Microsoft PowerPoint 2016

by Dr. Matinee Kiewkanya

Adapted into English by Dr. Prakarn Unachak

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204100 IT AND MODERN LIFE

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1. Creating a Presentation

1. Creating a Presentation

Microsoft PowerPoint is an application software for creating slide show presentation, where you can include text, images, sounds, ,animations, and even special effects to tell an interesting story

Steps in Creating a Presentation

1) Plan your contents (topics)

List topics necessary in your presentation. Planning them ahead will prevent you from missing any important points

2) Adding details

Adding contents to each topics. However, take care not to add too much into your slide (the "wall of text" problem)

3) Adding objects

Add picture, shapes, charts, tables, or other objects to enhance your slides

4) Adjust looks and formatting

Make some adjustment such as choice of fonts and colors

5) Adding animation

Animations (in moderation) such as page transition can make your slides more eye-catching

6) Practice your presentation

Actual practice will make sure that you can make all your points in allotted time
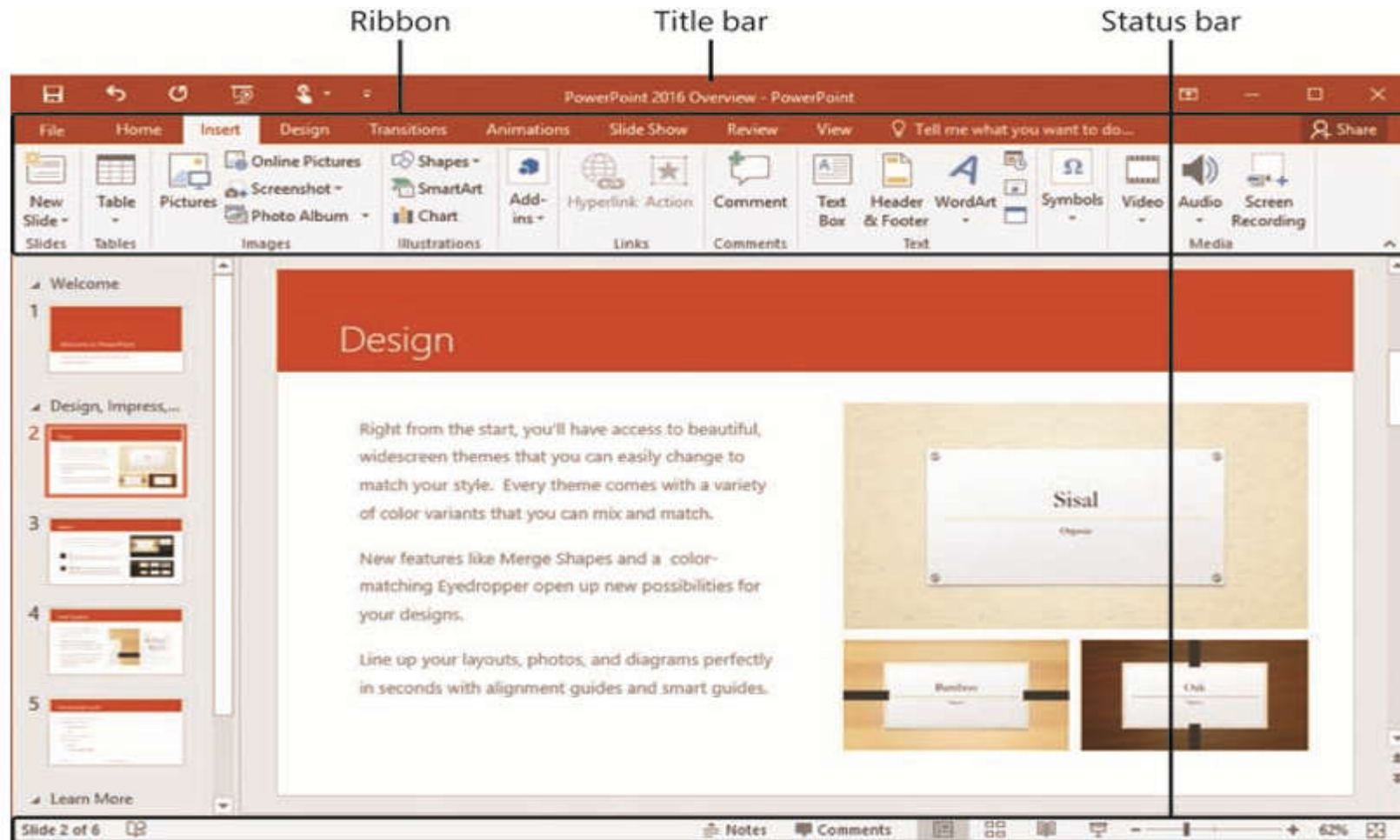
7) Prepare handouts

Make sure you handouts are properly formatted (page number, headers and footers, etc.) and printed in suitable format
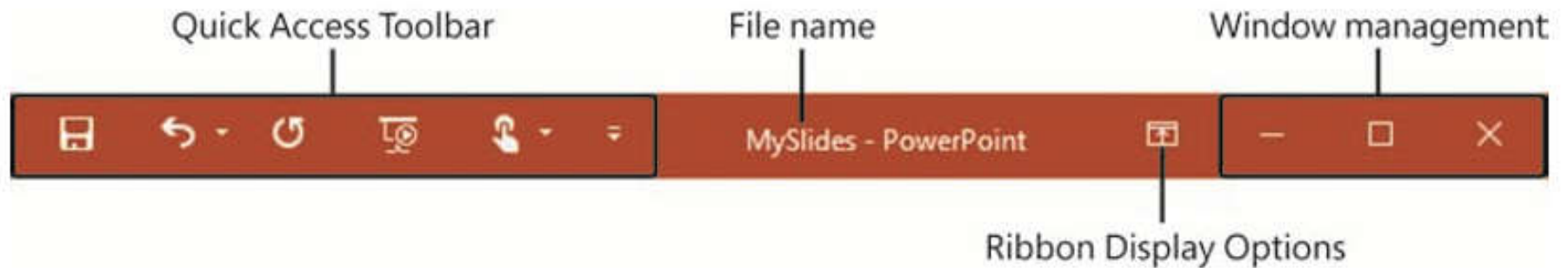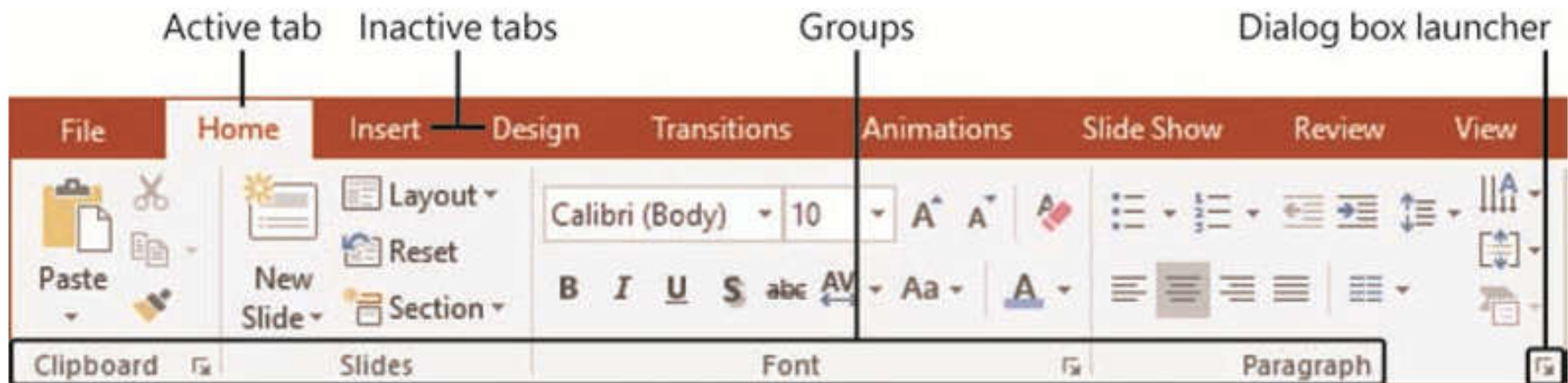
2. User Interface of PowerPoint 2016

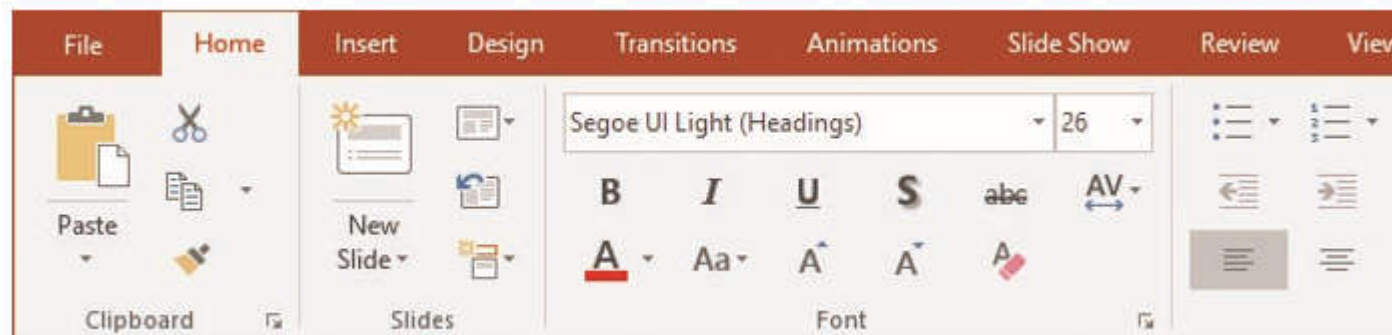# 2. User Interface of PowerPoint 2016

Title Bar :

Quick Access Toolbar   File name   Window management

MySlides - PowerPoint

Ribbon Display Options

Ribbon : Grouping commands into tabs

Active tab   Inactive tabs   Groups   Dialog box launcher

File   Home   Insert   Design   Transitions   Animations   Slide Show   Review   View

Paste   New Slide   Layout   Reset   Section   Calibri (Body)   10   A A   B I U S abc AV   Aa   A

