

Power Point O365 Training

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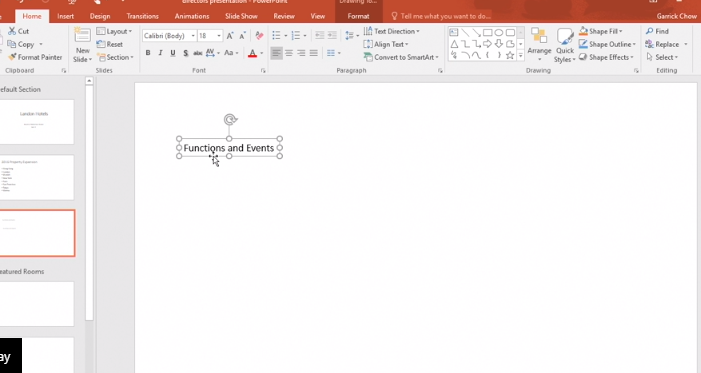
# Add and format text

## Add text to slides

In PowerPoint, you can add text to your PowerPoint slides with text boxes and shapes.

**Add a text box**

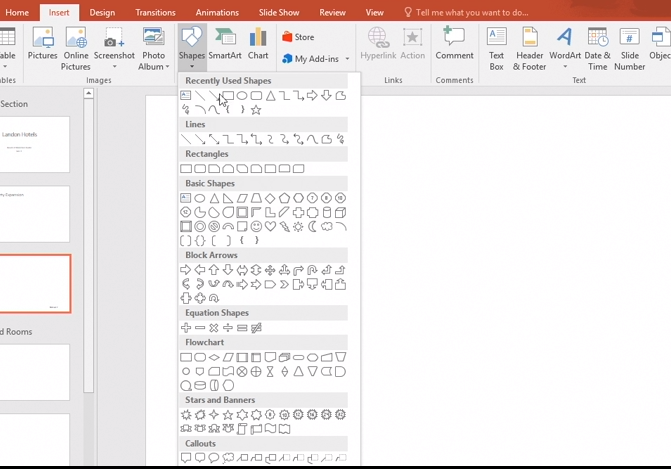
1. Select **Insert** > **Text Box**.
2. On the slide, select and drag where you'd like to put your object and start typing into it.



**Note:** The text box will shrink to fit the size of the text you're using, but its eventual height and width will wrap to the size you created.

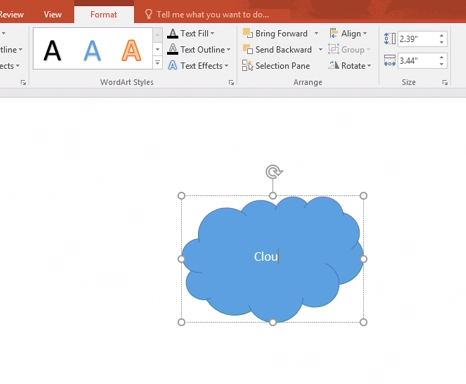
**Add text to a shape**

1. Select **Insert** > **Shapes**, and then select your shape.



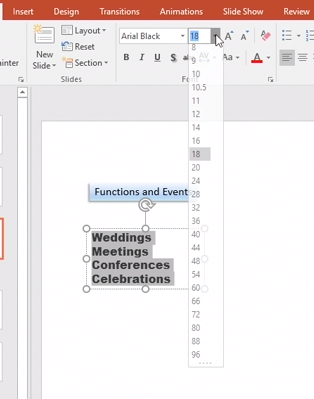
**Note:** To add text to a shape, you must select a closed shape, such as a rectangle, arrow, or circle.

1. Select and drag where you'd like to put your object and start typing into it.

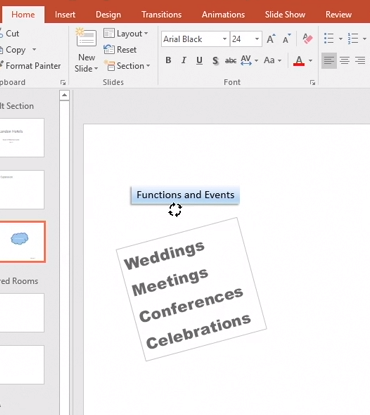


## [Format lists on slides](https://support.office.com/en-us/article/3ffaec08-694b-44e0-9e5c-7672e7551a29)

Change the size, font, and text style in your PowerPoint presentation to add emphasis and to highlight content.

