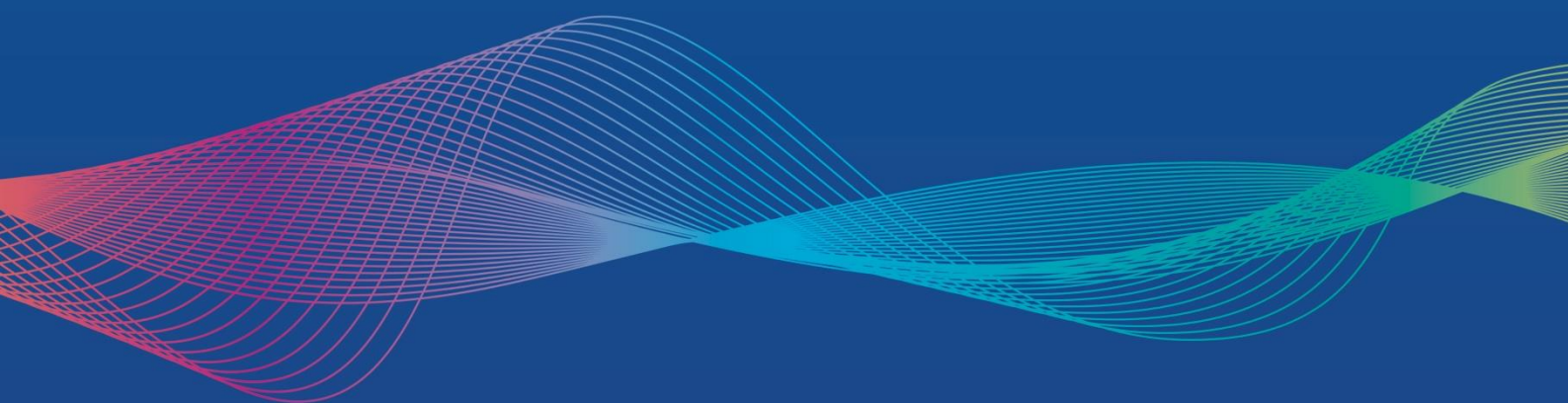




**Midlands and Lancashire**  
Commissioning Support Unit

# PowerPoint Introduction O365

**Version 1**



# Table of Contents

<b>Quality Assurance .....</b>	<b>5</b>
<i>Confidentiality .....</i>	<i>5</i>
<b>Welcome! .....</b>	<b>6</b>
<b>Launching MS PowerPoint .....</b>	<b>7</b>
<b>Presentation Basics .....</b>	<b>9</b>
<i>Placeholders .....</i>	<i>9</i>
<b>Object Borders .....</b>	<b>9</b>
<b>Word Wrap in Placeholders .....</b>	<b>9</b>
<i>Adding New Slides .....</i>	<i>9</i>
<b>Slide Layouts .....</b>	<b>9</b>
<i>Running a basic slideshow .....</i>	<i>10</i>
<b>Moving through the slide show .....</b>	<b>10</b>
<b>Cancelling the slideshow .....</b>	<b>10</b>
<i>Presenter View .....</i>	<i>11</i>
<b>Managing PowerPoint Files .....</b>	<b>12</b>
<b>Starting a New presentation .....</b>	<b>12</b>
<b>Saving Presentations .....</b>	<b>12</b>
Saving a new presentation .....	12
Saving an existing presentation .....	12
Saving an existing presentation under a new name .....	12
<b>Opening and Closing presentations .....</b>	<b>13</b>
Closing .....	13
Opening .....	13
Changing the display in the Open Dialog box .....	13
<b>Deleting and Renaming Files .....</b>	<b>14</b>
Deleting Files in the Open Dialog box .....	14
Renaming a file .....	14
<b>Working with Folders .....</b>	<b>14</b>
Managing Folders .....	14
Moving Files .....	14
<b>Applying Design Themes .....</b>	<b>15</b>
<b>Applying a Design Theme .....</b>	<b>15</b>
Using a PowerPoint design theme .....	15
Using an existing presentation as a template .....	15
<b>Changing Theme Colours .....</b>	<b>16</b>
Applying a Variant .....	16
Applying a Colour scheme .....	16
Apply a Font scheme .....	16
Apply Effects .....	16
Apply Background Styles .....	16
Apply to selected slides only .....	17
Create a Colour Scheme .....	17
Resetting the Design .....	17