Clipboard   Slides   Font   Paragraph

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Tab: **Related commands organized into groups**

As pictured: the *Home* tab, with *Clipboard*,

***Slides*, *Font* and half of *Paragraph* groups shown.**

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ScreenTips : appears when you move your mouse icon over a command (mouseover). It will give you a rough idea what the command will do and how to you it.
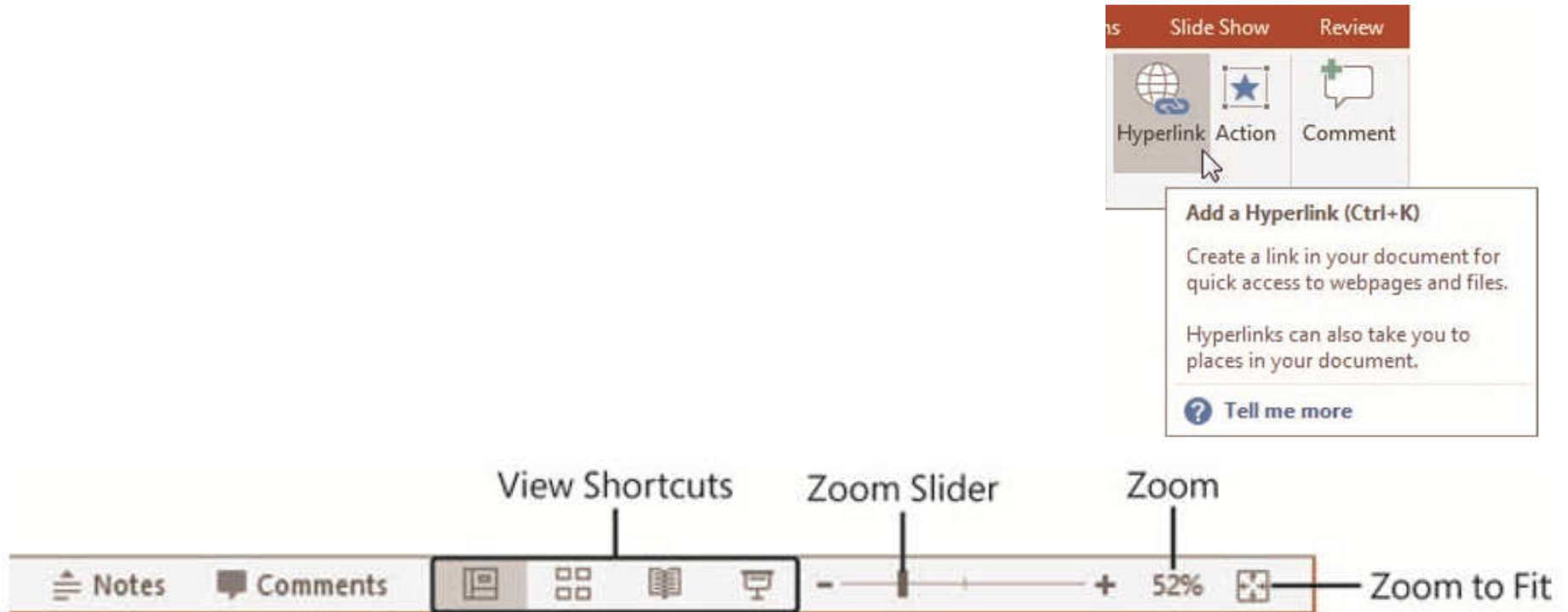
Status Bar : At the bottom of the window

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3. Creating a New Presentation

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3. Creating a New Presentation

3.1 Creating a new Presentation

3.2 Adding a new Slide into the Presentation

3.3 Views

3.4 Opening and Saving a Presentation

3.1 Creating a new Presentation

You can create a presentation from a few starting points:

- **Blank Presentation** will creating a presentation with one blank slide. The user can add details on their own

- **Design Template** will create a presentation from a design template, with font, color, and some effects pre-chosen, but <u>no content</u>. You can change/select a design template later

- **Content Templates** will create a presentation from a Content Template, which is like Design Template plus some generic content, which can be altered further to match the user's preference. May need some downloading

Creating a new Presentation

Click *File* tab > *New*

Search for Content Template
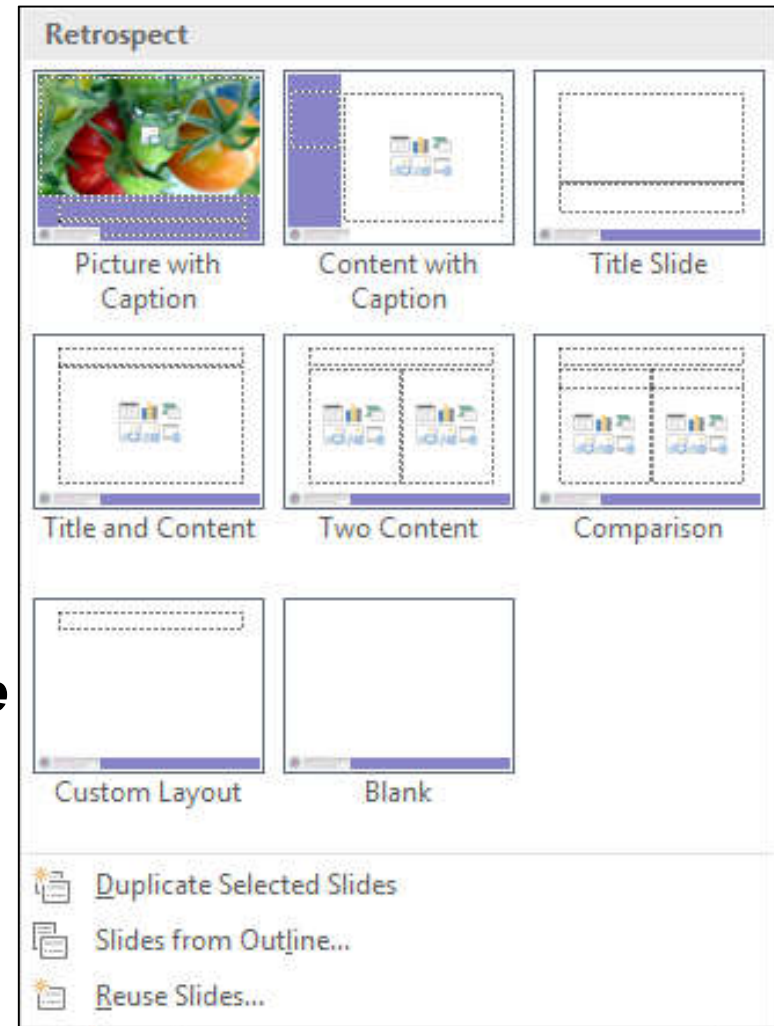
Blank Presentation

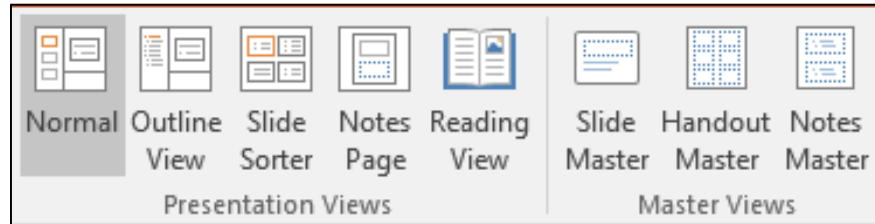**Design Template**

3.2 Adding a Slide
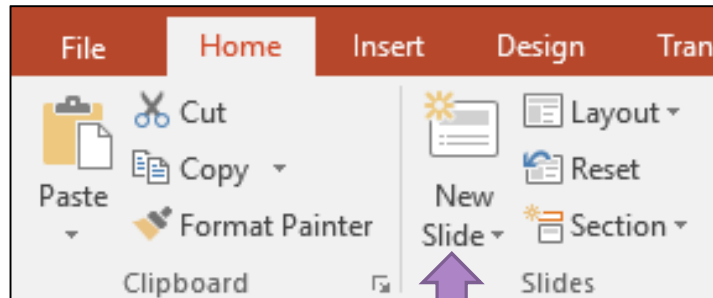
1) **Click *Home* tab → *New Slide***

2) **Select the slide layout**

3.3 Views

View tab

- ***Presentation Views* Group**

  - **Normal where you can add new slide, adding contents into a slide and format a slide**

  - **Outline View will show text content for each slide, in appropriate levels**

  - **Slide Sorter will show all slides, where you can arrange their ordering**

  - **Notes page will show the slide with emphasis on the slide's note, suitable for practicing**

- *Master Views* **Group**
  - **[Slide Master](#) will let you adjust the overall look of all slides in your presentation (master slide), adding new layout, or changing existing layout**
  - **[Handout Master](#) let you adjust the overall look of the presentation's handout pages**
  - **[Note Master](#) let you adjust the overall look of the presentation's note pages**

3.4 Opening and Saving

- **Opening an existing file**

  1) Click *File* tab → *Open* → *Browse*

  2) Select folder and file you want

- **Saving a file**

  1) Click *File* tab→ *Save* → *Browse*

  2) Select the folder you wish to save the file

  3) Select a file type from *Save as type:* If you choose PowerPoint Presentation, the extension will be **.pptx**

  4) Enter the file name in *File name:* then click *Save*

4. Formatting Your Presentation

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4. Formatting Your Presentation

4.1 Setting Slide Size

4.2 Setting Slide Orientation

4.3 Setting Presentation's Theme

4.4 Setting Background

4.1 Setting Slide Size
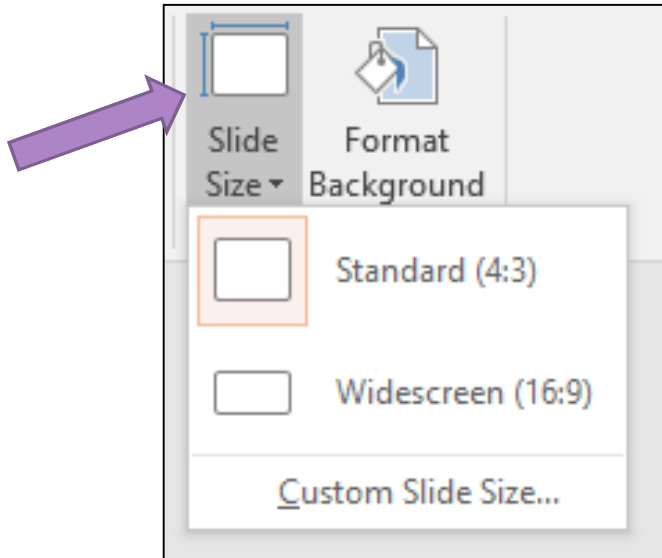
1) Click *Design* tab → *Slide Size*

2) Select preset slide size (Standard, Widescreen) or choose *Custom Slide Size* to set your own slide side