**Format text in a placeholder**

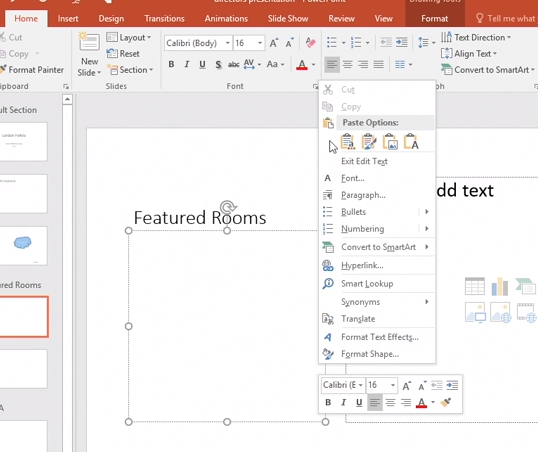
1. Select the placeholder text you want to format.
2. On the **Home** tab, select a formatting option: **Font**, **Font Size**, **Line Spacing**, **Bold**, **Italic**, and more.



**Note:** If you'd like to change the position of your placeholder box, select the placeholder's rotate handle, hold Shift, and move the rotate handle in your preferred direction.

**Copy and paste text into your presentation**

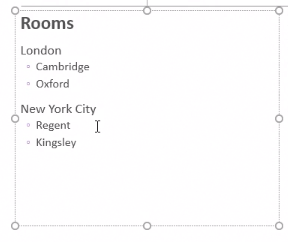
1. Select the placeholder that you'd like to copy text to.
2. Copy and paste text from another source like a Word document.
3. In PowerPoint, right-click and select a **Paste Option** for your text:
   * **Use Destination Theme** - Use the current theme's formatting.
   * **Keep Source Formatting** - Use the original formatting from Word.
   * **Picture** - Paste text in as an image.
   * **Keep Text Only** - Use no formatting for your copied text.

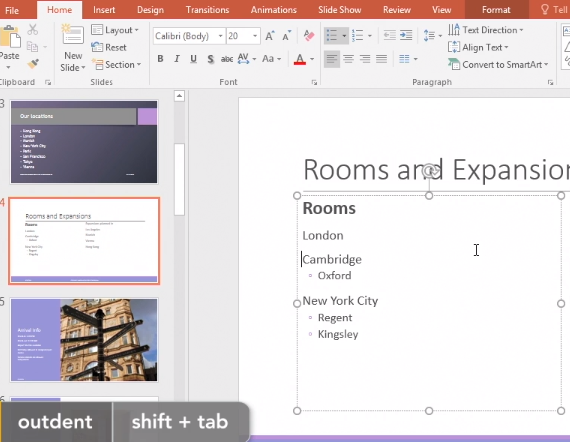


## Format lists on slides

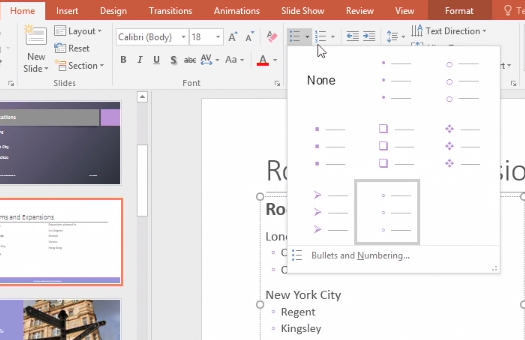
Bulleted lists focus your message to your audience, and help them follow along with your key talking points.

**Create a bulleted list**

1. To format the title, select the text, and change the font style to what you'd like.
2. To insert a bullet, place the cursor at the end of a bulleted line, press Enter, and start typing.
3. To create a sub-bullet, place the cursor in front of the text, and press Tab.
4. To delete a bullet, press Backspace, or select the line and press Delete.
5. To demote a bullet, or un-bullet it, place the cursor in front of the text and press Shift + Tab.