<b>Using Transitions and Animation .....</b>	<b>18</b>
<i>Transitions .....</i>	18
<i>Animations.....</i>	18
Applying Animation .....	18
<b>Pictures.....</b>	<b>20</b>
<b><i>Adding Online Pictures using a Slide Layout .....</i></b>	<b>20</b>
Search Options .....	20
Adding an image from your Documents folder .....	21
Changing a Picture.....	21
<b>Using Shapes .....</b>	<b>22</b>
<i>Recently Used Shapes.....</i>	22
<i>Lines and Connectors .....</i>	22
Connectors.....	22
Draw a straight line .....	22
<i>Rectangle .....</i>	23
Draw a perfect square.....	23
<i>Basic Shapes.....</i>	23
Draw a perfect circle .....	23
<b><i>Block Arrows .....</i></b>	<b>23</b>
<i>Adjustment Handles .....</i>	23
<i>Rotating Handles .....</i>	23
More Shapes groups.....	23
Adding text to an Shape .....	24
<b>Selecting and manipulating objects .....</b>	<b>25</b>
<b><i>Selecting.....</i></b>	<b>25</b>
Selecting Text objects for manipulation/formatting .....	25
<b><i>Moving .....</i></b>	<b>25</b>
<b><i>Resizing.....</i></b>	<b>25</b>
Deleting .....	25
<b>SmartArt Graphics .....</b>	<b>26</b>
<i>SmartArt Tools.....</i>	26
Cycle.....	26
Layout Options .....	27
SmartArt Styles.....	27
Hierarchy .....	27
Adding Shapes.....	27
Hierarchy Layouts and Styles .....	28
<b>Formatting .....</b>	<b>29</b>
Shape Outline.....	29
Shape Fill.....	29
Shape Fill Effects.....	30
Shape Effects .....	30
Formatting Text Objects .....	31

<i>Bullet Style</i> .....	31
<i>Formatting Slide Background</i> .....	32
.....	32
Hide background graphics .....	32
<b>Controlling a slideshow</b> .....	<b>33</b>
Speed .....	33
Hiding Slides .....	33
Keyboard shortcuts for running slideshows .....	33
<i>Changing the View</i> .....	34
Notes Page .....	34
<b>Printing Presentations</b> .....	<b>35</b>
Printer .....	35
Settings .....	35
Collated .....	35
Colour .....	36
<b>Headers and Footers</b> .....	<b>36</b>
<b>Notes</b> .....	<b>37</b>

# Quality Assurance

Document Details	
Document Title	PowerPoint Introduction O365
Status	Final
Version	1.0
Prepared by	Sharon Tew
File path of document	<a href="https://csucloudservices.sharepoint.com/sites/TTDQAllStaff/1/Training%20Team%20-%20Cheshire%20(Dave%20&amp;%20Sharon)/BAU%20Courses/OFFICE%20365/PowerPoint%20O365/PowerPoint%20O365%20Introduction/PowerPoint%20O365%20Introduction%20Booklet%20v1.docx">https://csucloudservices.sharepoint.com/sites/TTDQAllStaff/1/Training Team - Cheshire (Dave &amp; Sharon)/BAU Courses/OFFICE 365/PowerPoint O365/PowerPoint O365 Introduction/PowerPoint O365 Introduction Booklet v1.docx</a>
Purpose of document	To support candidates through the PowerPoint Introduction course.

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**Version 1  
January 2020**

# Welcome!

Microsoft PowerPoint can be used to create and organise a presentation: managing slides of information, speaker notes, handouts and outlines and all from a single file. Whatever you are using PowerPoint to assist you in presenting, the tools are available to help you design, create, print, share and deliver your message in a powerful way.

This IT Training course will show you how to:

- Manage PowerPoint Files
- Use Slide Layouts and Placeholders
- Edit and spell check text
- Apply and customise Design Templates
- Use ClipArt, pictures and diagrams
- Manipulate objects
- Run slideshows effectively
- Print all elements of a PowerPoint file

If you have been using MS PowerPoint for a while, you may already know how to use some of the features covered in this guide, but if you were using the previous version of MS PowerPoint we hope that these notes will help you upgrade your skills and knowledge and take advantage of the new features on offer.

To help you, you will find the following symbols used throughout this guide:



*This symbol will indicate information that you need to be aware of, tips and tricks and occasionally, things to watch out for to avoid problems.*



*This symbol will be shown when you need to take care and pay attention to what you are doing to avoid creating problems for yourself.*

Happy Presenting!

Best wishes

IT Training Team (Cheshire)