4.2 Setting Slide Orientation

Click *Design* tab → *Slide Size* → *Custom Slide Size*

Set your slide size
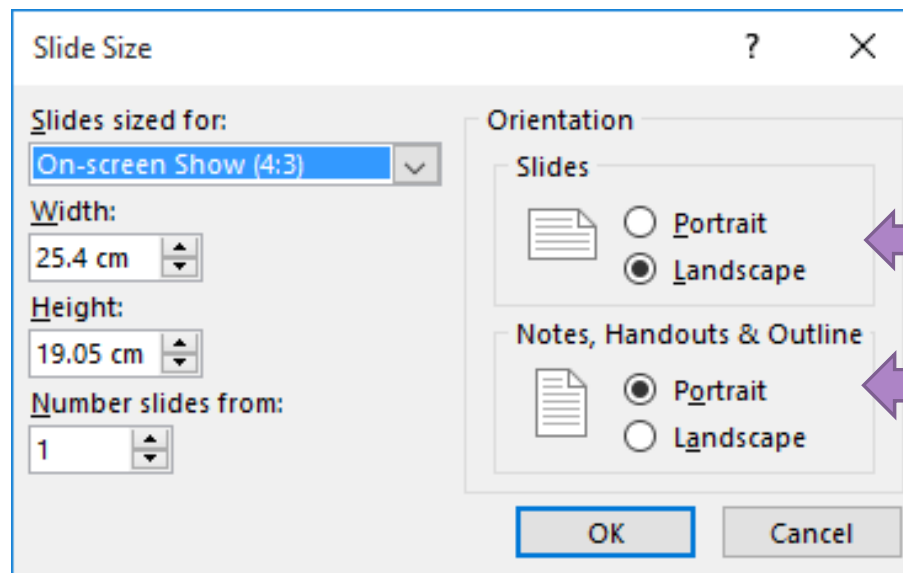
Select orientation for your slides

Select orientation for notes, handouts, and outline pages

4.3 Setting Presentation's Theme

Theme is a predefined set of colors, fonts, and special effects for you to set the look of your presentation quickly and easily. More themes are available for download at Microsoft's website. You can even create your own

- **Theme Colors** is set of colors for different part of the slide such as background, text, shape and other objects

- **Theme Fonts** is the selections of fonts used in the presentation

- **Theme Effects** is the set of special effects assigned to objects in the presentation

Selecting a Theme

1) Click *Design* tab

2) Select a theme your like form *Themes* group
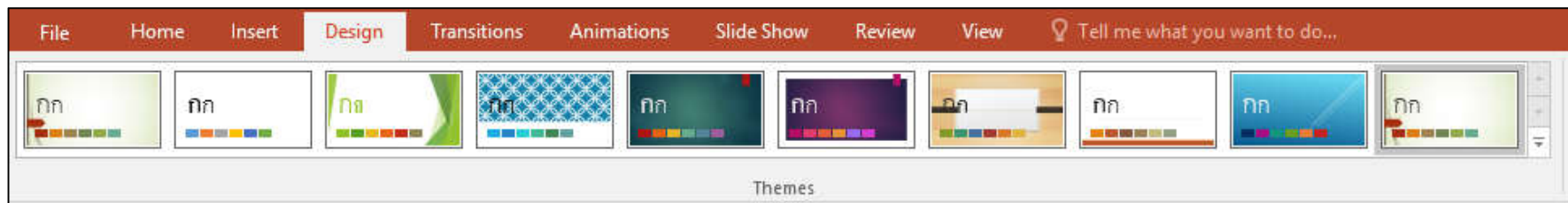
Changing Color Scheme, Font Set or Effect Style

1) Click *Design* tab

2) Click *More* button ⬇ under

   Variants group

3) Click either *Colors*, *Fonts* or *Effect*

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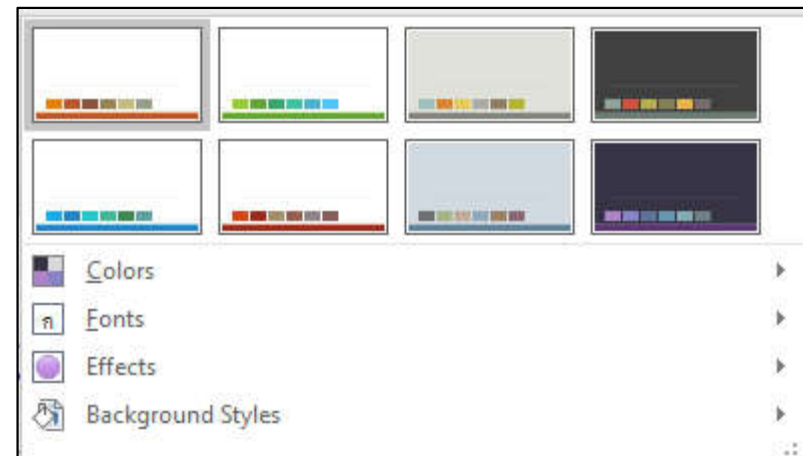
4.4 Setting Background

Click *Design* tab → *Format Background*
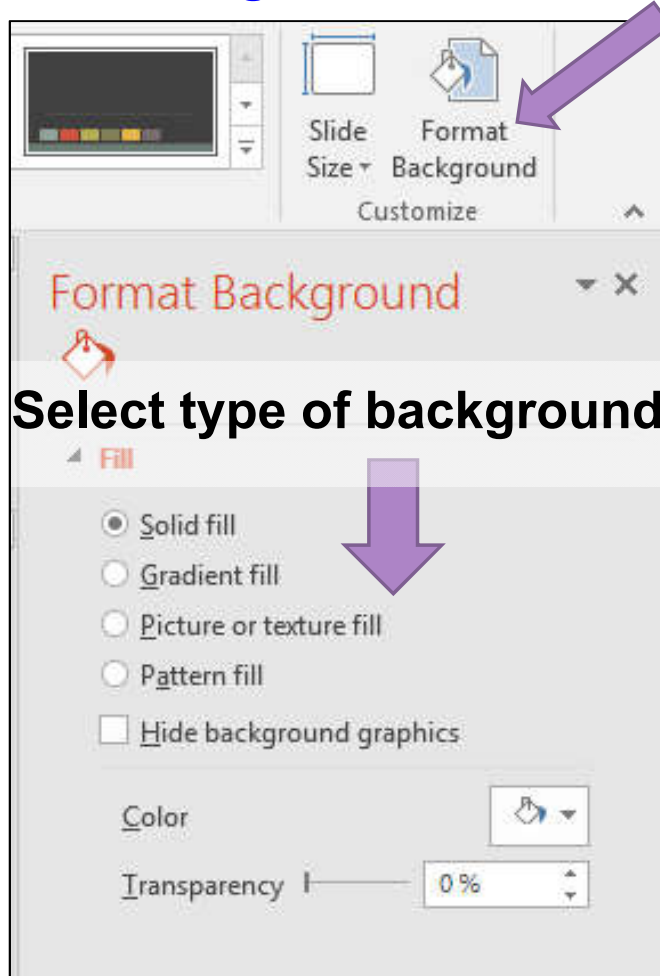
- **Solid fill**: one color

- **Gradient fill**: one color changing gradually into another

- **Picture or texture**: use image file or provide texture image

- **Pattern fill**: use pattern as background, you can select pattern colors (foreground, background)

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5. Shapes

5. Shapes

5.1 Inserting a Shape Object

5.2 Formatting a Shape Object

5.3 Copying an Object

5.4 Rotating and Flipping and Object

5.5 Arrangement of Objects

5.6 Grouping of Objects

5.1 Inserting a Shape Object

1) Click *Insert* tab ⟶ *Shapes*

2) Select a Shape

3) Place the shape (left-click and drag) on the slide

4) To enter text into the shape, either right-click the shape and select *Edit Text* or left-click the object and type
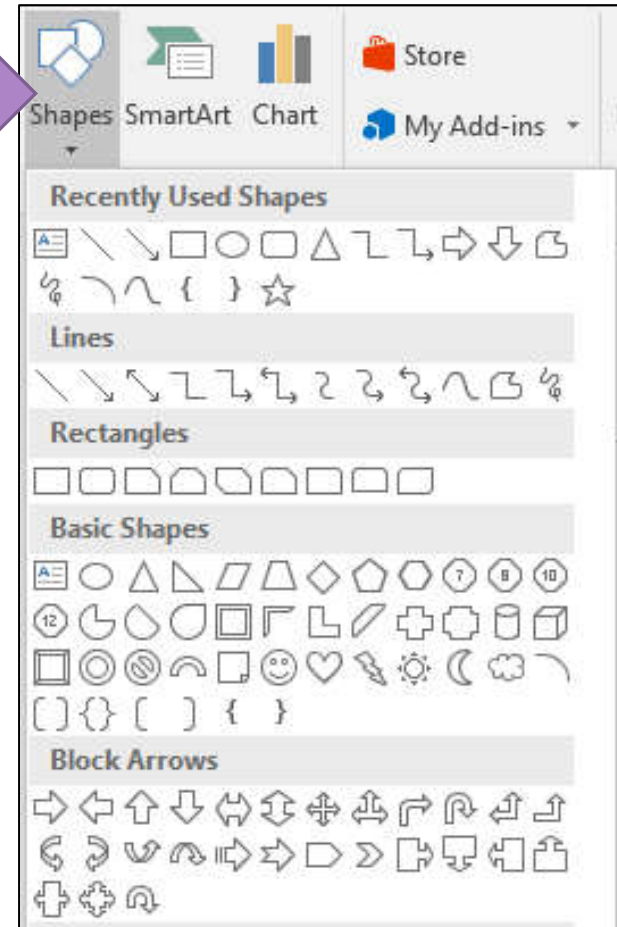
5.2 Formatting a Shape Object

Left-click the Shape, *Format* tab (for Shape) will appear.

