



Microsoft PowerPoint 2016

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204100 IT AND MODERN LIFE

1. **Creating a Presentation**
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3. **Creating a New Presentation**
4. **Formatting Your Presentation**
5. **Shapes**
6. **Other Objects**



- 7. Multimedia Objects**
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- 10. Slide Master (and Other Master Views)**
- 11. Saving Presentation as Other File Types**
- 12. Printing**



7. Multimedia Objects



7. Inserting Multimedia Objects

7.1 Inserting Audio Objects

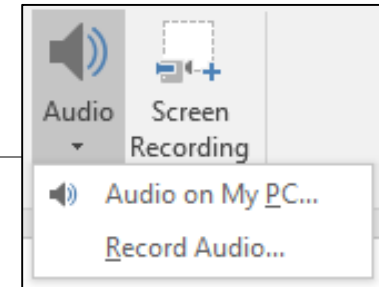
7.2 Inserting Video Objects

7.3 Screen Recording

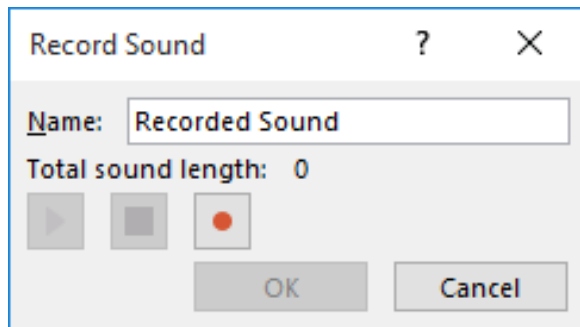


7.1 Inserting Audio Object

Click *Insert* tab → *Audio*



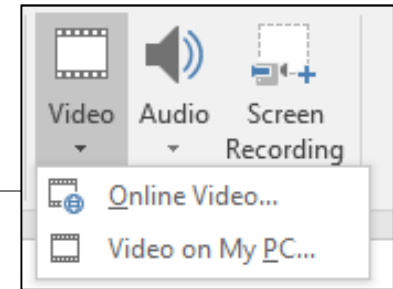
- **Audio on My PC** : inserting an audio file already exist on the computer
- **Record Audio** : record and insert the audio object. You will need a microphone for this (a pair of headphones also help)



- 1) Click the record button (●) to start recording
- 2) Click the stop button (■) to end the recording
- 3) Click the play button (▶) to hear the recording
- 4) Click OK to accept the recording

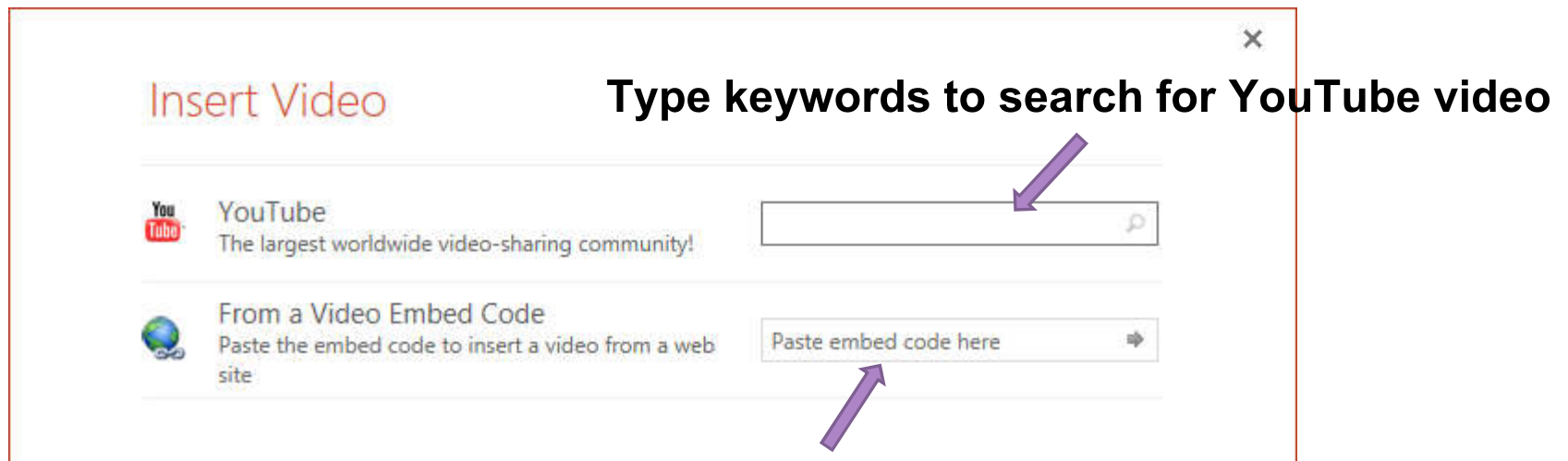


7.2 Inserting Video Object



Click *Insert* tab → *Video*

- **Online Video** : insert video from the web



Or copy Embed Code and paste here

(Go to YouTube → open a clip → right-click → click *Copy embed code*)

- **Video on My PC** : Insert existing video file from the current computer



Example Slide with Video Object

The Mask Singer

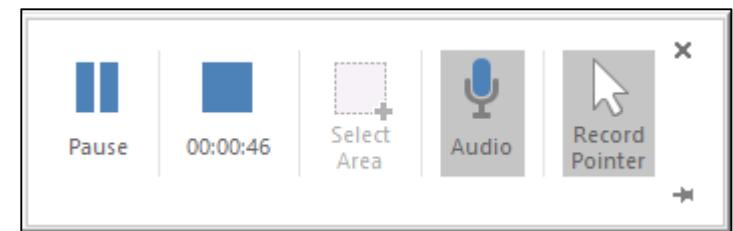
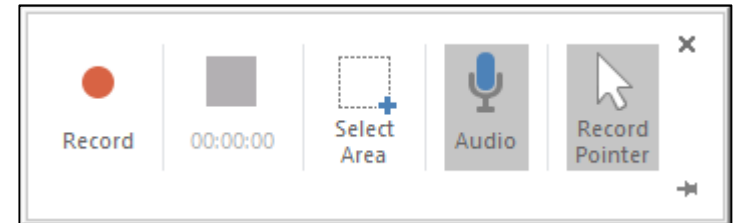


