

## PowerPoint Menu

To find a specific function, open find and type in the name of the function you want to find.

### Office Button

Main difference from word is in the print window that appears when you print a document choices are provided to what is to be printed slides, handouts or notes pages. When printing handouts choices can be made between one, two, three, six or nine slides per page.

### Home Tab

The home tab contains the familiar functions and some new ones. I will go through these here by tab and group.

The **Clipboard** group - same as word

The **Font** group - same as word

The **Paragraph** group - same as word

The **Editing** group - same as words

### New Groups

**Slides** group - there are four buttons in the Slides Group:

**New Slide Button** – this button inserts a new slide immediately after any selected slide in the slide list.

**Layout Button** – when you have inserted a new slide you can use this feature to select the slide layout

**Reset** – reset slide placeholders. Not used in this course

**Delete** – deletes highlighted slide or slides

**Drawing group**. There are six buttons in the Drawing Group

**Shapes** – Insert ready-made shapes such as circle, rectangles, ovals, arrow, etc.

**Arrange** – Group/Ungroup selected objects, Bring objects forward when you can't see the whole object, align objects with other objects and rotate objects.

**Quick Styles** – Selects a predetermined style for an object Once the style is selected a textbox can be inserted in the center of the object that becomes part of the object.

**Shape Fill** fill shape with color, gradient, picture or texture.

**Shape Border** select color, width line style and border for the chosen shape

**Shape Effects** – Apply a visual effect to the shape such as shadow reflection glow or 3d representations.

### Insert Tabs

**Tables** group - the same as word

**Illustrations** group – same as word, but no Photo Album

**Links** Group – has two buttons

**Hyperlink** – same as word and

**Actions** – Selects actions to occurs when mouse button is clicked or hovers over an object,

**Text** group – There are even buttons in this group

**Text Box** – Insert a text box to document or add text to selected shape

**Header and Footer** – adds headers and footers to the document according to a specific profile, just click the proper box to insert dates, page numbers, etc.

**Word Art**- same as Word

**Date and Time** – insert date or time into the current document If you create a text box the date or time will be inserted wherever the cursor is blinkin. If you have not inserted a text box clicking on the button will open the header and footer and the automatically or fixed date can be chosen. If automatic is chosen either date or time can be entered this will be automatically update each time you save the document. If fixed is chosen only the date is entered.

**Slide Number** – the slide number will automatically be entered in the right of the footer. This number automatically counts up as slides are added to your presentation.

**Symbols** – Inserts characters not on your keyboard wherever the blinking insert is placed. Not used in this course

**Objects** – Insert and embedded object, such as a word page or another slide onto this slide. Not used in this course

## **Design Tab**

The Media Tab has three groups

**Page Setup** Group – there are two buttons in this group

**Page Setup** – sets slide size and portrait vs. landscape view

**Slide Orientation** – selects between portrait and landscape

**Themes** Group – The theme sets the background for the slide presentation. There are scores of themes to choose from embedded in PowerPoint and downloadable from the Internet. The up and down arrows cycle through the available themes. The down arrow with the bar under it provides more choice including going on line One must be very careful choosing background themes because the colors can overwhelm the presentation and can sometimes make the text very hard to read

**Colors** – selects the color to be used for the theme

**Fonts** – select the font type for the Titles and Subtitle

**Effects** – modifies the effects of the various themes

**Background Group** – There are two buttons in this group

**Background Styles** – more modifications to the Theme that changes colors or adds gradients

**Hide Background Graphics** - Hides themes and graphics for printing handouts. This does not hide the colors added with the Background Styles button.

## **Animations Tab**

There are three groups displayed for the Animation Tab

**Preview Group** There is one button in this group

**Preview** can preview what slide looks like when printed.

**Animation Group** – There are two choices here.

**Animate** – Clicking the animate button exposes a drop down menu with No animation, Fade Wipe and Fly In. The No Animation can be used to remove animation from an object.

**Custom Animation** – This button opens an animation window that's provides many more choices. When doing custom animation, actions, timing and even sound can be added. To get to these choices an effect must be chosen. This is done via the Add Effect small text box at the top right of the screen. Once an effect is chosen the object description appears in the larger text box. This entry will have a pull down menu that has more options to add timing, sound etc, click on Effect Options choice to open another small window Effect, Timing and Text Animation.

## **Transition To This Slide Group**

**Slide Images** - Choosing one of the seven slide Image buttons determine how the slide itself appears. It can Fade, Dissolve, or Wipe Down or Across.