IT Services, Midlands and Lancashire CSU

## Contact

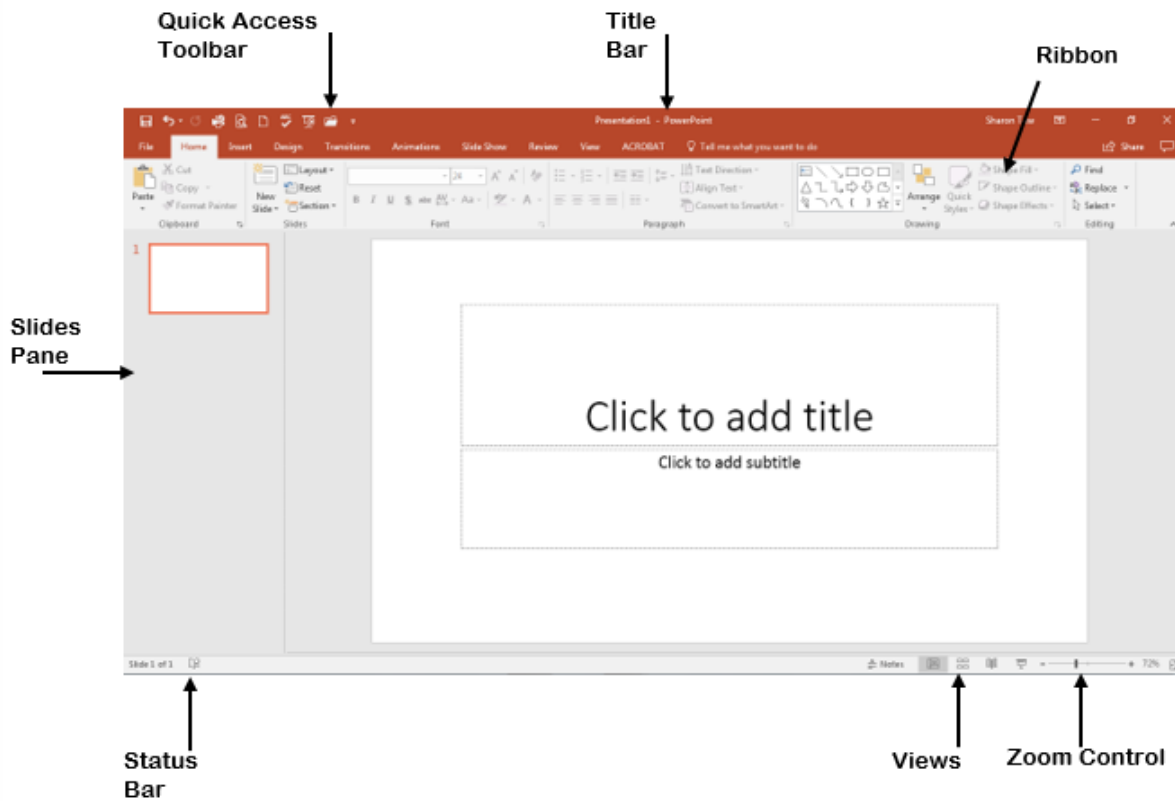
Email: [csu.ittraining@nhs.net](mailto:csu.ittraining@nhs.net)

Telephone: 01606 544468



# Launching MS PowerPoint

To launch MS PowerPoint you need to select the PowerPoint logo from your Desktop or Start menu. The MS PowerPoint Window will appear:



- Title Bar:** Shows the name of the current window (i.e., MS PowerPoint) and the currently displayed file (Presentation1).
- Ribbon:** This is a strip of buttons and drop-down menus and is divided by tabs into groups of related commands.
- Quick Access Toolbar:** This toolbar has some of the most common functions such as save, and undo. You can customise this toolbar to add your own favourites.
- Slides Pane:** Shows the slides in the presentation as Thumbnails.
- Views:** There are four views that can be applied to your presentation:



**Normal.** This is the default display.



**Slide Sorter.** This shows all the slides as thumbnails and gives you an overall view of the presentation. Slides can be moved, copied and deleted easily in this view.



**Slide Show.** Runs the presentation on screen.



**Reading View.** This view shows a full screen version of the speakers notes (A4 portrait) which includes a reduced version of each slide.

#### **Status Bar:**

The Status Bar provides a variety of status information about the current presentation and is also home to the View Buttons and Zoom Control



# Presentation Basics

MS PowerPoint presents you with a blank presentation containing a single slide. The Slide Layout by default is the Title Slide (see Slide Layouts on the next page).

## Placeholders

The slide layout contains pre-determined places for you to type in your text, known as Placeholders. Placeholders contain formatting and dummy text which will disappear if you click into the placeholder and start typing.

In the example we have clicked on the Title Placeholder and entered the text “Cheshire”. The “click to add title” text has disappeared.

Click to add title

Notice the border around the Placeholder. Once it contains text that you have typed, the Placeholder becomes an Object.

Cheshire

## Object Borders

To hide the Object borders from view, click away from the object. To redisplay the object borders click anywhere on the object. Objects can be moved, resized, formatted and deleted.

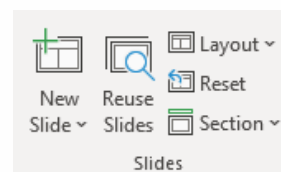
## Word Wrap in Placeholders

When you type text into a Placeholder if there is too much text to fit across the width of the placeholder it will wrap on to the next line.

If you want to start a new line within a placeholder, simply press Enter.

## Adding New Slides

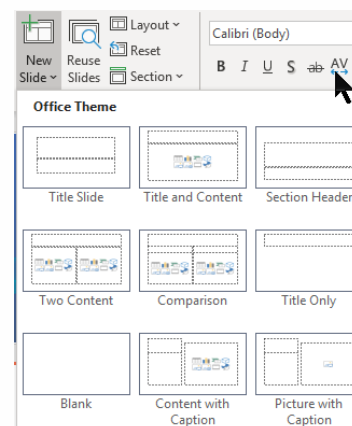
To add a New Slide to your presentation, click on **New Slide** in the **Slides** group on the **Home** ribbon.




If you click the top section of the button a simple **Title and Content** slide will be inserted. Click the lower portion of the button and you will have more options.