7.3 Screen Recording

- 1) Click *Insert* tab → *Screen Recording*
- 2) Click and drag to select area of the screen you want to record
- 3) Click Record (●) to start recording
- 4) Perform actions you want to record, alongside any narration, you want to record.
- 5) Click *Pause* (||) if you need a break, and *Record* to resume recording
- 6) If you have recorded all you need, click *Pause* and close the recording dialog, or press **WINS + Shift + Q**
- 7) You can toggle **Audio/ Record Pointer** to record/ not record those

If you want to record audio as well, you'll need a microphone (and preferably a pair of headphones)

After you finish screen recording, you will get a video clip inserted into the slide



8. Animations



8. Animations

8.1 Slide Transition

8.2 Animations (of Objects)

8.3 Animations in Charts



8.1 Slide Transition

Slide Transition is animation effect you add that will play when you move from one slide to another in the slide show

1) Click to select a slide, then go to *Transition* tab

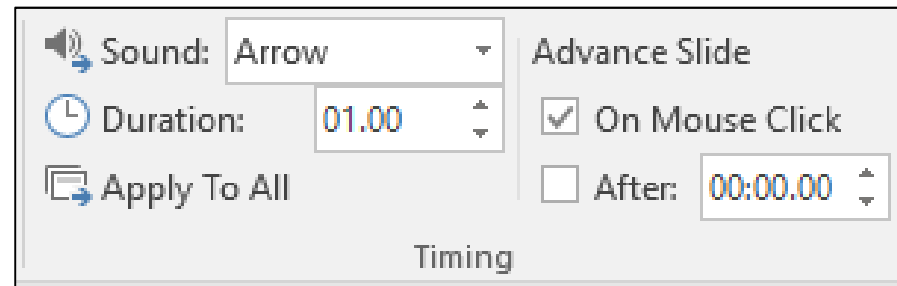


2) Choose transition type

3) Then select *Effect Options* for that particular transition type



4) Set extra options in *Timing* group



- ***Sound*** : the sound that will be played when slide transition occurs
- ***Duration*** : How long will transition take
- ***Apply All*** : use current transition for all slides in the presentation

And select how to advance slide:

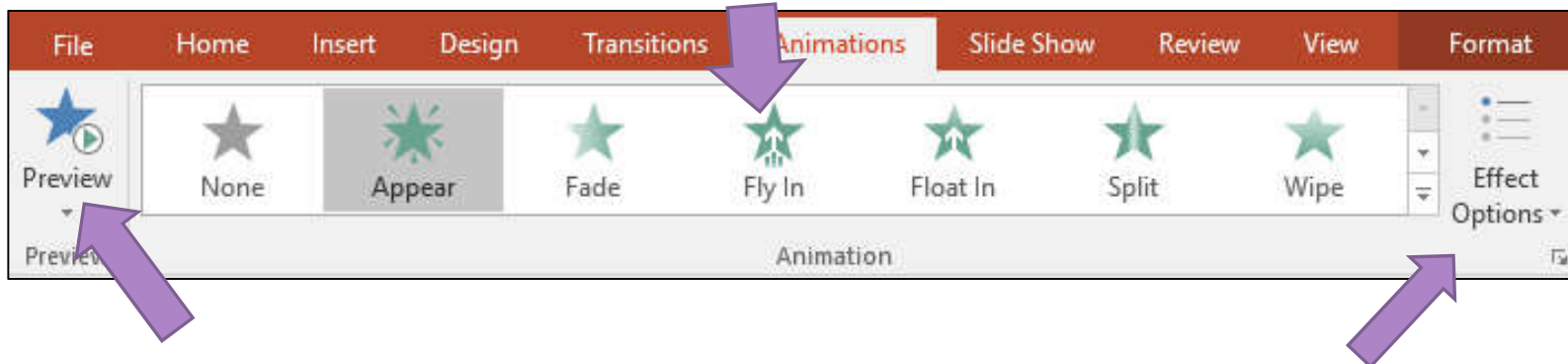
- ***On Mouse Click***
- ***After*** : slide will advance after specified time has passed



8.2 Animation (of Objects)

Animation tab let you add animation effects to objects, such as text, shapes, or pictures, in a slide. You can also decide the order of animations

- 1) Select an object (or more) then go to **Animation** tab
- 2) Select animation type