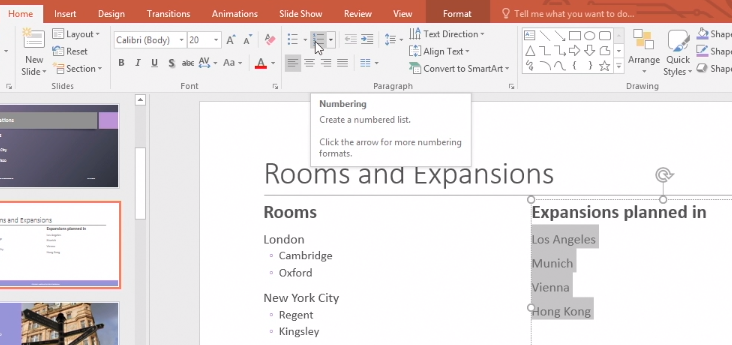
1. To change the bullet style, on the **Home** tab, select the **Bullets** Bullets button image down-arrow, and select a bullet style.



Select **Bullets and Numbering...** for more options, or to change the size and color of the bullets.

**Create a numbered list**

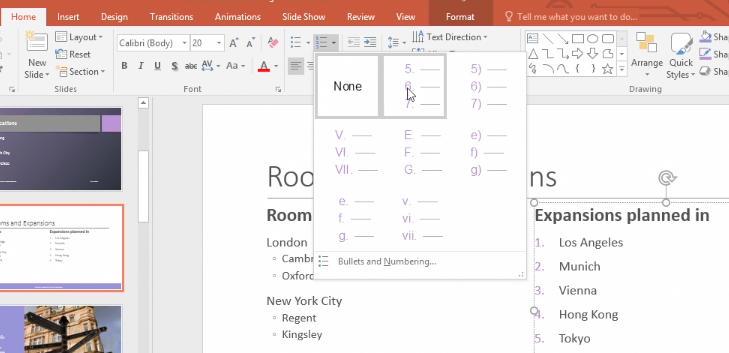
* To format the header, select the text, and change the font style to what you'd like.
* Select the lines of text that you'd like to number.
* On the **Home** tab, select **Numbering** Button image .



* To insert a numbered item, place the cursor at the end of a numbered line, press Enter, and start typing.

PowerPoint automatically renumbers the list. You can also delete a numbered line and PowerPoint renumbers the list.

* To change the numbering style, select the **Numbering** Button image drop-down, and select a numbering style.



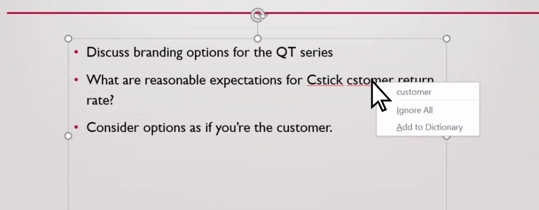
Select **Bullets and Numbering** for more options, or to change the size and color of the numbers.

## Check spelling in your presentation

As you work on a presentation, PowerPoint automatically checks spelling and basic grammar and you can check the spelling of an entire presentation with ease.

**Fix spelling as you work**

1. Right-click on a word with a red squiggly line underneath.
2. Select the correct spelling from the list of suggestions.  
   Or you can choose:
   * **Ignore All**: Ignores the error and removes the red squiggly line.
   * **Add to Dictionary**: Adds the spelling to the dictionary so that spelling will not show an error in the future.



**Check your entire presentation**

1. Select **Review** > **Spelling**.
2. In the **Spelling** pane, select the correct spelling from the suggestions.
3. Select **Change** to fix the error or **Change All** if it appears more than once in the document.  
   Or you can select:
   * **Ignore**: Ignores the error and removes the red squiggly line.
   * **Ignore All**: Ignores the error and removes the red squiggly line for all instances in the presentation.
   * **Add**: Adds the spelling to the dictionary so that spelling will not show an error in the future.

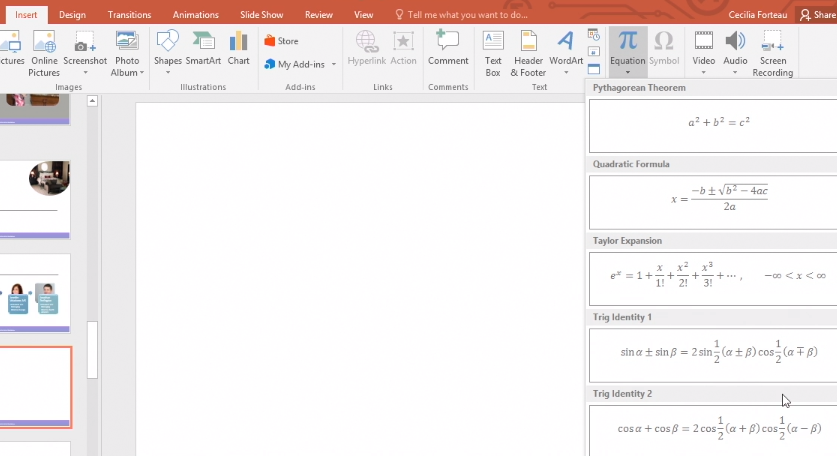


## Add math to slides

PowerPoint makes adding equations to your slides simple.

