

Power Point O365 Training

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Table of Contents

[Intro to PowerPoint 3](#_Toc515256451)

[What is PowerPoint? 3](#_Toc515256452)

[Change views 3](#_Toc515256453)

[Create presentations 7](#_Toc515256454)

[Build presentations from templates 7](#_Toc515256455)

[Create presentations from scratch 11](#_Toc515256456)

[Add and delete slides 15](#_Toc515256457)

[Select and apply slide layouts 17](#_Toc515256458)

[Add and format text 18](#_Toc515256459)

[Add text to slides 18](#_Toc515256460)

[Format lists on slides 20](#_Toc515256461)

[Format lists on slides 22](#_Toc515256462)

[Check spelling in your presentation 25](#_Toc515256463)

[Add math to slides 26](#_Toc515256464)

[Import a Word outline into PowerPoint 28](#_Toc515256465)

[Add hyperlinks to slides 31](#_Toc515256466)

[Add SmartArt to a slide 32](#_Toc515256467)

[Add WordArt to a slide 34](#_Toc515256468)

[Design presentations 35](#_Toc515256469)

[Apply themes to presentations 36](#_Toc515256470)

[Create, merge, and group objects on a slide 37](#_Toc515256471)

[Align and arrange objects on slides 39](#_Toc515256472)

[Layer objects on slides 42](#_Toc515256473)

[Change slide masters 42](#_Toc515256474)

[Organize slides into sections 43](#_Toc515256475)

[Add footers to slides 44](#_Toc515256476)

[Add transitions between slides 45](#_Toc515256477)

[Get design ideas for slides 46](#_Toc515256478)

[Present slideshows 48](#_Toc515256479)

[Use Slide Show and Presenter View 48](#_Toc515256480)

[Add speaker notes​ 51](#_Toc515256481)

[Practice and time your presentation​ 52](#_Toc515256482)

[Print presentations​ 53](#_Toc515256483)

[Record presentations 54](#_Toc515256484)

[Add audio and video 56](#_Toc515256485)

[Add, format, and record video 56](#_Toc515256486)

[Add and record audio 59](#_Toc515256487)

[Add and format images 61](#_Toc515256488)

[Add images to slides 61](#_Toc515256489)

[Add screenshots to slides 61](#_Toc515256490)

[Format images on slides 62](#_Toc515256491)

[Add animations to slides​ 65](#_Toc515256492)

[Add animations to slides​ 65](#_Toc515256493)

[Add Excel tables to slides 67](#_Toc515256494)

[Share presentations 69](#_Toc515256495)

[Save presentations as videos​ 69](#_Toc515256496)

[Remove sensitive information ​from your presentation 71](#_Toc515256497)

[Add and review comments​ in your presentation 73](#_Toc515256498)

[References 75](#_Toc515256499)

# Intro to PowerPoint

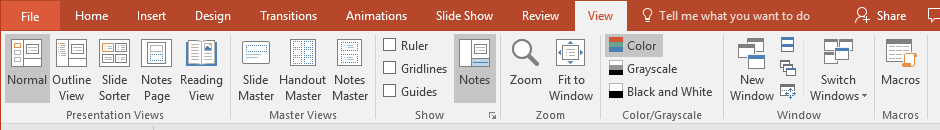
## What is PowerPoint?

With PowerPoint on your PC, Mac, or mobile device, you can:

* Create presentations from scratch or a template.
* Add text, images, art, and videos.
* Select a professional design with PowerPoint Designer.
* Add transitions, animations, and cinematic motion.
* Save to OneDrive, to get to your presentations from your computer, tablet, or phone.
* Share your work and work with others, wherever they are.

## Change views

Although the Normal view is probably the most common one used, there are other views that come in handy for different tasks and preferences.

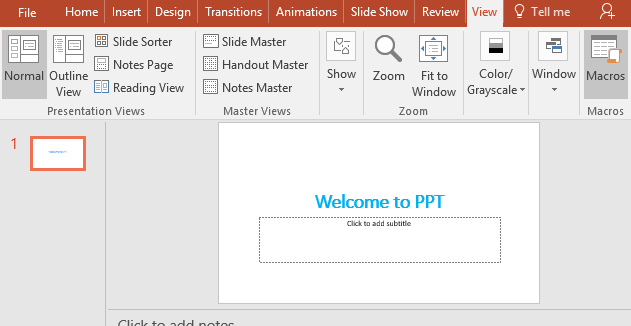


**Display Normal view**

This is the default view.

* Select **View** > **Normal**.

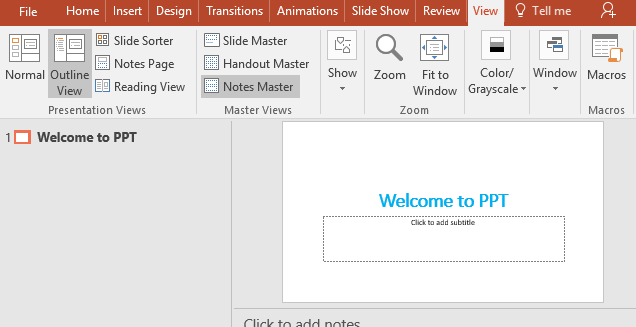
Or, select **Normal** Normal View button in PowerPoint from the task bar at the bottom of the window.



**Display Outline View**

Use this view to see a text outline or story board of your presentation.

* Select **View** > **Outline View**.