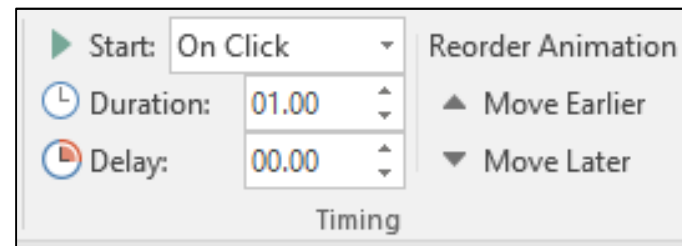


4) You can also see preview of all animations in that slide

3) Select **Effect Options** for that animation



5) Set extra options in *Timing* group

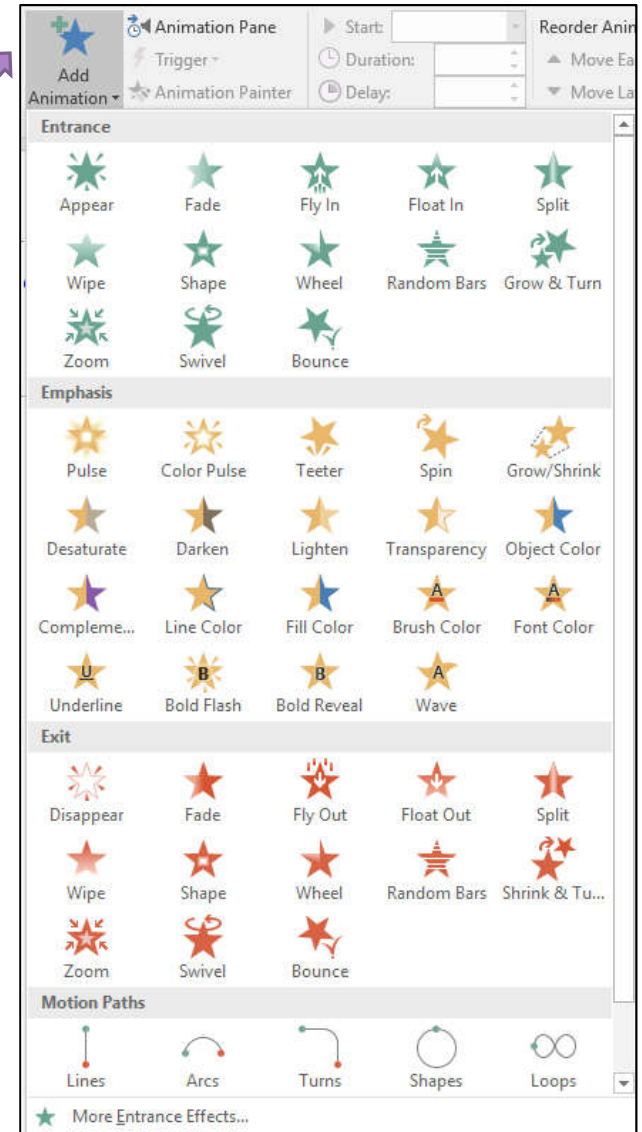


- ***Start*** : how/when to start playing this animation
 - ***On Click***: animation will play when you left-click
 - ***With Previous***: animation will play at the same time with the animation above it in the order
 - ***After Previous***: animation will play after specified amount of time the animation above it in the order has finished
- ***Duration*** : how long to play the animation
- ***Delay*** : how long to wait until the next animation will be played
- ***Reorder Animation*** : change the ordering of this animation



6) You can click **Add Animation** under **Advanced Animation group** to add even more animation effects

- **Entrance** : type of animation to play when an object enter the slide
- **Emphasis** : type of animation to play to highlight the object
- **Exit** : type of animation to play when an object exit the slide
- **Motion Paths** : object will move in the specified path
- **More ... Effects** : extra effects for each type



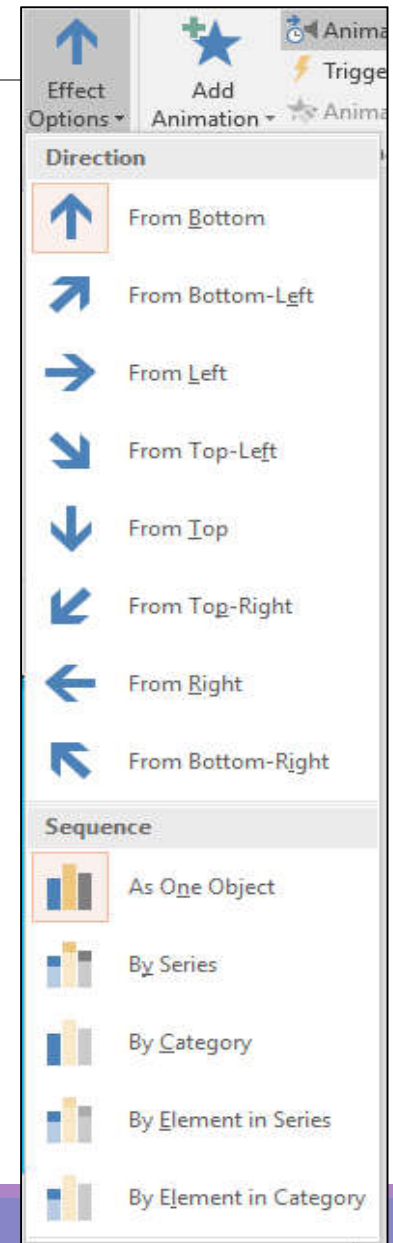
Example of Motion Paths



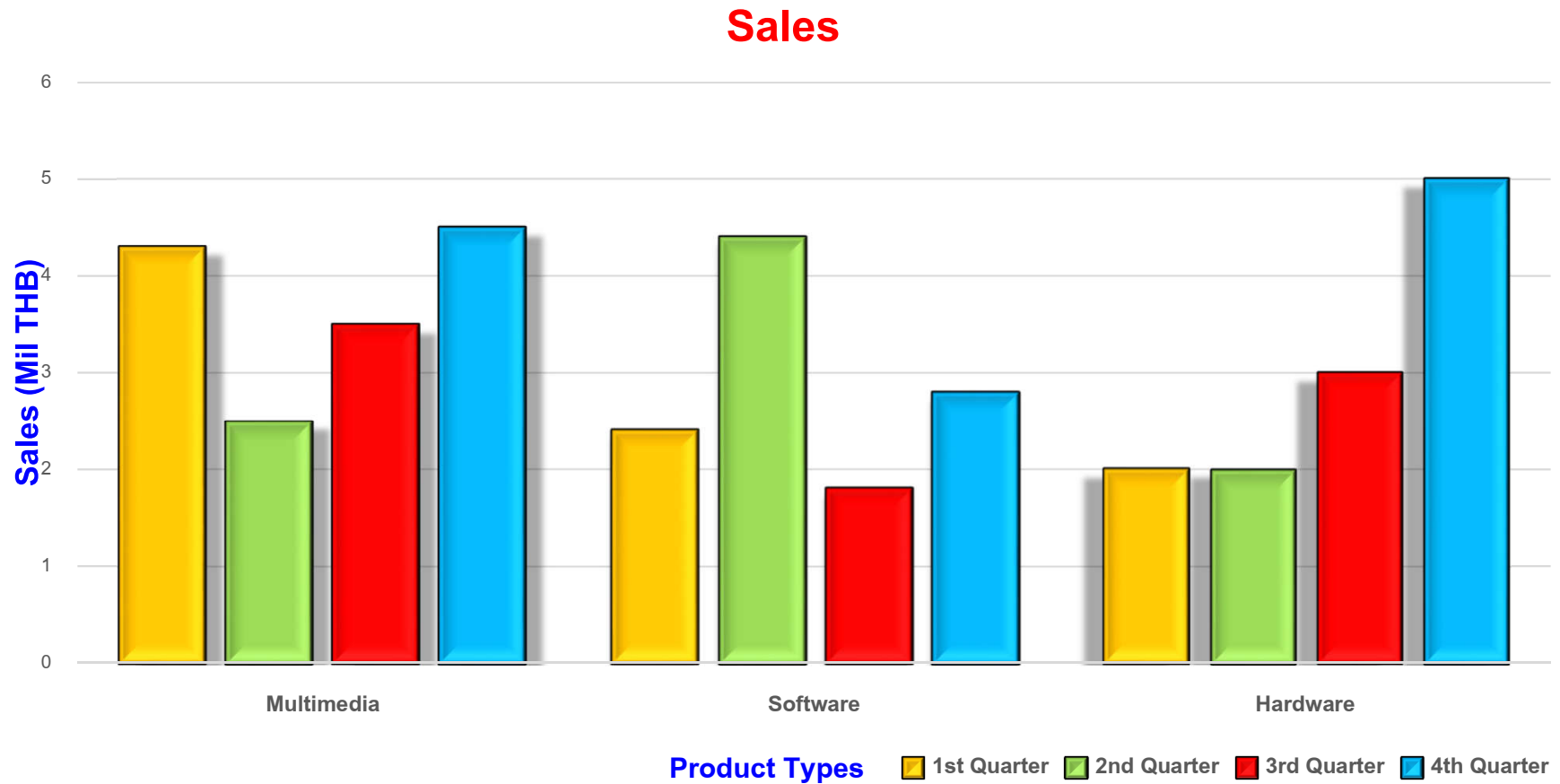
8.3 Animations in Charts

You can add animation effects to chart, where each component of the chart will be animated