## Slide Layouts

There are nine slide layouts to choose from. Each layout has been named. To insert a slide layout to your presentation click the layout. The slide will appear directly after the slide you currently have selected in the **Slides Pane**. Enter your text into the place holders as required.





## Running a basic slideshow

To run a slideshow of the slides you have created, click on your first slide in the Outline/Slides pane and then click  on the Status Bar, or press F5 or choose **Slideshow** from the ribbon where you can choose to run **From Beginning** or **From Current Slide**. The slideshow will appear occupying your full screen.

## Moving through the slide show

To move on to the display the next slide, click the mouse, or press Enter. Alternatively if you look in the bottom left hand corner of the screen a very faint toolbar will appear. Click on the left and right arrows as required to move through the slide show.



Movement	method
Next slide	<ul style="list-style-type: none"><li>➤ Press Enter</li><li>➤ Click Left mouse button</li><li>➤ Click </li><li>➤ Press right cursor arrow</li></ul>
Previous	<ul style="list-style-type: none"><li>➤ Press Backspace</li><li>➤ Click </li><li>➤ Press left cursor arrow</li></ul>

At the end of the slideshow the screen will go black. Click the mouse again to return to PowerPoint. **End of slide show, click to exit.**

## Cancelling the slideshow


If you want to cancel running a slideshow part way through, simply press Esc. Alternatively, click



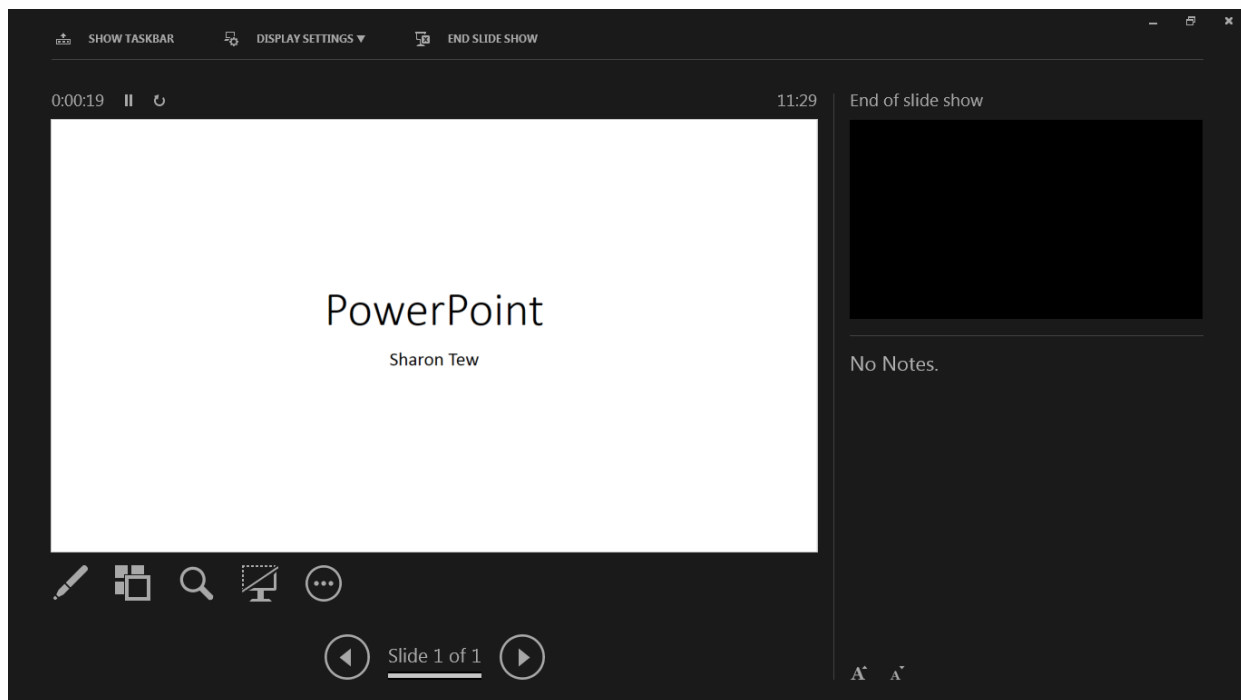
and click **End Show** from the displayed menu.

## Presenter View

If you have plugged your computer into an external video device such as a projector or computer screen you can choose **Presenter View**.

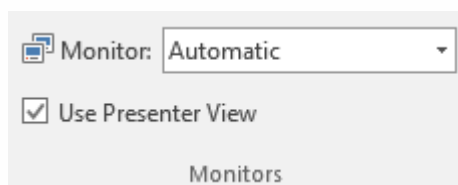
Run your slide show, click  and select Presenter View from the menu options. Your screen will look like **Figure 1** and the output screen e.g. the projector, will show just the slides.

**Presenter View** is a great way for you to view your presentation with your speaker notes on one computer (your laptop, for example), while the audience views the notes-free presentation on a different monitor.



*Figure 1 – Presenter View*

On the **Slide Show** tab in the **Monitors** group you can adjust the presenter view options. Remove the tick next to **Use Presenter View** if you wish to turn this view option off.