Shape Fill : the color (or pattern) inside the shape
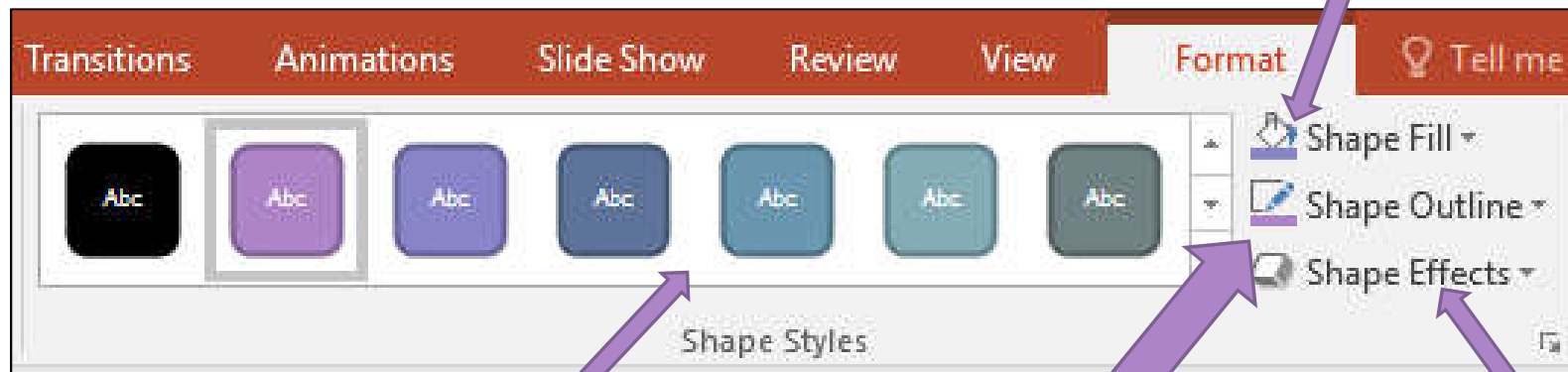
Shape Styles : preset of fill, outline and effect of the shape

Shape Effects : special effect on the shape

Shape Outline : the color/formate of the line around the shape

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5.3 Copying an Object

To copy an object, beside *Ctrl+C* ⟶ *Ctrl+V* or using

Copy ⟶ *Paste*, there is another way to copy and

object quickly:

1) Select the object

2) Press and hold *Ctrl*

3) Left-click the object and drag to copy, release the
   mouse at where you want to place the copy
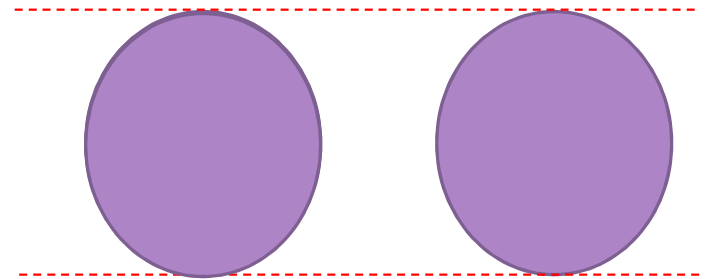
5.4 Rotating and Flipping and Object

Rotating
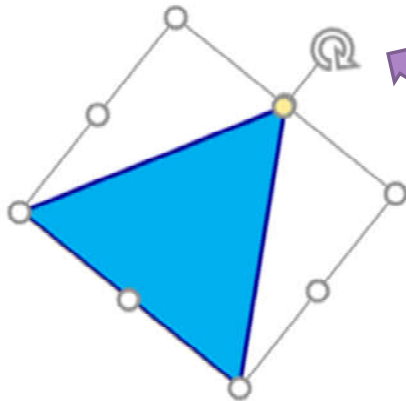
1) **Select the object**

2) **Click** **and rotate**

Flipping
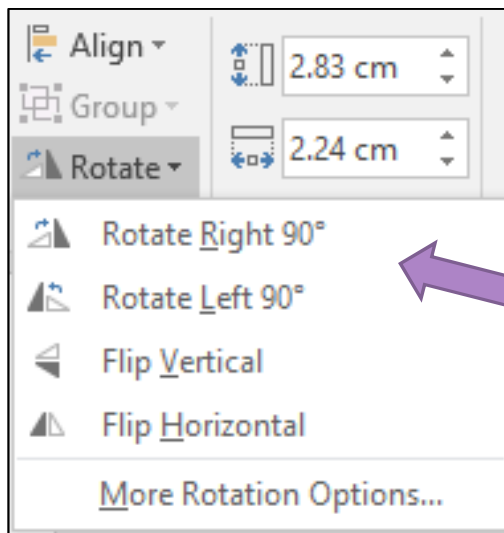
1) **Select the object → click *Format* tab (or double click the object)**

2) **Click *Rotate* under *Arrange* group**

3) **Select type of flipping**

5.5 Arrangement of Objects

Changing Order of Objects
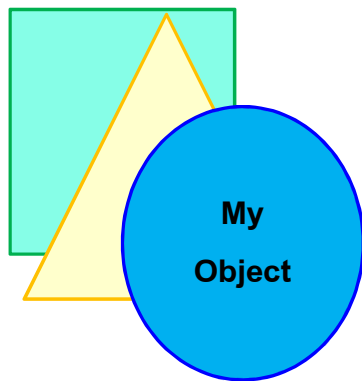
Moving Object to The Front

1) Select the object $\longrightarrow$ click *Format* tab (or double click the object)

2) Click the triangle next to *Bring Forward* under *Arrange* group
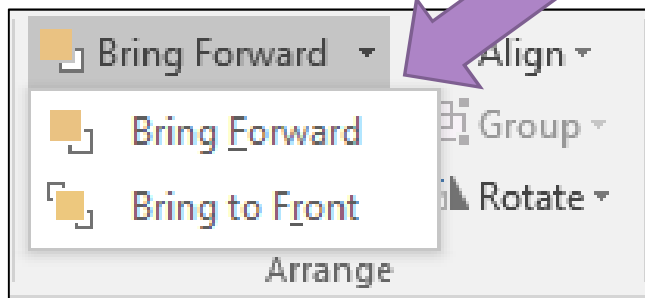
3) Select:

Bring Forward : Move object forward 1 step

Bring to Front : Move object to the front

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Changing Order of Objects
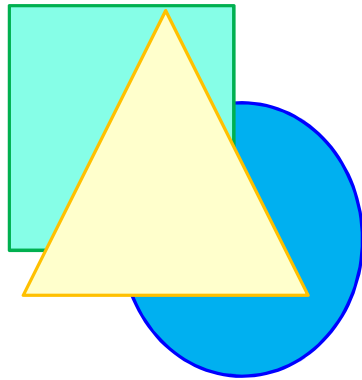
Moving Object to The Back

1) Select the object $\rightarrow$ click *Format* tab (or double click the object)

2) Click the triangle next to *Send Backward* under *Arrange* group
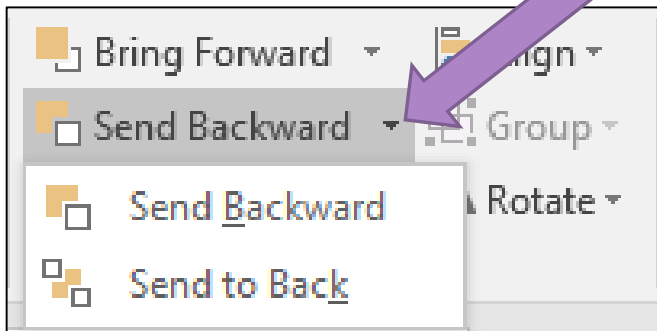
3) Select:

Send Backward: Send the object backward 1 step

Send to Back : send the object to the back

5.6 Grouping of Objects

Grouping allows user to adjust grouped objects as one object. This will make moving, rotating, resizing or formatting easier
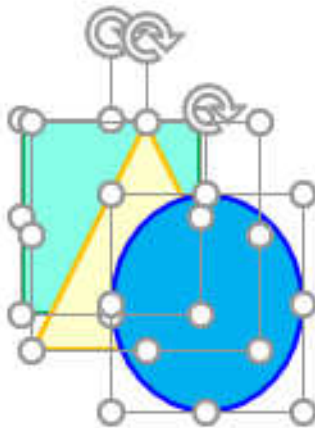
1) Select <u>all</u> objects you wish to group

    Method 1 :   Drag mouse around all objects

    Method 2 :   Left-click the first object, the Shift + left-click the rest

2) Right-click → *Group* → *Group*

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To cancel grouping
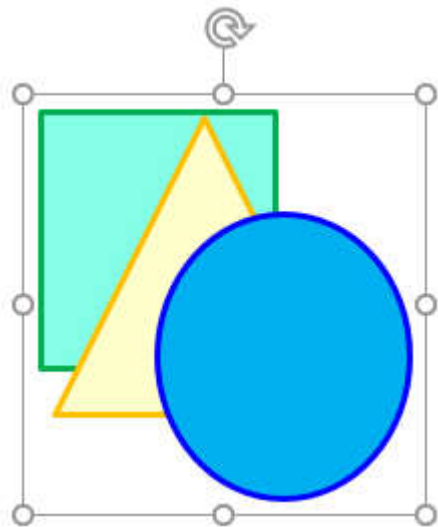
1) Select the group