- 1) Select a chart
- 2) Click *Animation* tab and select a type of animation such as *Fly in*
- 3) Click *Effect Options*
- 4) Under *Sequence*, select ordering of objects to be animated such as *By Series*, *By Category*



Example of Animated Charts (By Series)



9. Slide Show

and Other Presentation Tools

in *Slide Show* Tab



9. Slide Show

9.1 Determine Which Slides Will Be Shown

9.2 Rehearse Presentation's Timing

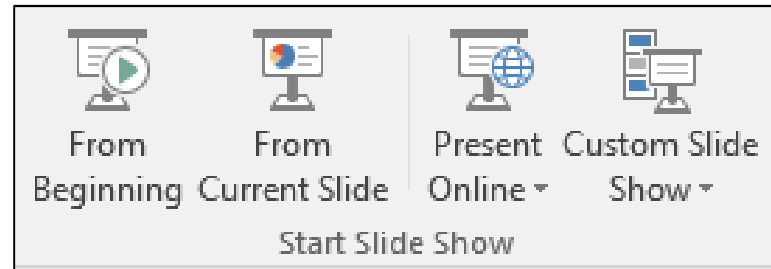
9.3 Record Slide Show



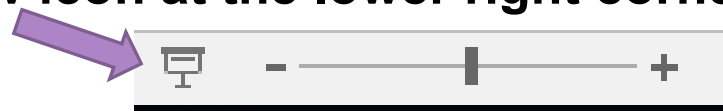
9.1 Determine Which Slides Will Be Shown

Tab : Slide Show

Group : Start Slide Show



- ***From Beginning*** : Show presentation from first slide
- ***From Current Slide*** : Show presentation from the current slide (the one you are editing) Can also be done by click Slide Show icon at the lower right corner of the window

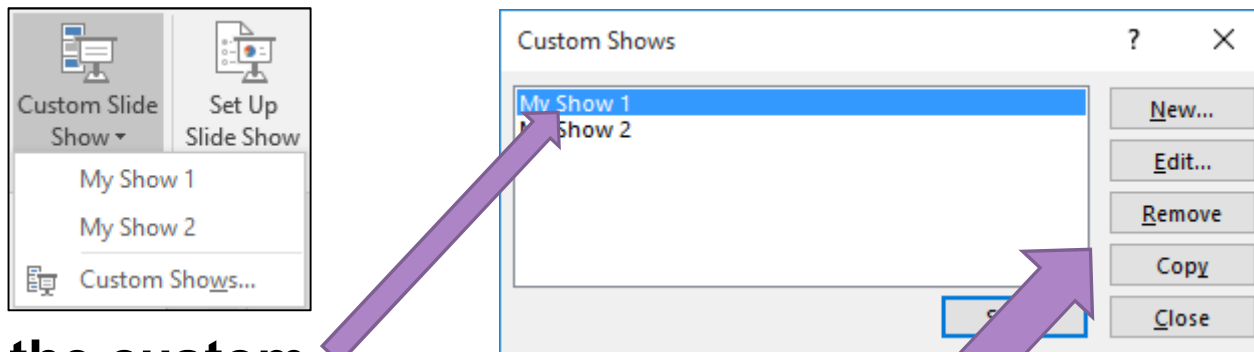


- **Custom Slide Show** : Create custom ordering of slides, will only show slides. Custom show will only display slides in the show, in specified order



How to use Custom Slide Show

1) Click **Slide Show** tab → **Custom Slide Show** → **Custom Shows**



2) Name the custom show

3) Related commands

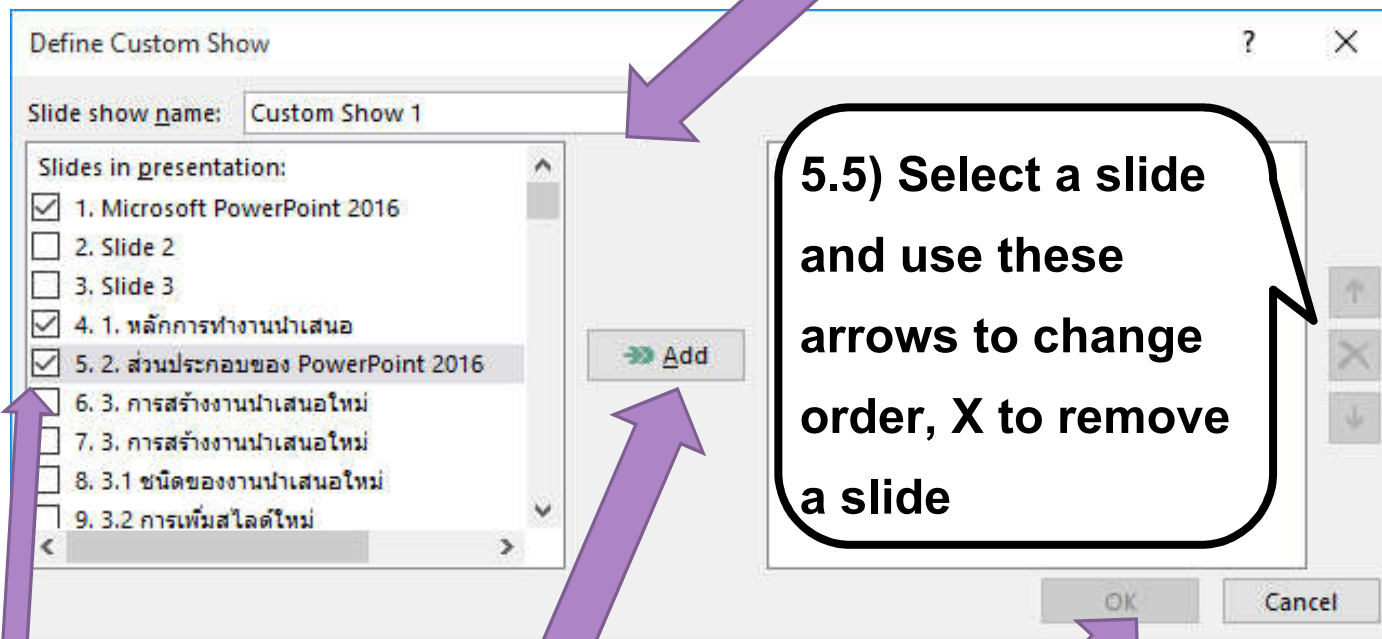
- **New** : create a new custom show
- **Edit** : make change to existing custom show
- **Remove** : delete a custom show
- **Copy** : make a copy of a custom show
- **Show** : start a presentation with that custom show