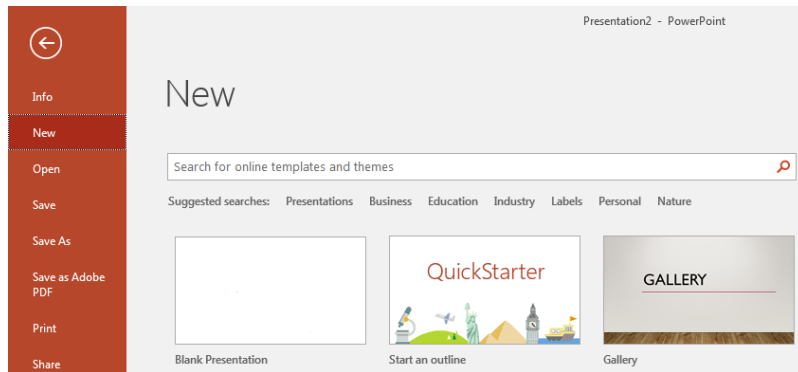


# Managing PowerPoint Files

## Starting a New presentation

To start a new presentation, click File, New. Click **Blank Presentation**.


You can choose a Template, or Theme from the **Home** section. If you have an internet connection you can use the **search** box to find online templates and themes.

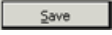


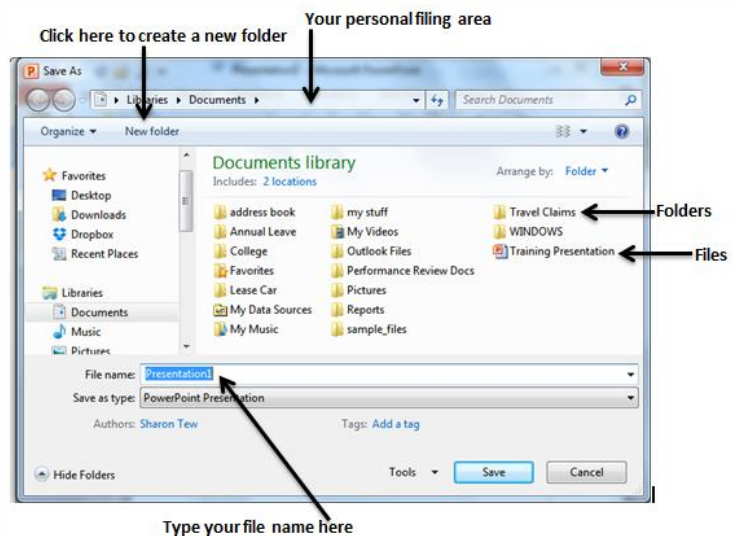
Click a template you wish to use and create a new presentation.

## Saving Presentations


### Saving a new presentation

To save the current presentation for the first time click  or choose **File, Save As** and click **Browse**. A dialog box will display showing your **Documents** folder.


Enter a name for the file in the **File Name** box and select . The **Title Bar** for the window will change to display the name given to the presentation.



### Saving an existing presentation


If the presentation you want to save already has a name and all you want to do is update the file with the changes, click  or choose **File, Save**.

### Saving an existing presentation under a new name

To save an existing presentation under a new name or into a different location choose **File, Save As**. Select the location for this new version of the file to be stored and enter the new name in the **File Name** box. Click .

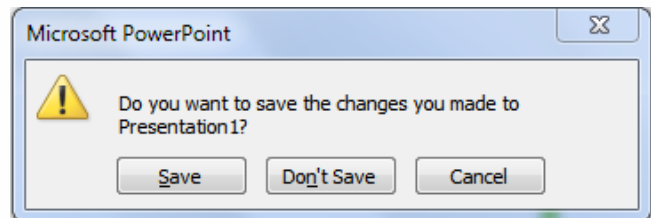
# Opening and Closing presentations

## Closing


To close a presentation, click the  in the right-hand top corner of the window. Alternatively choose **File, Close**.

If you have made any changes since you last saved the file, PowerPoint will prompt you to save the changes.


Click on **Save** to update the file with the latest changes or click **Don't Save** to discard the changes you have made. If you click **Cancel**, you will cancel the close command and return to your open presentation.



## Opening

To open a presentation file that you have saved, click  or choose File, Open and click **Browse**. The **Open** dialog box will display showing your **Documents** Folder. Select the presentation that you want to open and click Open.

## Changing the display in the Open Dialog box

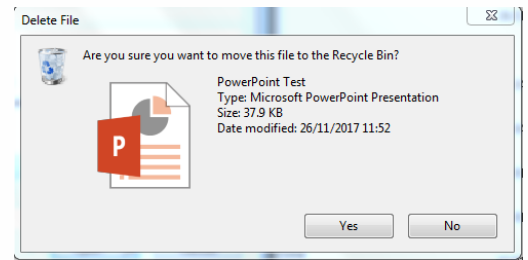
To change the display of the presentations in the **Open** dialog box click . Choose from the available **Views**:

View Name	Display
Extra Large Icons	Extra large icons for each folder and file are displayed
Large Icons	Large icons for each folder and file are displayed
Medium icons	Medium icons for each folder and file are displayed
Small Icons	Small icons for each folder and file are displayed
List	Very small icons for each folder and file are displayed
Details	The details of the file size, type and date modified are shown
Tiles	Large icons for each folder and file are displayed
Content	More details about each individual files can be viewed for example the size.