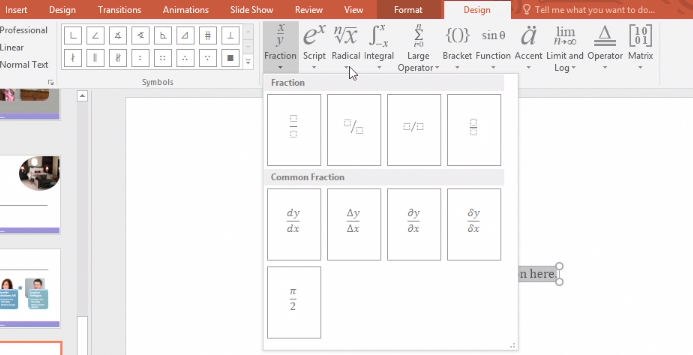
**Insert an equation**

To insert a built-in equation, select **Insert** >**Equation**, and then choose the equation you want.



Or select **Insert** > **Equation** for a blank equation.

1. Under the **Equation Tools Design** tab, select **Fraction**, **Script**, **Radical**, **Integral**, **Operator**, **Function** or **Symbols** to insert your elements into your equation.

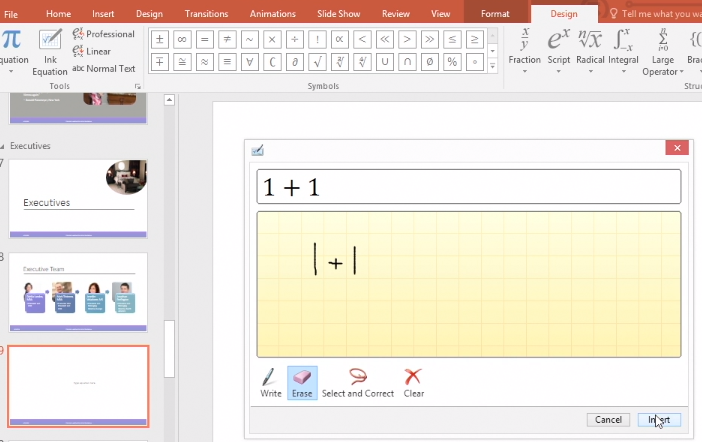


**Create ink equations**

1. Select **Ink Equation**.

**Note:** Ink equations are ideally done with a stylus, but you can also use a mouse.

1. Write in your equation, and then select **Erase** or **Select and Correct** to modify and choose which elements of your written equation to keep.
2. To put your equation into PowerPoint, select **Insert**.