Creating a new custom slide show

- 1) Click *Slide Show* tab → *Custom Slide Show* → *Custom Shows*
- 2) Click *New*

3) Name the custom show



5.5) Select a slide and use these arrows to change order, X to remove a slide

4) Check to Select slides

5) Click *Add* to add

selected slides into the custom show

6) Click *OK* to create a custom show



Set Up Group under Slide Show tab

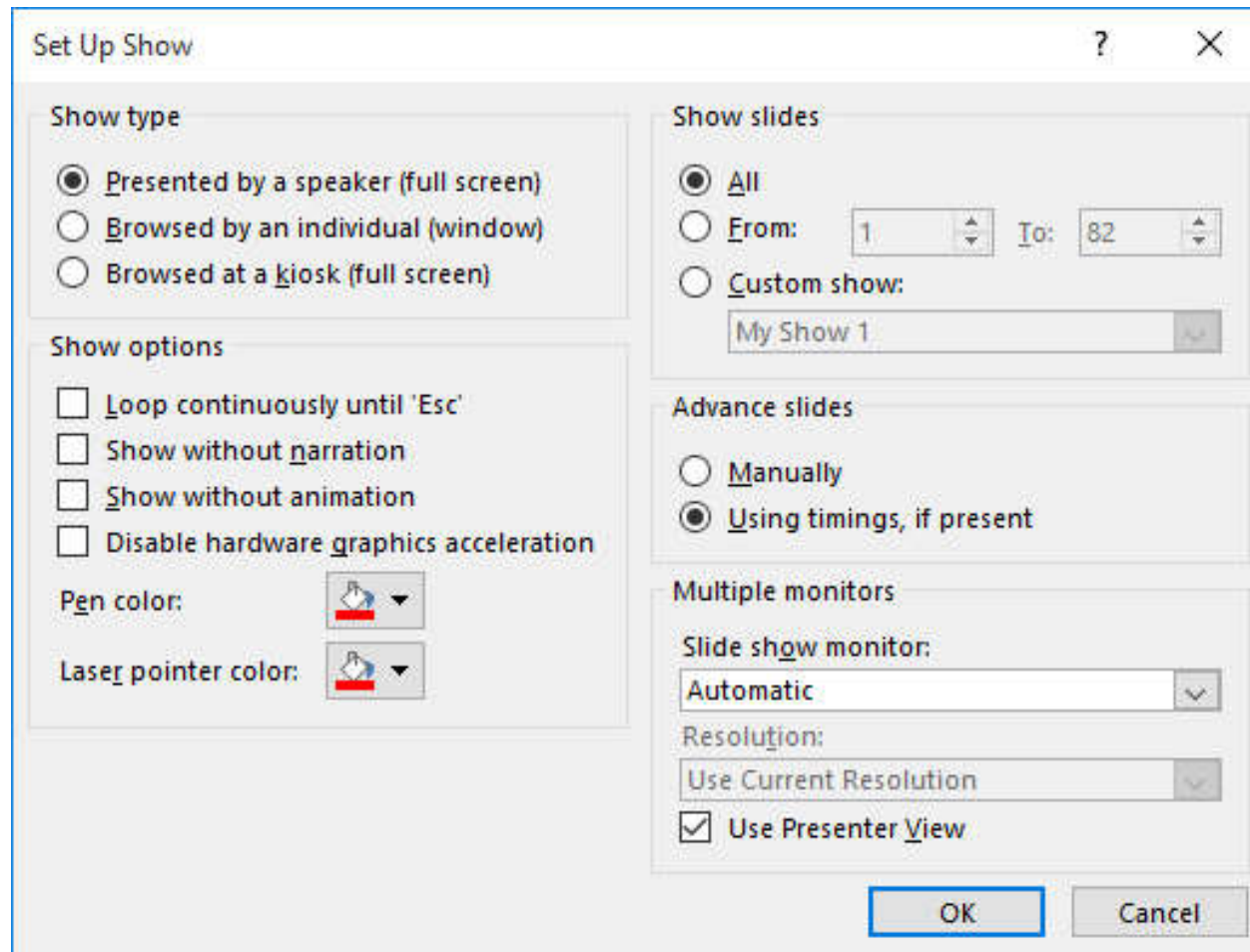


- **Set Up Slide Show** : manage some presentation option
- **Hide Slide** : select a slide and click this button to hide the slide from default slide show. Select hidden slide and click this button again to unhide the slide



Set Up Slide Show dialog

Click **Slide Show** tab → **Set Up Slide Show**



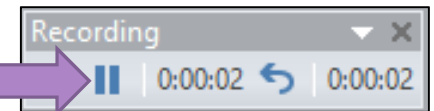
9.2 Rehearse (Your) Presentation's Timing

Rehearse Timing is a tool that can help you rehearse your presentation, making sure you will not take too long/ too short in your presentation



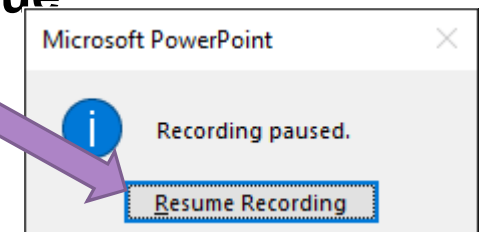
- 1) Click **Slide Show** tab → **Rehearse Timings**
- 2) Practice and advancing slides as normal. PowerPoint will time your overall presentation, as well as the time you take for each slide