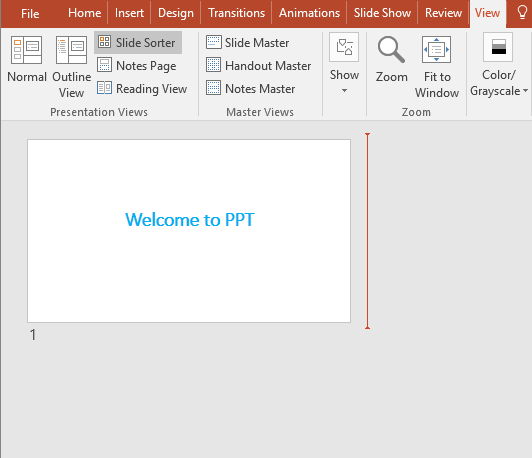


**Display Slide Sorter view**

Use this view to see the order of your slides, or to reorganize your slides.

1. Select **View** > **Slide Sorter**.

Or, select **Slide Sorter** Shows the Slide View button in PowerPoint from the task bar at the bottom of the window.



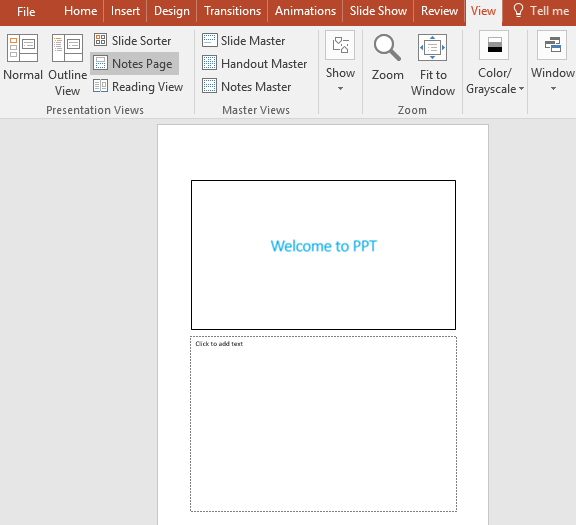
1. To reorganize your slides, just click and drag your slides to a new location.

**Display Notes Page view**

Use this view to see how printed notes look, or as cues for yourself while you're presenting.

* Select **View** > **Notes Page**

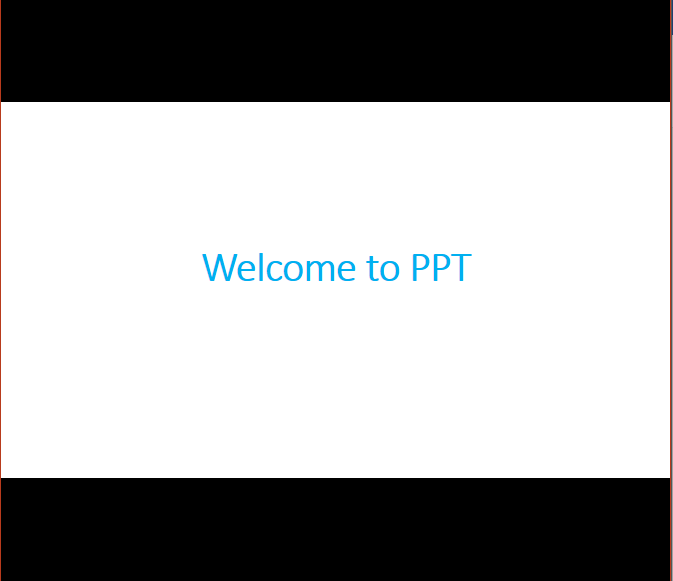
Or, select **Notes** notes button in PowerPoint at the bottom of the slide window.



**Display Reading View**

Use this view to resize the window while viewing animations and transitions.

1. Select **View** > **Reading View**.
2. To close **Reading View**, press Esc or select another view in the task bar at the bottom of the window.



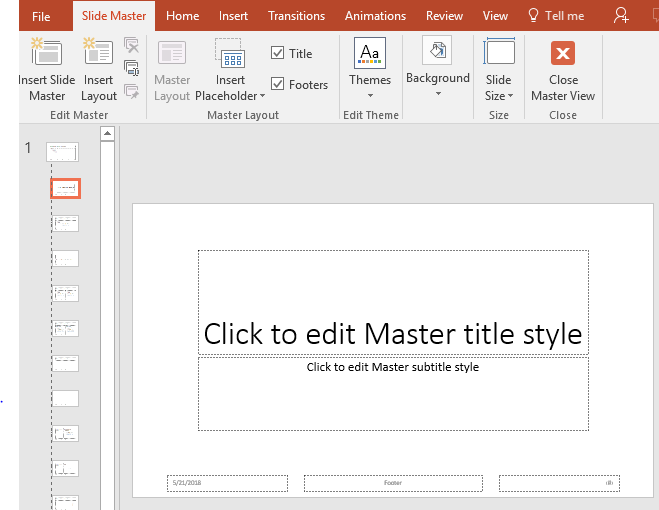
**Display Master Views**

To change the **Slide Master**:

1. Select **View** > **Slide Master**.

**Note:** Be careful when making changes to the **Slide Master**, since changes to layouts in the **Slide Master** will be applied to all slides in your presentation that use that layout.

1. To close a master view, select **Close Master View**.



**Change the color of the view**

1. Select the **View** tab.

Select **Normal**, **Outline**, or **Slide Sorter** view if you're not already in one of these views.

1. Select **Color**, **Grayscale**, or **Black and White** to see how your presentation looks on the screen or printed.

**Add a Ruler, Gridlines, or Guides**

1. Select the **View** tab.
2. Select the options you want:
   * **Ruler** - to show horizontal and vertical rulers.
   * **Gridlines** - to show a grid.
   * **Guides** - to show automatic alignment guides.