2) Right-click → *Group* → *Ungroup*

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6. Other Objects

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6. Other Objects

6.1 Pictures

6.2 Special Objects

6.3 Tables

6.4 Header and Footers

6.5 Hyperlinks

6.6 Comments

6.6 Charts

6.1 Inserting a Picture

Insert tab →

Images group
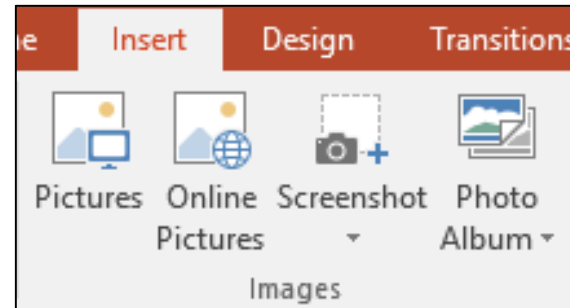
- **Pictures** : inserting a picture from a file

- **Online Pictures** : inserting a picture from web

- **Screenshot** : insert a picture from screenshot of windows current running

* You can find more details form Microsoft Word 2016 slides (part 5)

6.2 Inserting Special Objects

- **SmartArt :** *Insert* **tab** $\rightarrow$ *SmartArt*

- **TextBox :** *Insert* **tab** $\rightarrow$ **TextBox**

- **WordArt :** *Insert* **tab** $\rightarrow$ **WordArt**

- **Symbols :** *Insert* **tab** $\rightarrow$ **Symbol**

- **Equation :** *Insert* **tab** $\rightarrow$ **Equation**
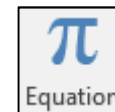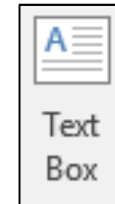
* You can find more details form Microsoft

Word 2016 slides (part 6)

6.3 Inserting a Table

Click *Insert* tab → Table
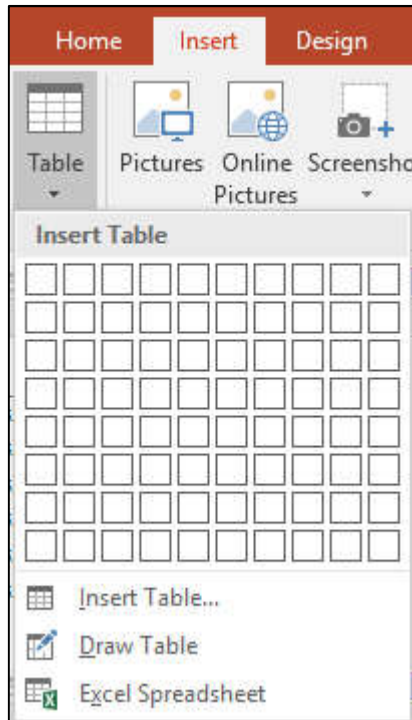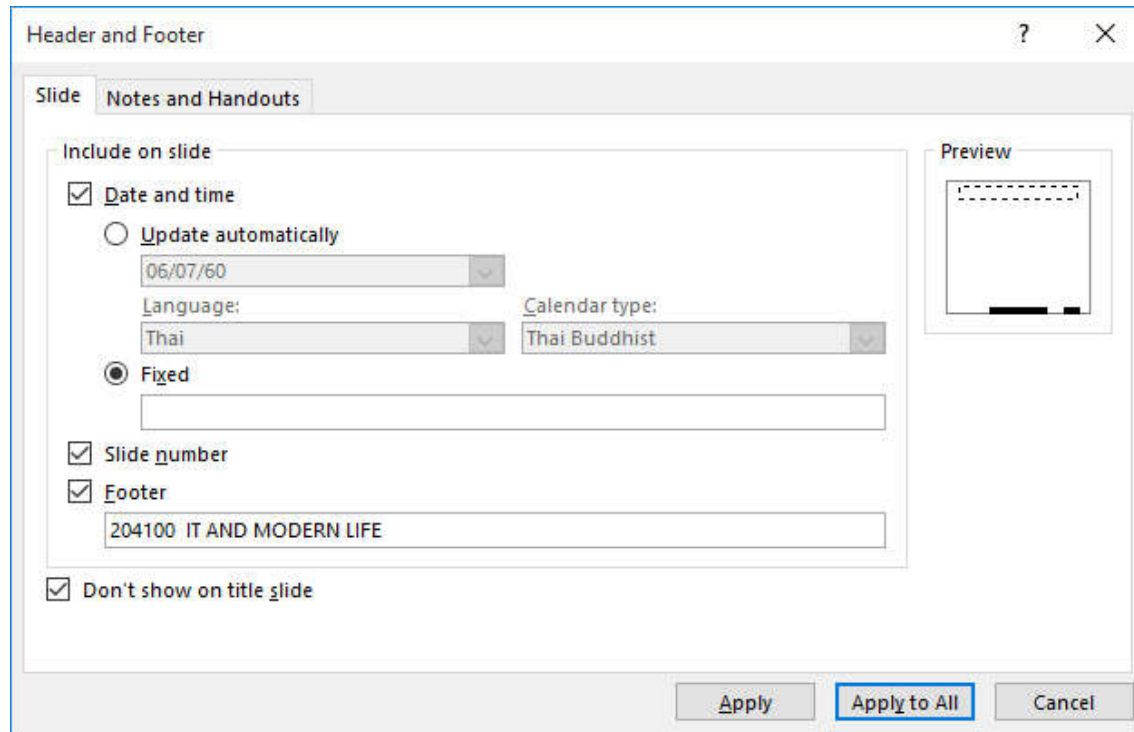
- **You can find more details, such as merging/deleting cells/rows/columns etc., form Microsoft Word 2016 slides (part 4)**

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6.4 Inserting Header and Footer

Inserting footer into the slide (no header)
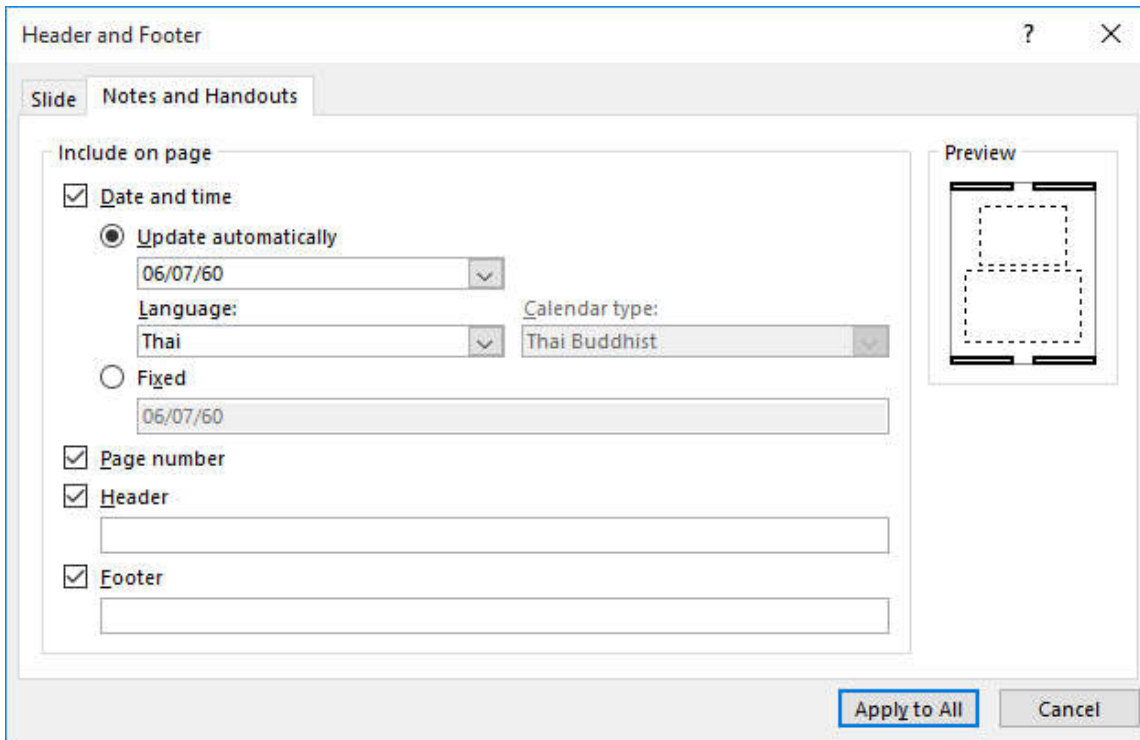
Click *Insert* tab ⟶ *Header & Footer*

- **Date and times :**

- **Slide number :**

- **Footer : check and type text that will display at the bottom of the page**

- **Dont's show on the title slide : check to not display footer on the title slide**

Inserting header and Footer into note and handout pages

Click *Insert* tab → *Header & Footer* → *Notes and Handouts*

- **Date and times** :

- **Page number** :

- **Header** : check and type text that will display at the <u>top</u> of the page

- **Footer** : check and type text that will display at the <u>bottom</u> of the page

6.5 Hyperlinks

Hyperlinks **are shortcuts to slides in the presentation, a webpage, a file, and e-mail address, among other things**

To insert a hyperlink

1) **Highlight part of text, or select an object you wish to create a hyperlink from**

2) **Click *Insert* tab → Hyperlink**

- **Hyperlink : determine the destination of the link**

- **Action : set and event (go somewhere, play sound, or run a program) when you <u>click</u> an object or <u>move you mouse over</u> an object**

Linking to a Slide in The Presentation

1) Click
Place in
This Document

2) Select the slide you
want to link to

3) Click *OK*

Link to a File or a Web Page

1) Click *Existing*
File or Web Page

2(a) In case of linking to a
file, select the file

2(b) Or, in case of linking to
a web page, type the URL

3) Click *OK*

6.6 Comments

Comment is for a user to leave a note in the presentation, <u>without altering the slides themselves</u> other users can make a reply to the comment.

■ Comments will not appear when you're showing the slides
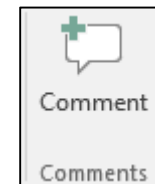
1) Click *Insert* tab ⟶ Comment

2) The icon 💬 will appear. Drag it to where you want to leave the comment.