- 3) If you want to take a break, click the **pause** button



Click **Resume Recording** when you want to continue

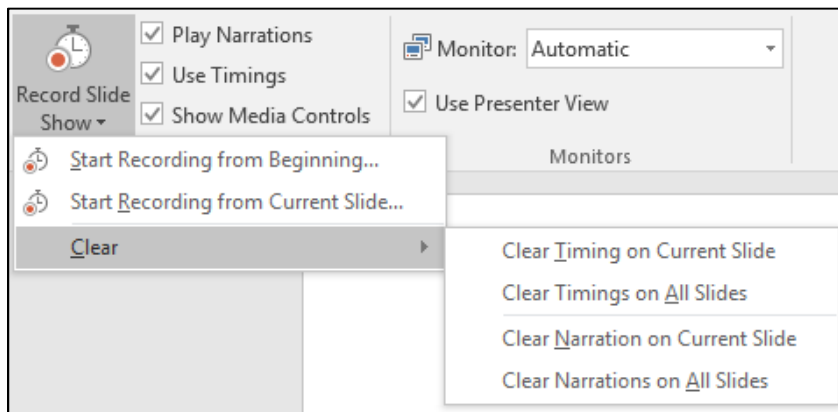
- 4) Close the recording dialog when you're done.



9.3 Record Slide Show

You can pre-record parts of your presentation such as: slide timing, pointer movements, and narrations. The recording will play next time your slide show goes to that slide, unless you have set up slide the show otherwise

❖ Click *Slide Show* tab → *Record Slide Show*



You can:

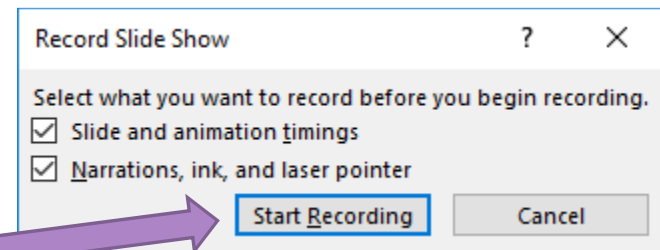
- ***Start Recording from Beginning***
- ***Start Recording from Current Slide***
- ***Clear*** : remove timing, narrations, and other recording you have done.



Record Slide Show from Beginning

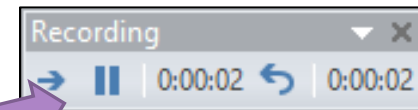
1) Click **Slide Show** tab → **Record Slide Show**

→ **Start Recording from Beginning**



2) Click **Start Recording**

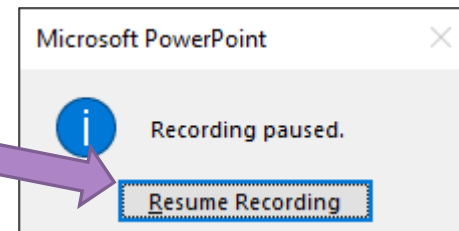
3) Present, narrate and use pointers as you would actually present each slides.



4) Click **Pause** if you need a break. And click **Resume Recording** to continue

5) Close Recording dialog when you are done

6) Again, the recording will play next time your slide show goes to that slide



10. The Slide/Handout/Notes Masters



10. The Masters

10.1 Slide Master

10.2 Handout Master

10.3 Notes Master



10.1 Slide Master

Slide Master is the blueprint for all slides in the presentation.

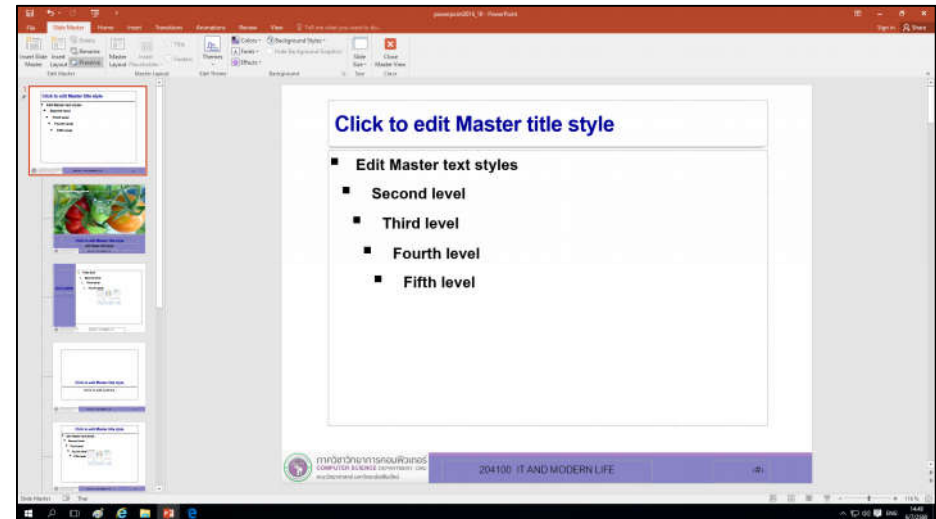
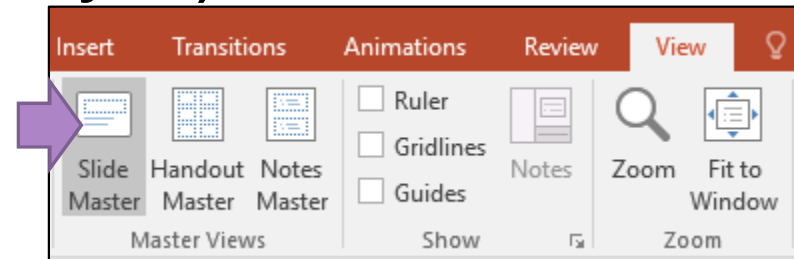
Changes to Slide Master will affect all slides. (Unless you make individual changes to slide/layout)

1) Click *View* tab

→ *Slide Master*

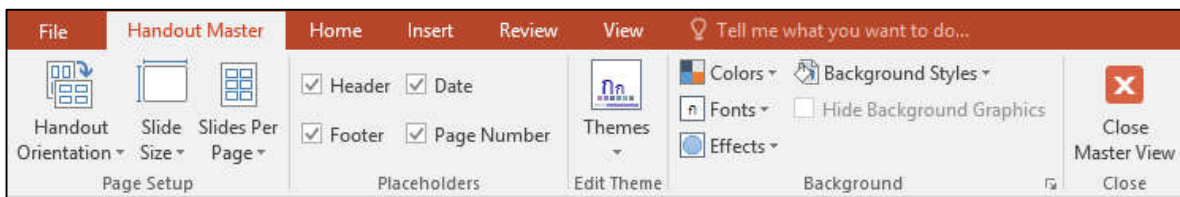
2) You can now make change to Slide Master. It is the top-level one.