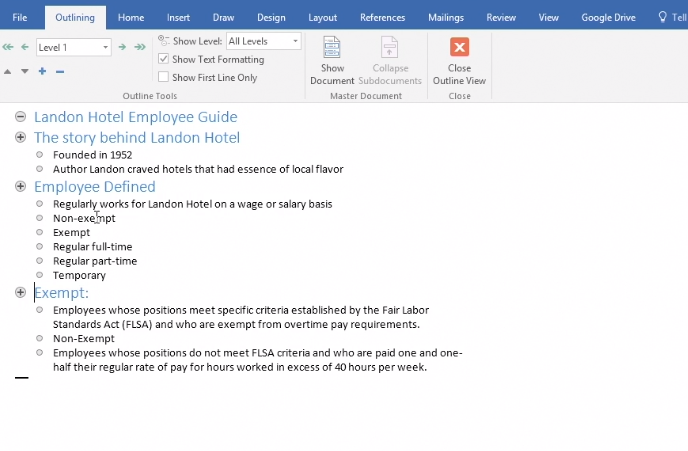


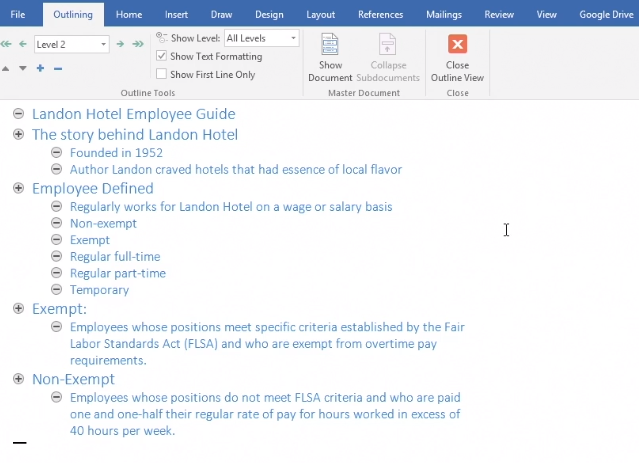
## Import a Word outline into PowerPoint

If you've already jotted down an outline of your presentation in Word and now need a quick way to add it to your slides, you can import a Word outline into PowerPoint.

**Create an outline in Word**

1. Open Word.
2. Select **View** >**Outline**. This automatically generates an outline and opens the **Outlining** tools:
   * If your document has headings (any heading levels from H1-H9), you’ll see those headings organized by level.
   * If your document doesn’t have headings and subheadings yet, the outline will appear as a bulleted list with a separate bullet for each paragraph or body text. To assign or edit headings, heading levels, and set up your document structure:
     + Select a bulleted item.
     + In the **Outline Level** box, select a heading level as needed.





* + - When finished or to edit your document, select **Close Outline View**.

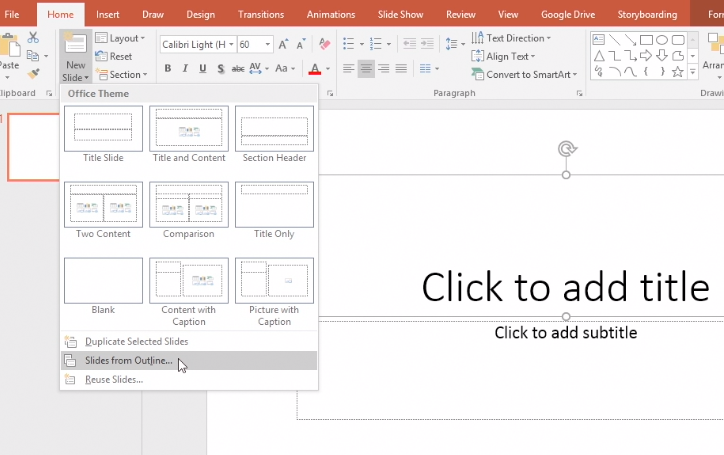
**Save an outline in Word**

* To save your document, select **Save**, name your file, and then select **Save** once more. Select **Close** to close your document.

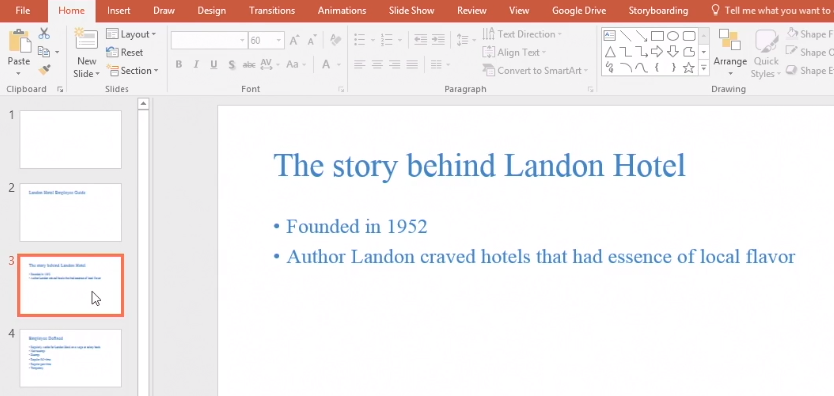
**Note:** Your Word document must be closed to insert it into a PowerPoint presentation.

**Import a Word outline into PowerPoint**

1. Open PowerPoint, and select **Home** > **New Slide**.
2. Select **Slides from Outline**.



1. In the **Insert Outline** dialog box, find and select your Word outline and select **Insert**.



**Note:** If your Word document contains no Heading 1 or Heading 2 styles, PowerPoint will create a slide for each paragraph in your content.