**Transition Sound** text box – Adds sound to the transition

**Transition Speed** text box – Choices for the speed of the transition

**Apply To All** – adds transition effect to all slides

**Advance Slide** –provides choices on switching to next slide, either on mouse click or automatically, based on time between slides that can be selected.

**Slide Show Tab** – There are three groups in this tab

**Start Slide Show Group** - three buttons

**From Beginning** – start slide show with first slide

**From Current Slide** – start slide show with slide showing on computer monitor

**Custom Slide Show** – the creator can create several different slide shows with the same presentation with different timings and selected slides. This button displays the shows created to choose from.

**Set Up Group** – there are five buttons in this group.

**Set Up Slide Show** – This window provides options as to how the slide show is presented, full screen for presentation via overhead projector, window size for viewing on computer. The creator can also choose

to loop continuously, or whether to present manually, or with preset timings. Pen color can be chosen if writing on slides during presentation.

**Hide Slide** – enables hiding of specific slides during any one slide show.

**Record Narration** – Record the presentation for automated presentations using computer microphone

**Rehearse Timing** – Give presentation and time it. This timing can be used to run the slide show automatically.

**Use Rehearse Timings** – Play the slide show with the timings set up using Rehearse Timings.

**Monitors Group** – There are three choices in this group

**Resolution** – Sets the resolution of the full screen presentation the less the resolution the faster the slide appears on the screen; can't use a resolution greater than the projector allows.

**Show Presentation On** – when using more than one monitor, the choice on which monitor to make the presentation is set here.

**Use Presenter View** – presents slide show on one screen and presenters view on another including timing and presenter notes.

**Review Tab - this tab has two groups.**

**Proofing Group** – has 5 buttons

**Spelling** – Spell checks the document or selected word/sentences

**Research** – Searches for meaning of word or phrase

**Translate** – translates words or phrases to a different language

**Language** – sets the language to that of sentence to check spelling and grammar.

**Comments Group** – has six buttons

**Show Markup** – hides and displays small icon identifying a comment

**New Comments** – adds a new comment to the displayed slide. The comment appears as a small icon displaying owner's initials and the comment number.

**Edit Comment** – displays comment for editing

**Delete** – deletes comment

**Previous** – navigate to the previous comment if more than one.

**Next** – navigate to next comment if more than one

**View Tab** – There are six groups in the view tab

**Presentation Views** – there are seven buttons

**Normal** – Presents view that is displayed when presentation is created. This view displays a miniature slide or outline view on the left (selected by clicking the proper tab), the full size Slide on the right and the Notes Page on the bottom of the window. The notes page is used for the presenter during the presentation. It does not appear in the slide show.

**Slide Sorter** – presents slide tray on which slides can be reordered by selecting and moving with the mouse. They will be moved beneath a vertical bar which will be displayed between slides as the chosen slide is moved around the slide view. This reordering can also be done in the window with the miniature slides that is displayed when a normal view is selected. When moving slides this way the slide will appear

beneath a horizontal bar that appears between slides as the chosen slide is moved.

**Notes Page** – The notes page displays an image with the slide at the top and the notes for that slide below. The creator can add or change notes in this view.

**Slide Show** – Displays a full screen view of the slide show for the creators use. Escape from the slide show at any time can occur by clicking on the escape key on the keyboard.

**Slide Master** – This is a separate slide that can be used to add common themes, colors images and text that will appear on each chosen slide.

**Handout Master** – adds themes names colors to the handouts.

**Notes Master** - adds themes names colors to the Notes

### **Show/Hide Group**

**Ruler** – Inserts a ruler to the right and the top of the slide view

**Gridlines** – adds grid lines on the slide to aid in the positioning of objects on the slide

**Message Bar** – can be opened when any required actions are need to be done. If it can't be selected there are no needed actions.

### **Zoom Group** – five buttons

**Zoom** – sets size of slide displayed images and text

**Fit to Window** – Doesn't work in my windows version show enlarge slide to the size of the window and eliminate the left and bottom views

### **Color/Grayscale Group** – three buttons

**Color** – view presentation in full color

**Grayscale** – view presentation with colors converted to grayscale

**Pure black and white** – view slides in Black and white no grayscale.

### **Window Group** four buttons

**New Window** – opens new window with view of current presentation

**Arrange All** – tile all open windows side by side

**Cascade** – overlap all open windows

**Move Split** – move splitters which separate different sections of the window

### **Macros Group** – one button

**Macros** – view a list of macros to run create and delete.