3) Type the comment in

Comments Pane on the right
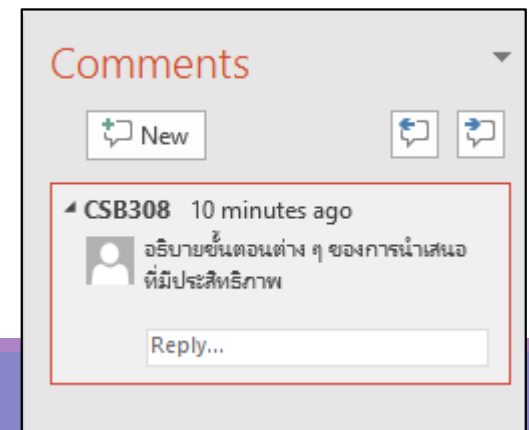
6.7 Charts

Charts are graphical representation of data. Charts are useful tools for data analysis and comparison. They are also making communicating you points user data clearer and easier. However, you need to pick a correct chart (or more than one) for your job

Chart Examples

- **<u>Bar Chart</u> displays each data value in a bar. The bars can be horizontal or vertical. This make comparison between each value easy to do**

[Ref: Pakorn Indhatep, http://pkieindruck.exteen.com/20140416/entry]
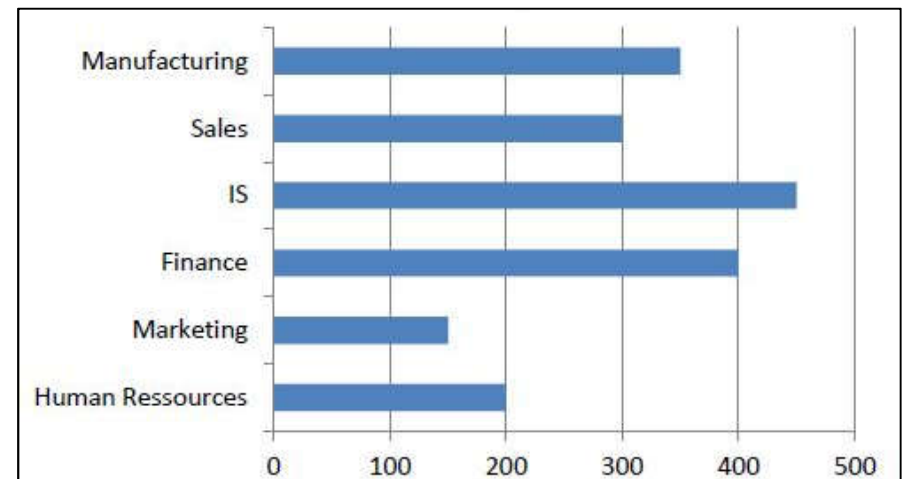
- **Stacked Bar Chart** is suitable for showing component values of a data point.

- **Line Chart** is useful for displaying periodical numerical data. With line graph, you can clearly see the changing trend of a variable over time.
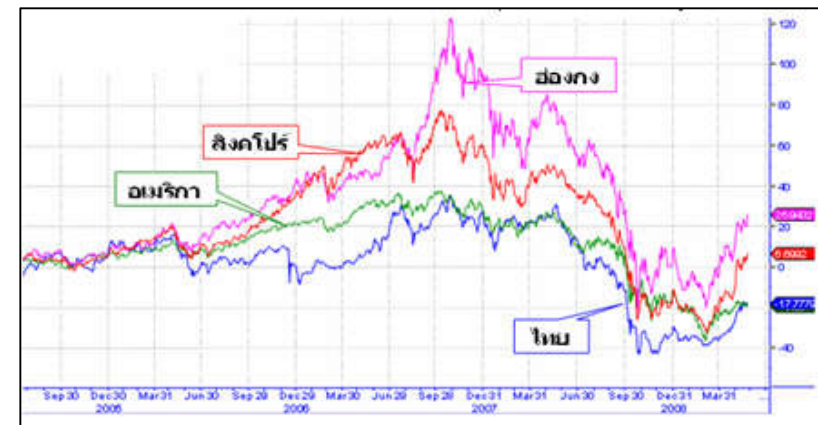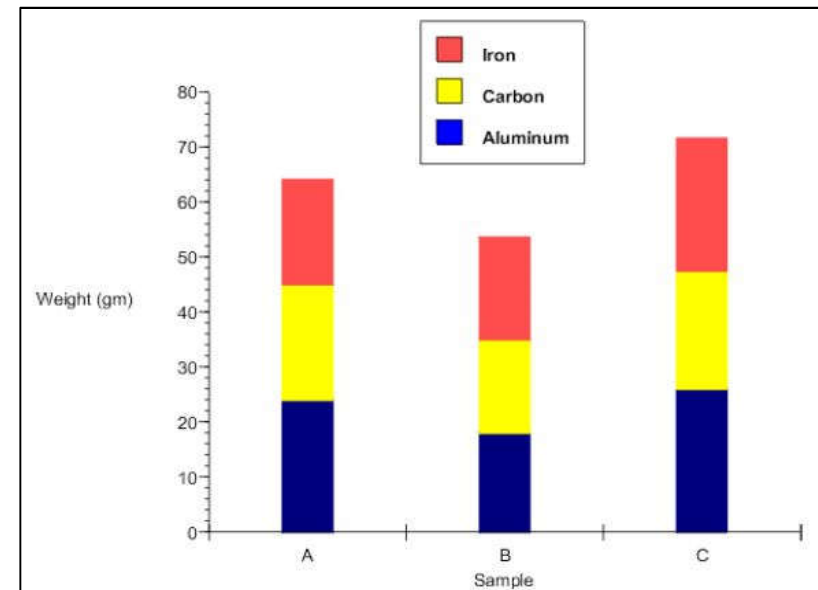
- **Pie Chart** is good for showing proportion of each variable to the whole.
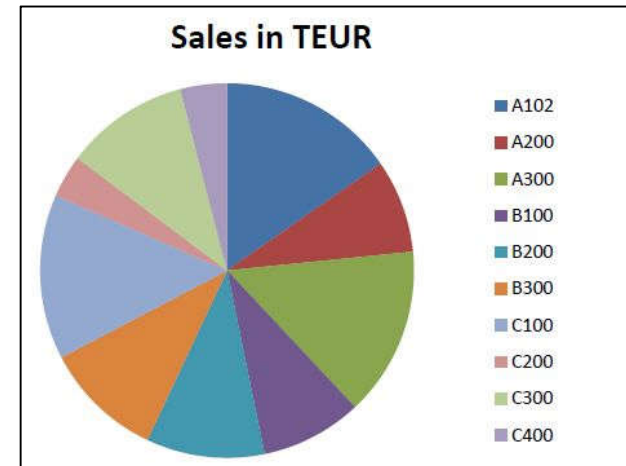
- **Radar Chart** can represent complex data, where there may be multiple related variables to a data point
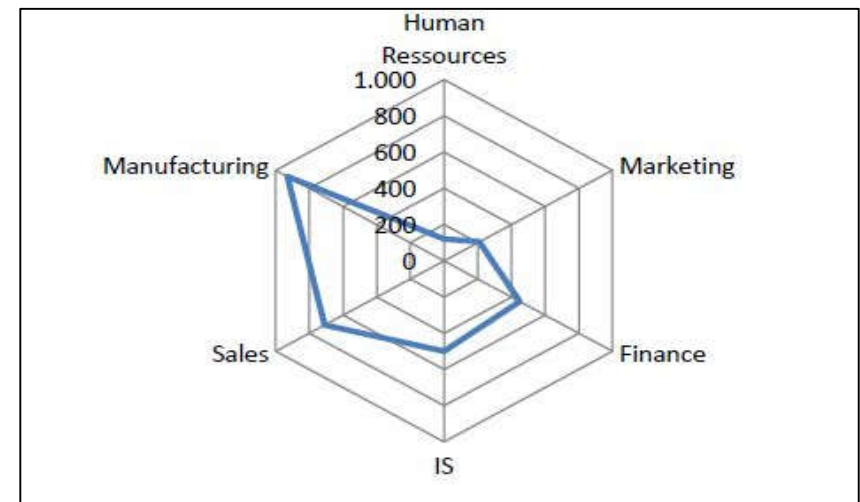
- **Scatter Plots** is where each data point is represented by two variables: one plotted on X-axis and one on Y-axis. This chart is useful in showing relationship between the two variables.

- **Treemap** is good for hierarchical data. Where a data point can be broken into smaller data points. Like hard disk space is occupied by folders, which can be broken down into files and subfolders. Or a general category (soft drink consumed this week) and be broken into subcategory (Coca-Cola, Pepsi, etc.)
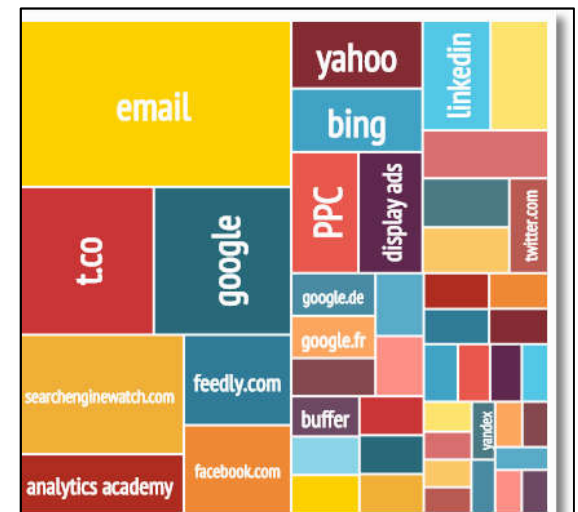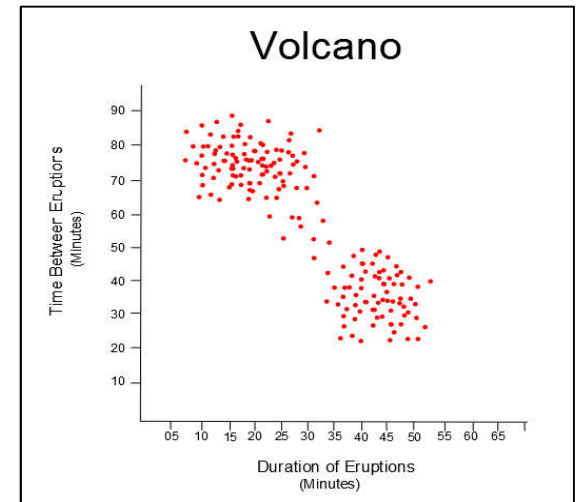
6.7 Charts (cont.)