# Deleting and Renaming Files

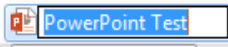
## Deleting Files in the Open Dialog box

Select the file you want to delete and press **Delete** on the keyboard. You will be prompted to confirm that you want to delete the file. Click **Yes**.





**CAUTION** If you are deleting from a network drive the file will be deleted permanently.


## Renaming a file

Select the presentation you want to rename and click **Organize** and select **Rename**. The name against the presentation will now appear highlighted. E.g.:  Edit the name as required and press **Enter** when done.

# Working with Folders

## Managing Folders

To create a new folder click . Enter a name for your new folder and press **Enter** on the keyboard. 

Double click to open the folder. To return to the top of your folder hierarchy, click the  back button in the top left corner of the dialog box or click **Documents** from the left hand side of the dialog box.

## Moving Files

To move a file from one folder into another, point at the file and drag it over the file you want to move it to so that the folder name appears highlighted in blue. Release the mouse.

# Applying Design Themes

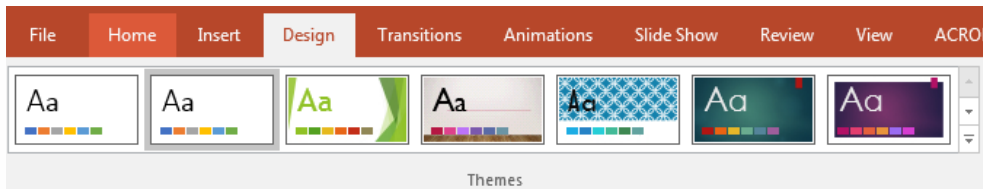
A design theme is a file that holds presentation formatting information in a form that can be applied to any PowerPoint presentation very quickly. There are a wide variety of design templates that come with PowerPoint. There are also several company specific templates available.

You can also create use any presentations that you have created as a design template for another presentation!

## Applying a Design Theme

### Using a PowerPoint design theme


Click on the **Design** ribbon.



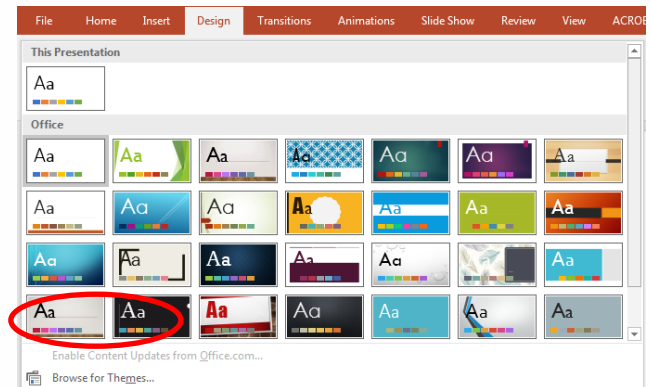
The template currently in use will be highlighted, with the other templates listed to the right. Scroll through the template looking for a design you like, hover over the design to view the changes. Click on the down arrow to show even more themes

To apply a **Design** theme, click on the thumbnail of the theme you require.

### Using an existing presentation as a template

Click the **More**  button to view all Themes. At the bottom of the list is **Browse for Themes**. Click this link to access your **Documents** folder and select any existing presentation that you have.

The design of that presentation will be applied to the presentation you are currently working on.



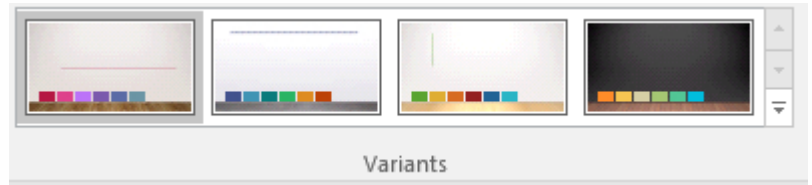
*Note: Design templates can also be applied when using Slide Sorter view.*

# Changing Theme Colours


The colour scheme that is associated with the design theme that you have chosen may not quite meet your needs. Colour schemes consist of eight colours.

## Applying a Variant

To alter the colour scheme of the theme, from the **Design** ribbon hover over the **Variants**. Click the thumbnail to apply the change.




## Applying a Colour scheme


To alter the colour scheme of your chosen design, Click the **More**  button to the side of the **Variants** group from the **Design** ribbon and select **Colors**. The available schemes will appear. Hover over the colours to view the changes and click on the scheme required to apply it to your current presentation.




## Apply a Font scheme

To alter the font scheme of your chosen design, Click the **More**  button to the side of the **Variants** group from the **Design** ribbon and select **Fonts**. The available fonts will appear. Hover over the fonts to view the changes and click to apply.

## Apply Effects

To alter the Effects scheme of your chosen design, Click the **More**  button to the side of the **Variants** group from the **Design** ribbon and select **Effects**. The available effects will appear. Hover over the effects to view the changes and click to apply.