3) Lower level slides in Slide Master are master for each layout

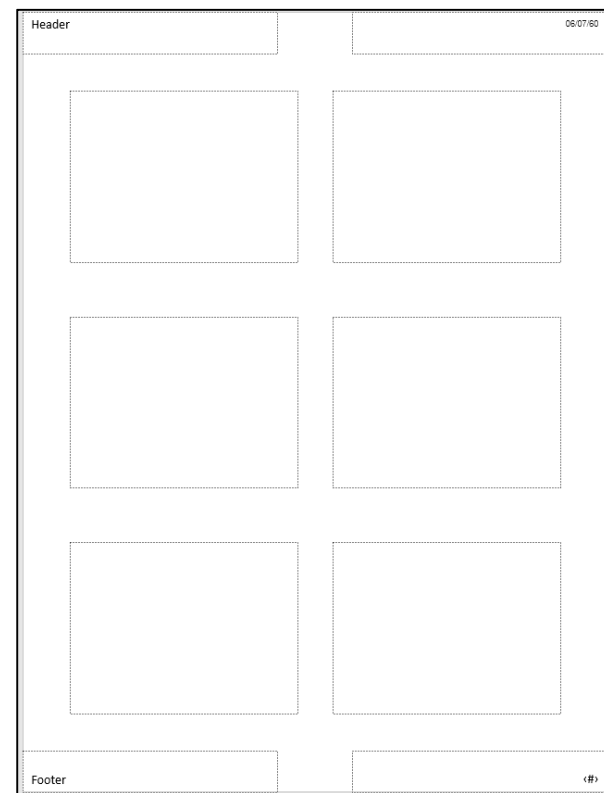


10.2 Handout Master

Handout Master is the blueprint for the presentation's handout pages. Handouts are useful to give to your audiences during the presentation



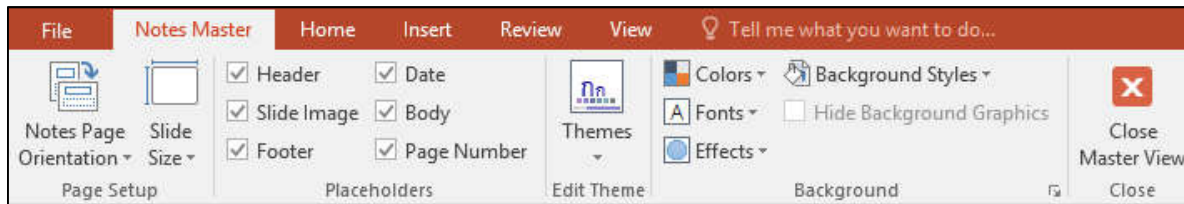
- 1) Click **View** tab → **Handout Master**
- 2) Make change to Handout Master to make sure the handout will be formatted the way you want



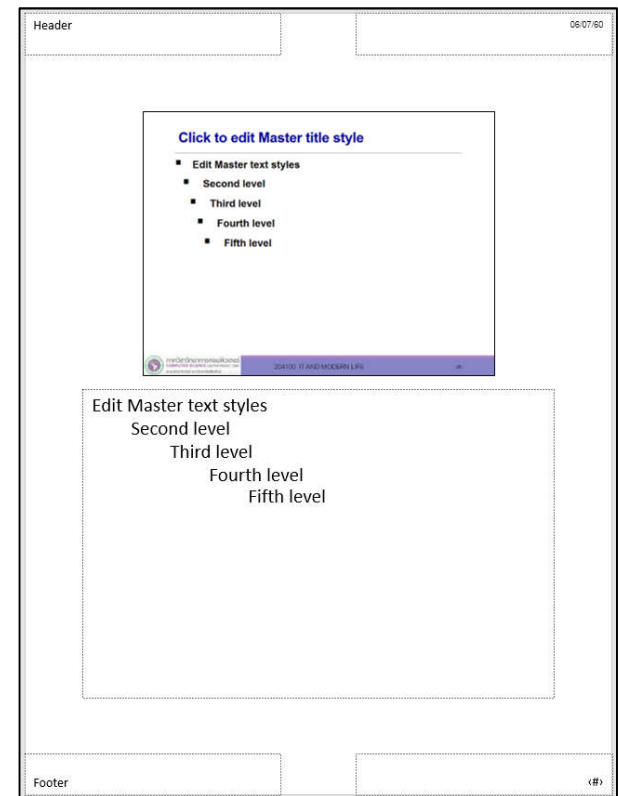
10.3 Notes Master

Notes Master is the blueprint for the presentation's Note pages.

Note pages is useful for the presenter.



- 1) Click *View* tab → *Notes Master*
- 2) Make change to Notes Master, to make sure the Note pages is to your liking



11. Saving a Presentation as Other File Types and Font Embedding



11. Saving a Presentation...

11.1 As a Slide Show File (.ppsx)

11.2 As Image Files

11.3 As a PDF File

11.4 As a Video File

11.5 With Embedded Fonts



11.1 Saving the Presentation as a Slide Show

- 1) Click *File* tab → *Save As* → *Browse* to select the folder to save the file
- 2) Under *Save as type:*, select **PowerPoint Show** (*.ppsx)
- 3) Type the file name under *File name:* then click *Save*

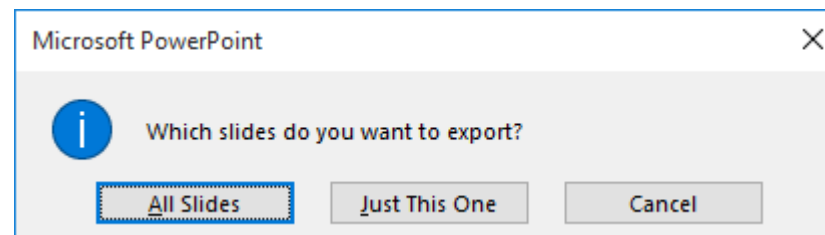
You will get a **.ppsx** file

- When you double-click a .ppsx file, you will be taken to slide show right away
- However, if you open the file via Microsoft PowerPoint, you will be able to edit the presentation like a .pptx file



11.2 Saving the Presentation as Image Files

- 1) Click *File* tab → *Save As* → *Browse* to select the folder to save the files
- 2) Select type of images under *Save as type*: for example, **GIF**, **JPEG**, **PNG** or **TIFF** files
- 3) Type the file name under *File name*: then click *Save*