Creating a Chart

1) **Click *Insert* tab → *Chart***
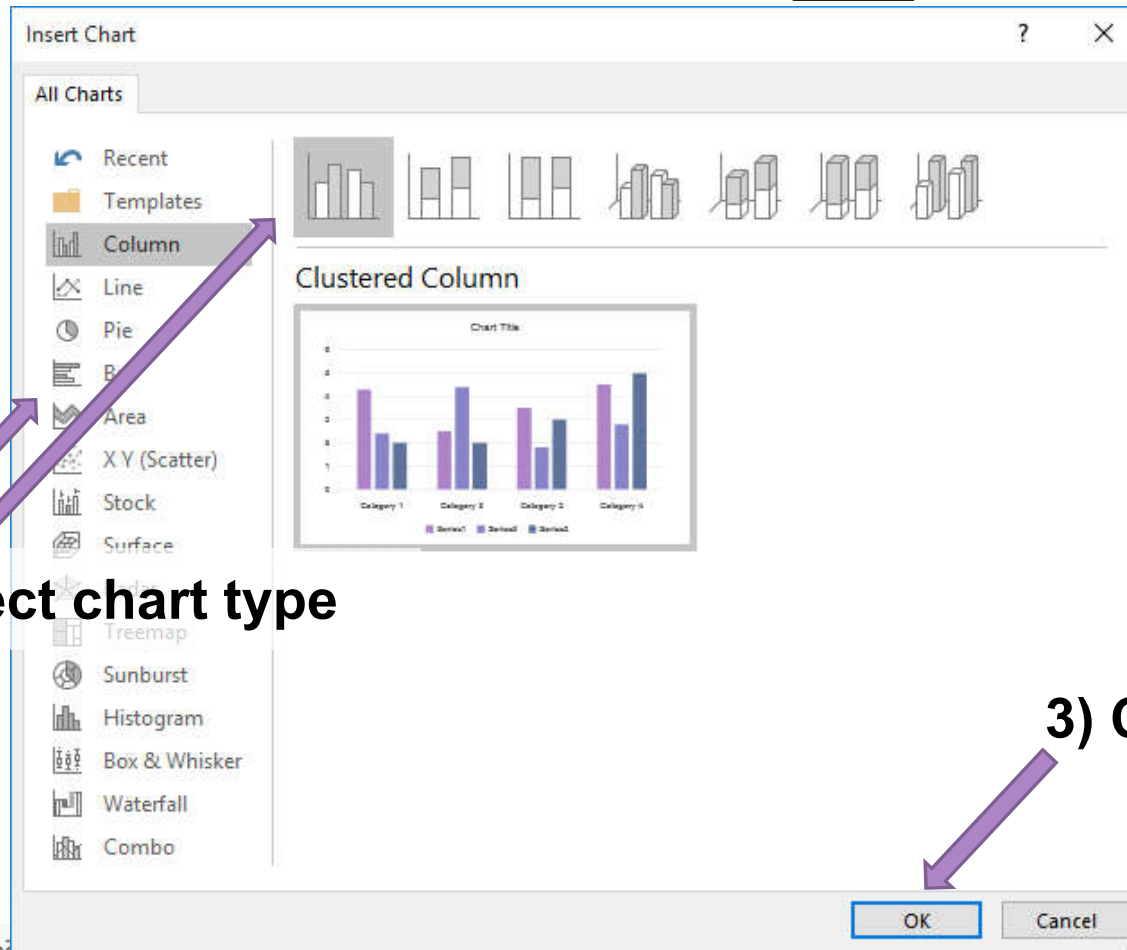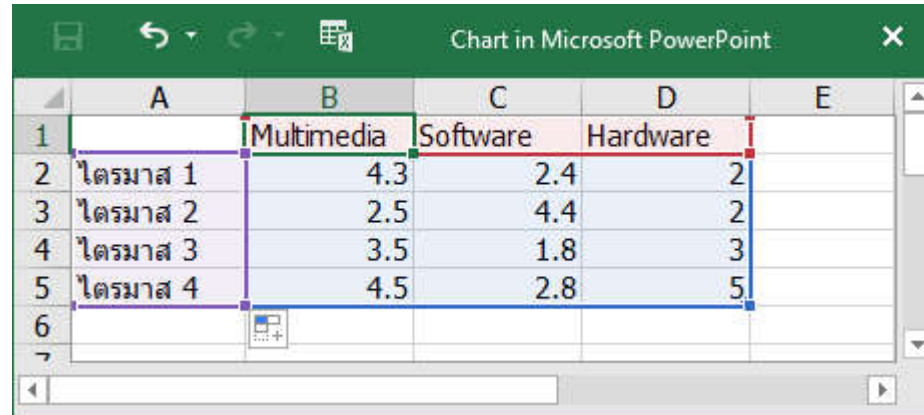
2) Select chart type

3) Click *OK*

4) Type in data in *Microsoft Excel* table

Note: The other, arguably more convenient, way is to create the chart in Excel, then copy it to PowerPoint or Word. This will be covered again in Excel module.

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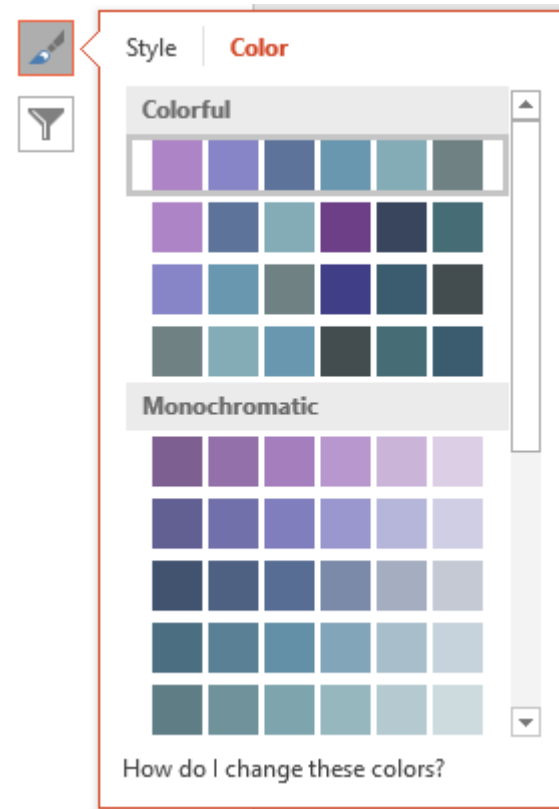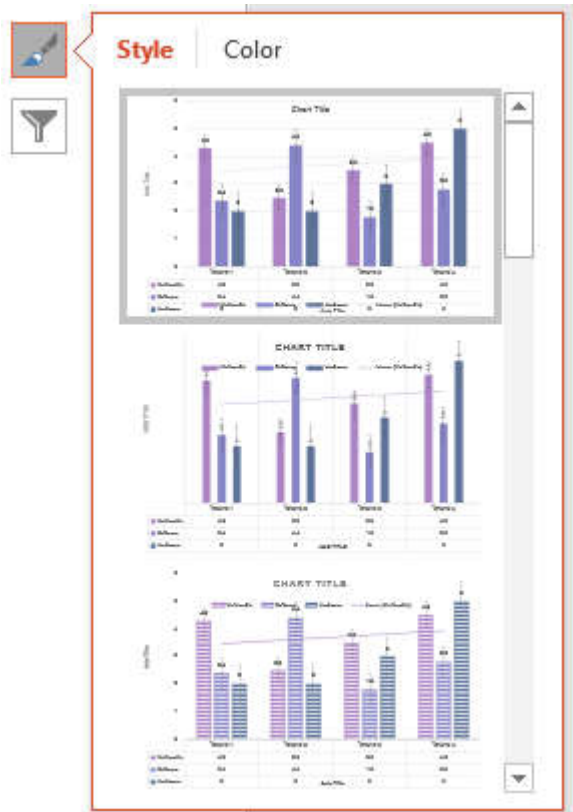COMPUTER SCIENCE DEPARTMENT, CMU
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5) Click the chart