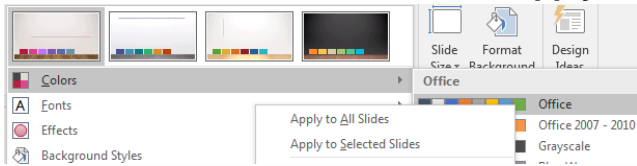
## Apply Background Styles

To alter the Background scheme of your chosen design, Click the **More**  button to the side of the **Variants** group from the **Design** ribbon and select **Background Styles**. The available background styles will appear. Hover over the background styles to view the changes and click to apply.



## Apply to selected slides only

To apply the colour scheme to one slide only, click on **Colors** button, and right click on the desired colour scheme and choose **Apply to Selected Slides**.



## Create a Colour Scheme

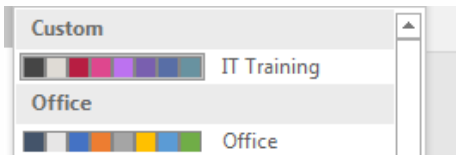
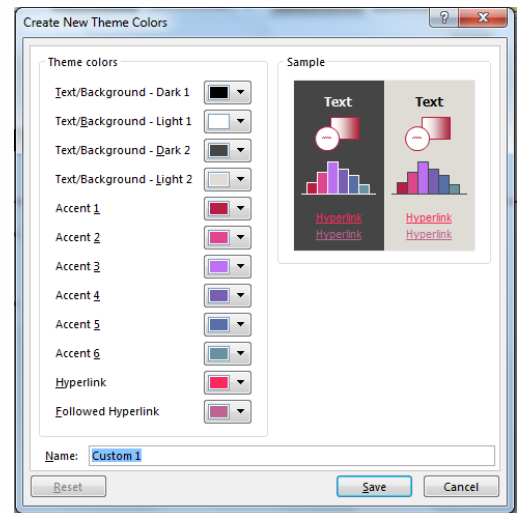
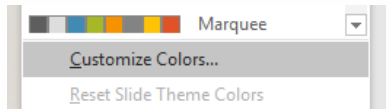
To create your own Theme colours click the **Colors** button and at the bottom of the list is the option **Customize Colors**.

As shown, theme colours contain four text and background colors, six accent colors, and two hyperlink colors.

Under **Sample**, you can see how the text font styles and colors look before you settle on your color combination.

To alter the colour of a scheme element, click on the element e.g. Accent 4 to show the colour square, then click you new colour. Repeat as required for the different elements, then click **Save**.

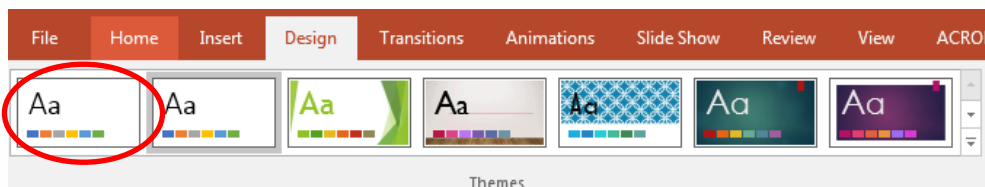
If you wish to use your customised theme colours on other presentation then you will find this in the **Custom** section of the **Colors** button as shown below.



*Note: Colour Schemes can also be applied when using Slide Sorter view.*

## Resetting the Design

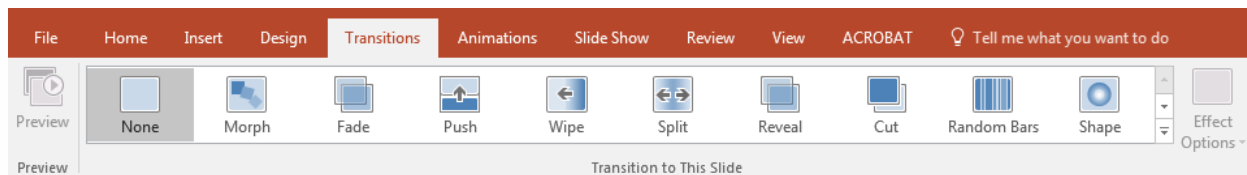
Click on the **Design** ribbon and hover over the thumbnails to view the **Office Theme**, click to apply.



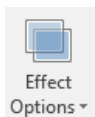
# Using Transitions and Animation

## Transitions

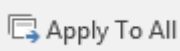
Slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation. You can control the speed, add sound, and even customize the properties of transition effects.



Click on the **Transitions** ribbon and choose the transition effect you want to apply to the selected slide/slides.



Click **Effect Options** to change the Transition Effect Options, these options will change depending on the Transition you have selected. If you select a Transition it will be applied to the current slide.



Click **Apply To All** to apply the Transition to all the slides. You can also apply transitions from Slide sorter view.