- 4) Select which slides to save. If you select **All Slides**, the file name will be used as folder name that contains all image files, one file for each slide

11.3 Saving the Presentation as a PDF File

- 1) Click *File* tab → *Save As* → *Browse* to select the folder to save the files
- 2) Under *Save as type:* select **PDF**
- 3) Type the file name under *File name:* then click *Save*

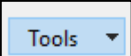
11.4 Saving the Presentation as a Video File

- 1) Click *File* tab → *Save As* → *Browse* to select the folder to save the files
- 2) Under *Save as type:* select **MPEG-4 Video**
- 3) Type the file name under *File name:* then click *Save*



11.5 Saving the Presentation with Embedded Fonts

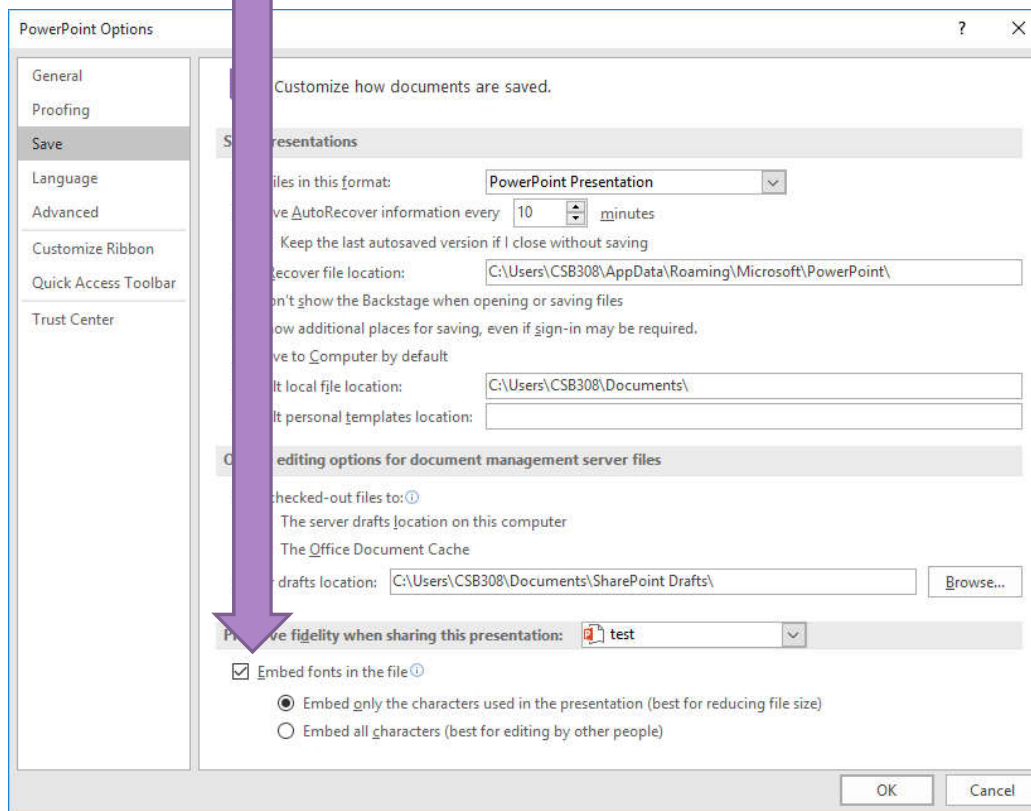
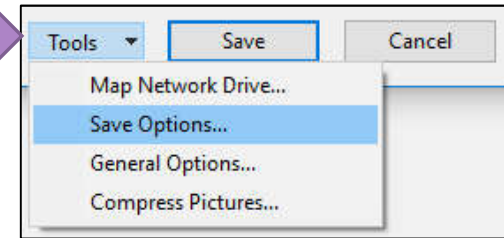
Embedding fonts in the presentation file will make sure that the presentation can display the texts properly, with chosen fonts, even at a PC without the fonts.

- 1) Click *File* tab → *Save As* → *Browse* to select the folder to save the files
- 2) Under *Save as type*: select *PowerPoint Presentation*
- 3) Type the file name under *File name*: but **DO NOT click Save yet!**
- 4) Click **Tools** at the lower-right corner of the save dialog to open save options 



5) Click *Save Option*

6) Check *Embed fonts in the file*



You can choose

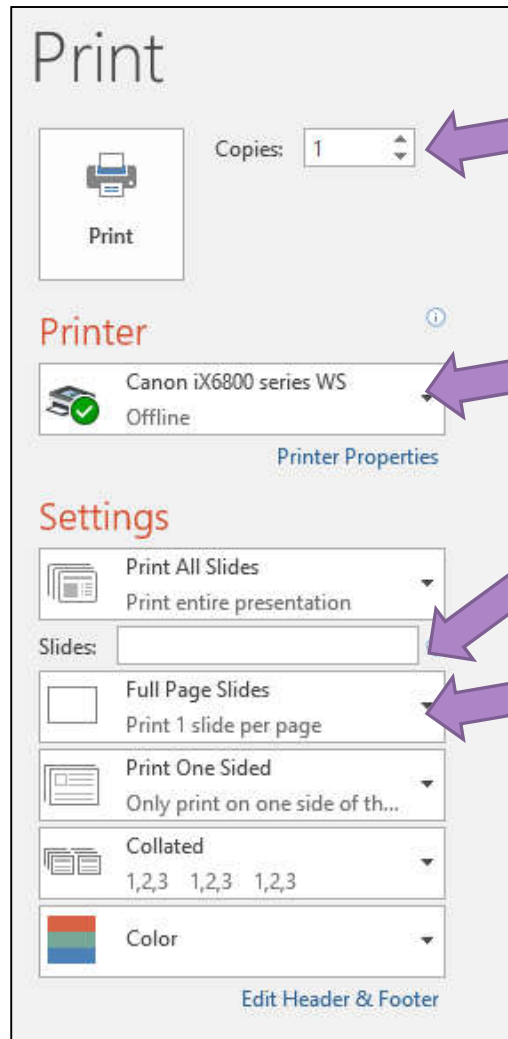
- *Embed only the characters used in the presentation* : can save some file space
- *Embed all character* : will embed the entire font set, useful for sending file to be edit later



12. Printing



12. Printing the Presentation



Click File tab → Print

Choose number of copies

Select Printer

Select slides to print

For example 1,3,5-10

Click to select what to print, print layout, and handouts type