6) Click on of the side icons to format the chart

Chart Elements

Chart Styles

Chart Filters
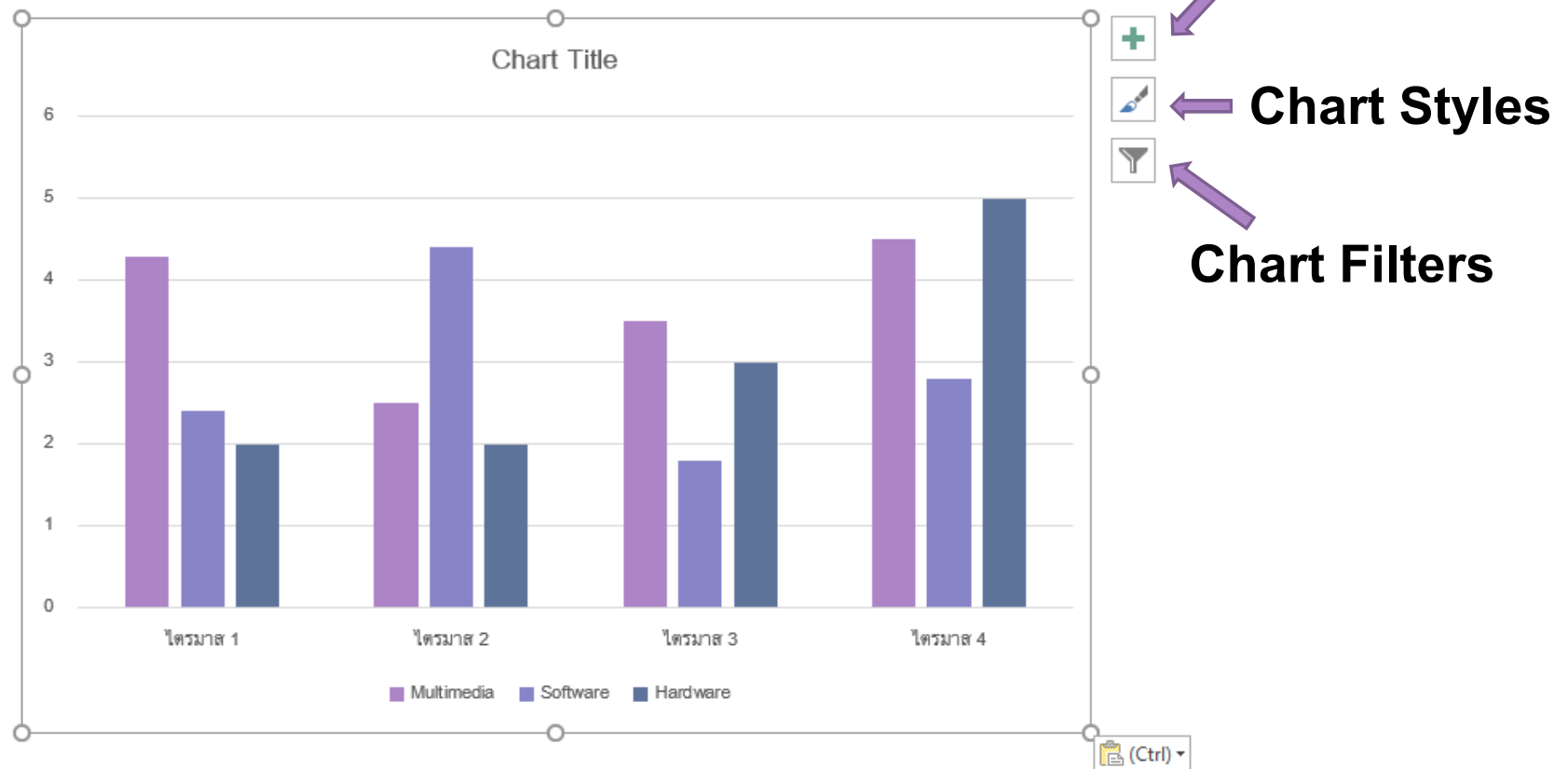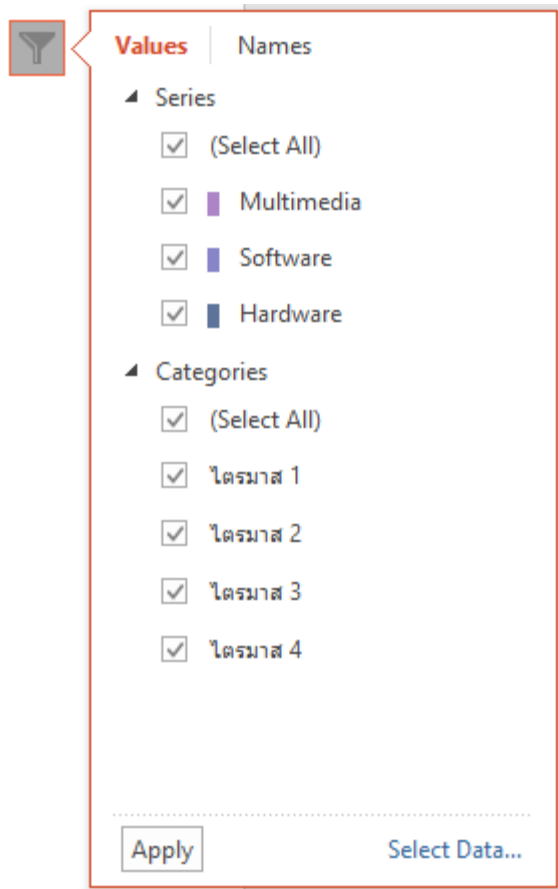
- **Chart Elements :** format chart components such as Axes, Axis Titles, Chart Title, Data Labels (text explaining bar/graph points), Data Tables, Error Bars, Gridlines, Legend (text explaining each variable), Trendline
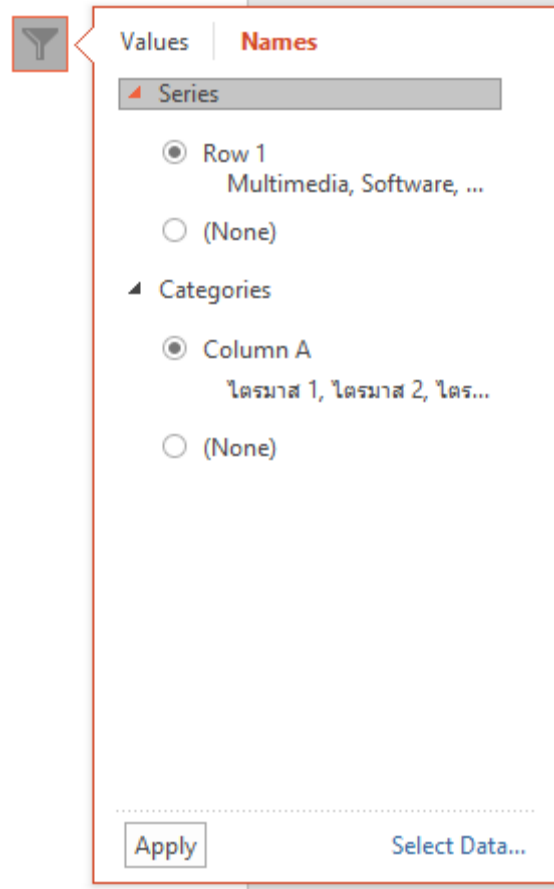

* Click each element to adjust additional details
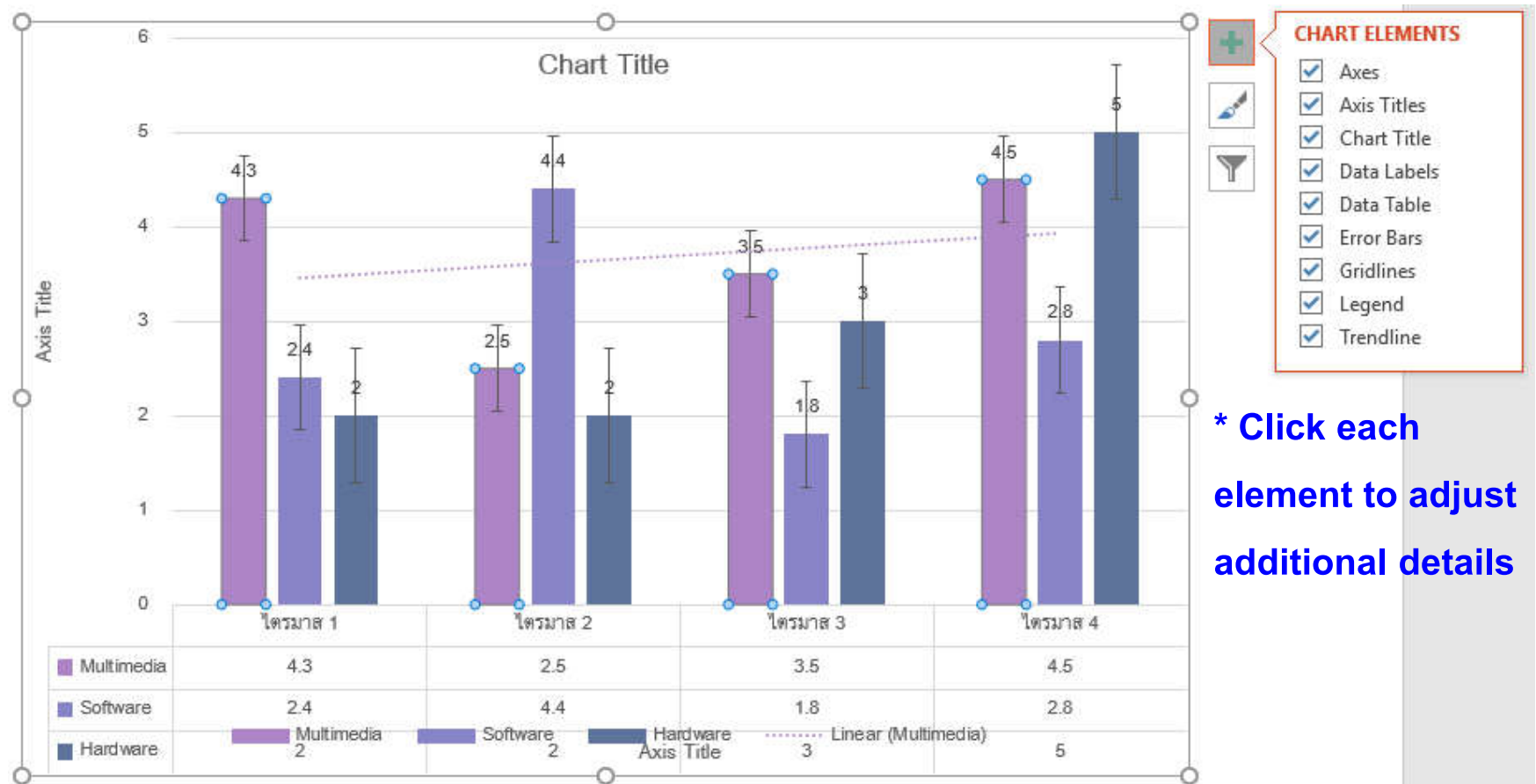
- **Chart Styles :** adjust how chart is displayed and the color scheme

- **Chart Filters :** select which data point will appear, and which names to use

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7) Additional Chart Formatting → Click *Design* tab

- **Add Chart Element:**

- **Quick Layout : changing layout using preset layouts**

- **Change Colors : change color scheme**

- **Chart Styles : change chart stype (color, layout, etc.)**
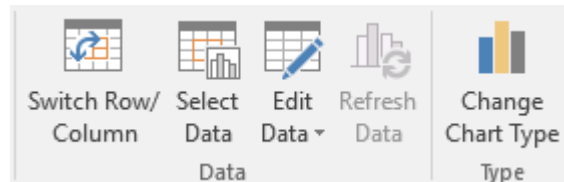
- **Switch Row/Column :**

- **Select Data : select which data point will appear**

- **Edit Data : change data in the Excel table**

- **Change Chart Type :**