## Add hyperlinks to slides

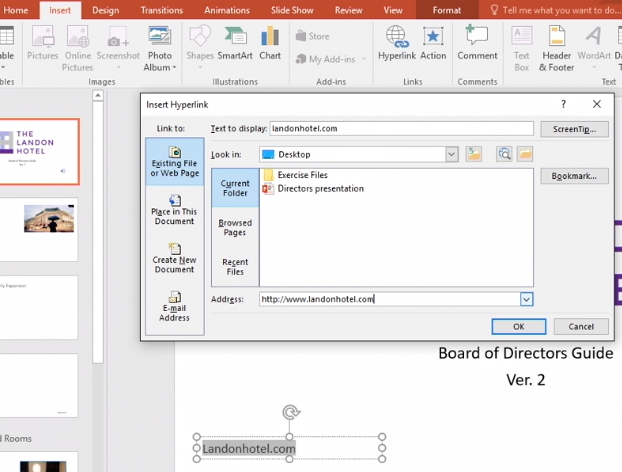
Add links to your presentation to show related information on the web, quickly get to a different slide, or start an email message.

**Link to a website**

1. Select the text, shape, or picture that you want to use as a hyperlink.
2. Select **Insert** > **Hyperlink**.
3. Select **Existing File or Web Page**, and add the:
   * **Text to display** - Type the text that you want to appear for your hyperlink.
   * **ScreenTip** - Type the text that you want to appear when the user hovers over the hyperlink (optional).
   * **Current Folder**, **Browsed Pages**, or **Recent Files** - Select where you want to link to.
   * **Address** - If you haven't already selected a location above, cut and paste, or type the URL for the web site you want to link to.

**Note:** If you link to a file on your computer, and move your PowerPoint presentation to another computer, you'll also need to move any linked files.

1. Select **OK**.



**Link to a place in a document, new document, or email address**

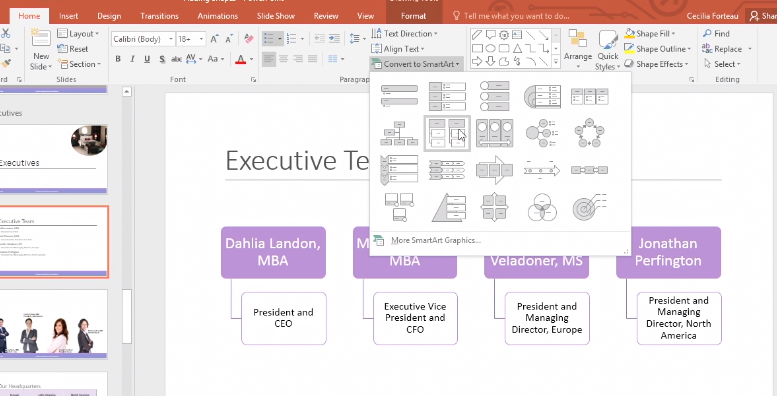
1. Select the text, shape, or picture that you want to use as a hyperlink.
2. Select **Insert** > **Hyperlink** and select an option:
   * **Place in This Document** - Link to a specific slide in your presentation.
   * **Create New Document** - Link from your presentation to another presentation.
   * **E-mail Address** - Link a displayed email address to open a user's email program.
3. Fill in the **Text to display**, **ScreenTip**, and where you want to link to.
4. Select **OK**.

## Add SmartArt to a slide

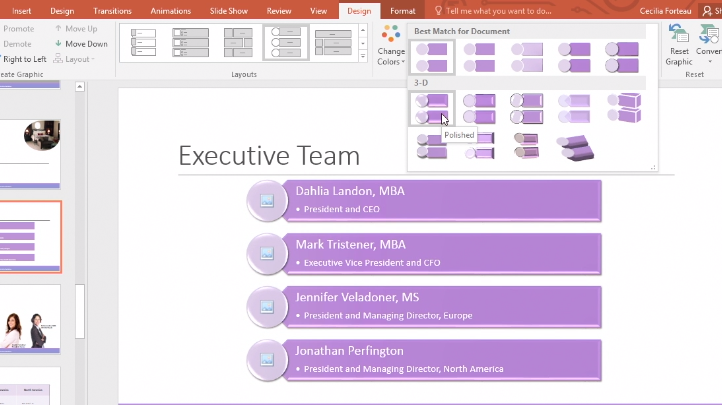
Add SmartArt to your PowerPoint slides to create visual impact to your text and bullets.

**Add SmartArt**

1. Select the text that you'd like to work with.
2. Select **Home** > **Convert to SmartArt**, and then select a SmartArt graphic.



