slide has a background, which provides a backdrop for the slide's content. The background can be a solid color; a blend of two colors; a subtle texture, such as marble or parchment; a pattern, such as diagonal lines, bricks, or tiles; or an image. Each slide can have a different background, but you usually want to use the same background for every slide in your presentation in order to provide a consistent look.
- » **Transitions:** Transitions control the visual effect that is employed when moving from one slide to the next. The norm is to have the next slide instantly replace the previous slide with no splashy effects. But if you want, you can have one slide dissolve into the next, or new slides can push slides out of the way, or you can make it look like the wind has blown away the old slide to reveal the next slide. In all, there are nearly 50 transition effects you can choose from.
- » **Themes:** Themes are combinations of design elements, such as color schemes and fonts, that make it easy to create attractive slides that don't look ridiculous. You can stray from the themes if you want, but you should do so only if you have a better eye than the design gurus who work for Microsoft.
- » **Slide masters:** Slide masters are special slides that control the basic design and formatting options for slides in your presentation. Slide masters are closely related to layouts — in fact, each layout has its own slide master that determines the position and size of basic title and text placeholders; the background and color scheme used for the presentation; and font settings, such as typefaces, colors, and sizes. In addition, slide masters can contain graphic and text objects that you want to appear on every slide. You can edit the slide masters to change the appearance of all the slides in your presentation at once. This helps to ensure that the slides have a consistent appearance.

All the features described in the preceding list work together to control the appearance of your slides in much the same way that style sheets and templates control the appearance of Word documents. You can customize the appearance of individual slides by adding any of the following elements:

- » **Title and body text:** Most slide layouts include placeholders for title and body text. You can type any text that you want into these placeholders. By default, PowerPoint formats the text according to the slide master, but you can easily override this formatting to use any font, size, style (like bold or italic), or text color that you want.
- » **Text boxes:** You can add text anywhere on a slide by drawing a text box and then typing text. Text boxes enable you to add text that doesn't fit conveniently in the title or body text placeholders.
- » **Shapes:** You can use PowerPoint's drawing tools to add a variety of shapes to your slides. You can use predefined AutoShapes, such as rectangles, circles, stars, arrows, and flowchart symbols. Alternatively, you can create your own shapes by using basic line, polygon, and freehand drawing tools.
- » **Illustrations:** You can illustrate your slides by inserting clip art, photographs, and other graphic elements. PowerPoint comes with a large collection of clip art pictures you can use, and Microsoft provides an even larger collection of clip art images online. And, of course, you can insert photographs from your own picture library.
- » **Charts and diagrams:** PowerPoint includes a slick diagramming feature called *SmartArt* that enables you to create several common types of diagrams, including organization charts, cycle diagrams, and others. In addition, you can insert pie charts, line charts, bar charts, and many other chart types.
- » **Video and sound:** You can add sound clips or videos to your slides. You can also add background music or a custom narration.
- » **Animations:** Animations put the various elements on an individual slide into motion. One common use of animation is to make text appear on the slide with movement to capture your audience's attention. But you can apply animation to any element on a slide.

Starting PowerPoint

Here's the procedure for starting PowerPoint:

1. Get ready.

Light some votive candles. Take two Tylenol. Put on a pot of coffee. If you're allergic to banana slugs, take an allergy pill. Sit in the lotus position facing Redmond, Washington, and recite the Windows creed three times:

Microsoft is my friend. Resistance is futile. No beer and no TV make Homer something something. . . .

2. Press the Windows key on your keyboard.

The Windows key is the one that has the fancy Windows flag printed on it. On most keyboards, it's located between the Alt and Tab keys. When you press this button, the Start page appears; here, you see a list of your commonly used applications in large tiles.



3. Click the PowerPoint tile (shown in the margin).

That's all there is to it — PowerPoint starts up in a flash.



TIP

If you hate clicking through menus but don't mind typing, another way to start PowerPoint is to press your keyboard's Windows key (usually found between the Ctrl and Alt keys), type the word **PowerPoint**, and press Enter.

Creating a Blank Presentation

When you start PowerPoint, it greets you with the screen shown in Figure 1-1. This screen lets you create a blank presentation, create a presentation based on one of several templates supplied by PowerPoint, or open an existing presentation.

For the purposes of this chapter, double-click Blank Presentation to get started with a new presentation, as shown in Figure 1-2.



TIP

Throughout the rest of this chapter, I introduce you to some simple techniques for turning a blank presentation into an actual presentation with real content. I recommend following along with the numbered steps in later sections of this chapter so you can get a feel for how to create a simple presentation in PowerPoint.