1. Under the **SmartArt Tools Design** tab, you can choose from:
   * **SmartArt Styles** - Select a SmartArt style to apply to your slides.
   * **Change Colors** - Change colors of your SmartArt style.

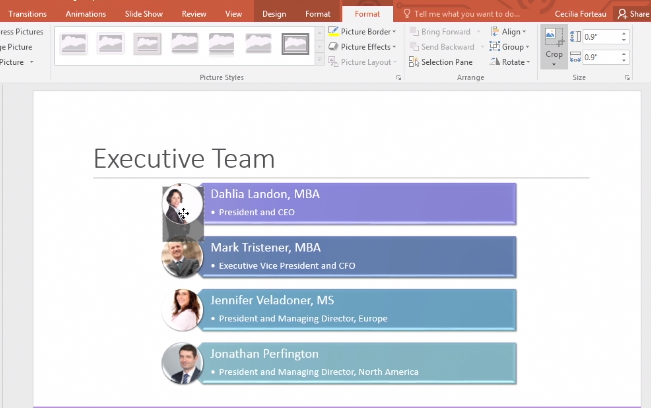


**Add pictures to SmartArt**

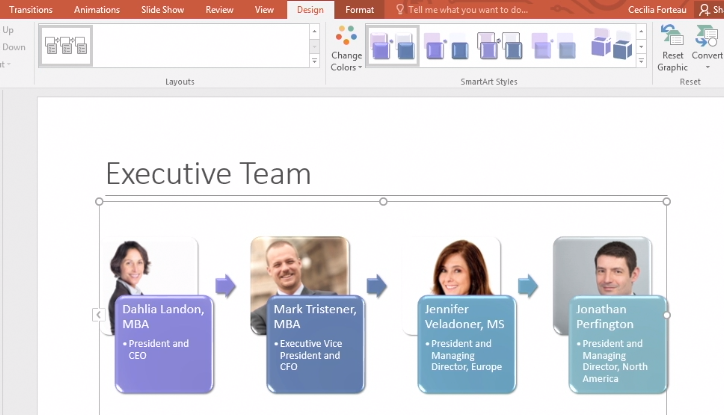
1. Select the image placeholder inside your SmartArt.
2. Select **Browse**, go to a photo you'd like to use, and select **Insert**.

If you'd like to format your photo, you can choose:

* + **Crop** - Crop your photo or use the tool to adjust your photo's fit in the placeholder. Select **Crop** to confirm the change.



1. If you'd like to change your selected SmartArt style, under the **SmartArt Design** tab, select the drop-down arrow for **Layouts** > **More Layouts**.
2. Select a SmartArt style you like, such as **Picture**, and then select **OK**.

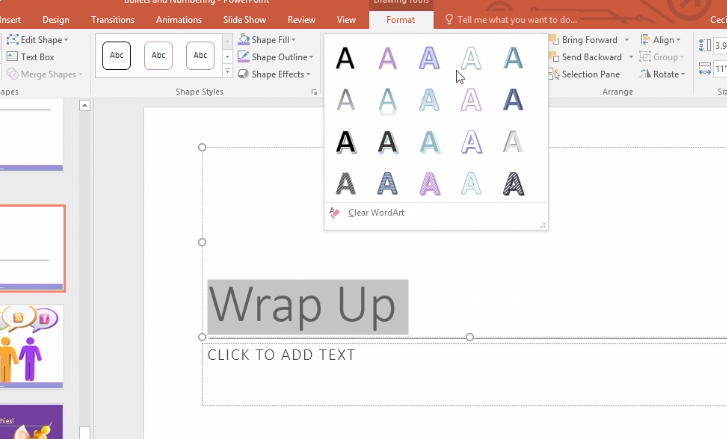


## Add WordArt to a slide

Insert WordArt to visually transform your text and slides.

**Add WordArt**

1. Select the text you'd like to work with.
2. On the **Drawing Tools Format** tab, you can select **WordArt Styles**, **Text Effects**, and more to add style to your text.



1. Select **Home** > **Reset** if you'd like to undo all changes.

**Edit an entire placeholder of text**

1. Select the text placeholder you'd like to edit.
2. On the **Drawing Tools Format** tab, you can change the font properties for all text in the placeholder, such as the size, bolding, or color.
3. Select the **WordArt Styles** drop-down arrow or select **Text Effects** to format text all at once.