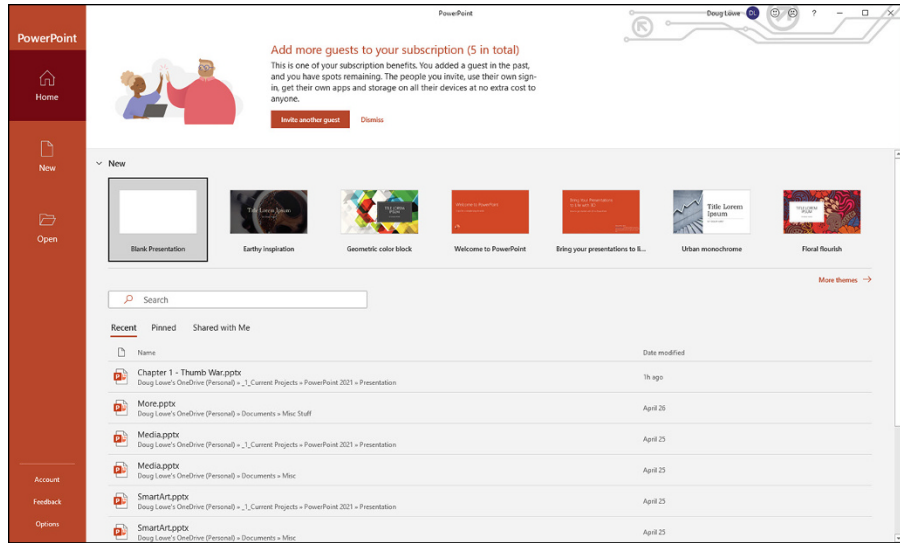


FIGURE 1-1:
PowerPoint's opening screen.

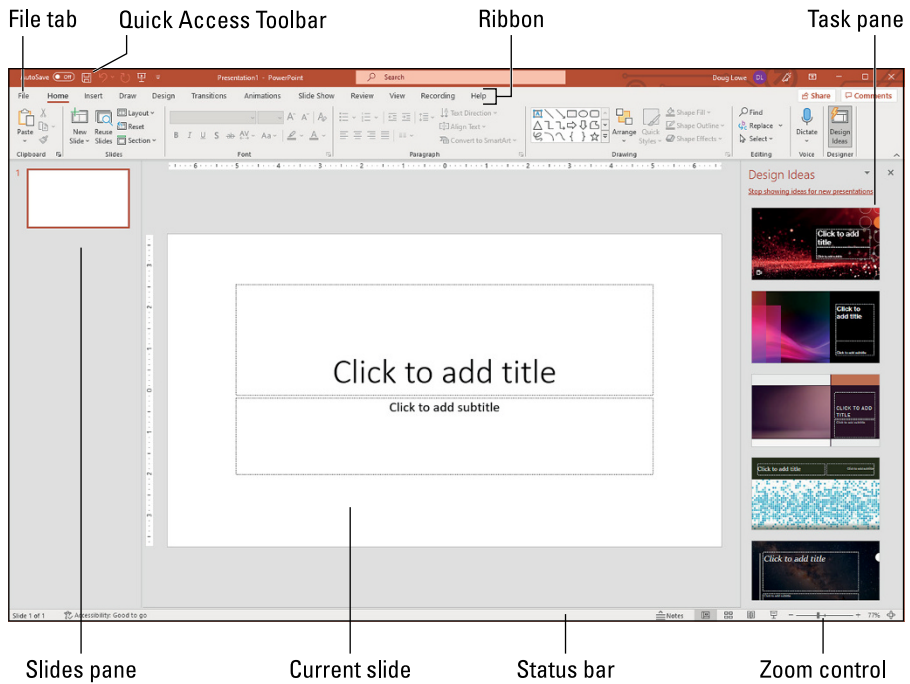


FIGURE 1-2:
PowerPoint's main screen is a tad cluttered.

Navigating the PowerPoint Interface

Refer to Figure 1-2 to see the basic PowerPoint screen in all its cluttered glory. The following list points out the more important parts of this screen:



TIP

- » **Ribbon:** Across the top of the screen, just below the Microsoft PowerPoint title, is PowerPoint's main user-interface gadget, called the *Ribbon*. The deepest and darkest secrets of PowerPoint are hidden on the Ribbon. Wear a helmet when exploring it.

The exact appearance of the Ribbon varies a bit depending on the size of your monitor. On smaller monitors, PowerPoint may compress the Ribbon a bit by using smaller buttons and arranging them differently (for example, stacking them on top of one another instead of placing them side by side).

For more information about working with the Ribbon, see the section "Unraveling the Ribbon," later in this chapter.

- » **File tab:** The first tab on the Ribbon is called the File tab, which switches PowerPoint into Backstage view where you can perform various functions such as opening and saving files, creating new presentations, printing, and other similar chores. For more information about using the File tab, turn to Chapter 2.
- » **Quick Access Toolbar:** Just above the Ribbon is the *Quick Access Toolbar*, or QAT for short. Its sole purpose is to provide a convenient resting place for the PowerPoint commands you use most often.

Initially, the QAT contains just three commands: Save, Undo, and Redo. However, you can add more commands if you want. To add any button to the QAT, right-click the command and choose Add to Quick Access Toolbar. You can also find a pull-down menu at the end of the QAT that lists several frequently used commands. You can use this menu to add these common commands to the QAT.
- » **Current slide:** Smack dab in the middle of the screen is where your current slide appears. (Note that on a tablet, the Title section of this slide may read "Tap to Add Title" rather than "Click to Add Title.")
- » **Slides pane:** To the left of the slide is an area that shows thumbnail icons of your slides. You can use this area to easily navigate to other slides in your presentation.
- » **Task pane:** To the right of the slide is an area called the *task pane*. The task pane is designed to help you complete common tasks quickly. In Figure 1-2, the task pane contains the Design Ideas feature, which suggests some design possibilities for your blank presentation.