## Animations

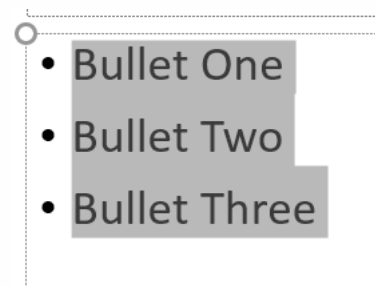
Animations add movement to your slideshow. With a slideshow that contains bullet points, animation can be used to reveal each point on the click on a mouse, rather than as soon as you display the slide.

You can apply Animation to any object, and to at three different events. These are:

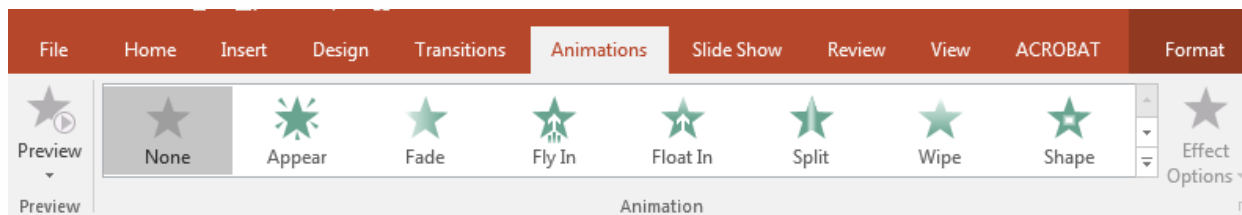
- Entrance – when a slide gets used or an object gains focus
- Emphasis – to highlight a point or object
- Exit – when you leave the slide or object

## Applying Animation

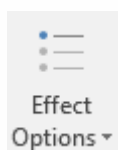
Click on the **Animations** ribbon and choose the part of the slide that you would like to animate. The picture shows the bullet list highlighted.



The animation ribbon icons will activate and you will see that the object (bullet list in this instance) has **None** selected in the **Animation** ribbon



Hover over the different animation effects to preview what how they will appear before clicking to apply the effect.



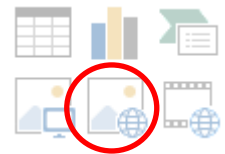
Click **Effect Options** to change the animation effect option, these options will change depending on the animation you have selected

# Pictures

You can insert saved or online pictures. Online Pictures are photographs and images (usually copyright free) that can be incorporated into MS Office products.

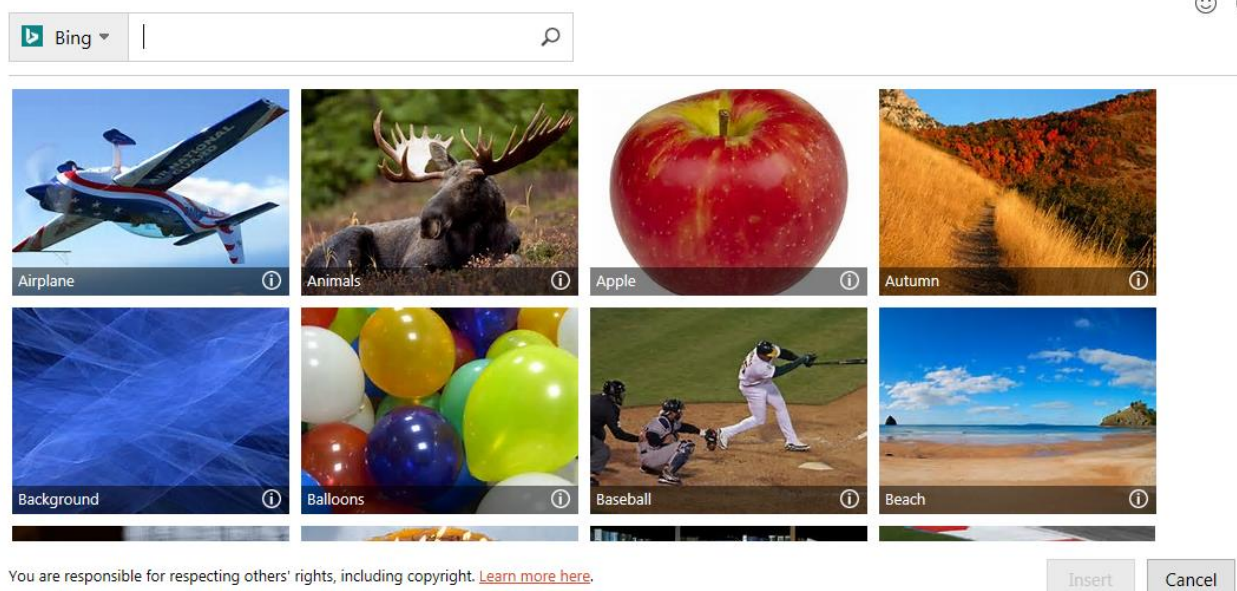
## Adding Online Pictures using a Slide Layout

Many of the available slide layouts have been setup to make adding Online Pictures to the slide quick and easy. Some layouts will offer access to a range of different content. In this case click the **Online Pictures** icon on the slide.



The **Browse** window will display. Either scroll through the topics or refine your search by entering a word into the **Search** for box that describes the idea you want a representative image of and click the **magnifying glass**.

Online Pictures



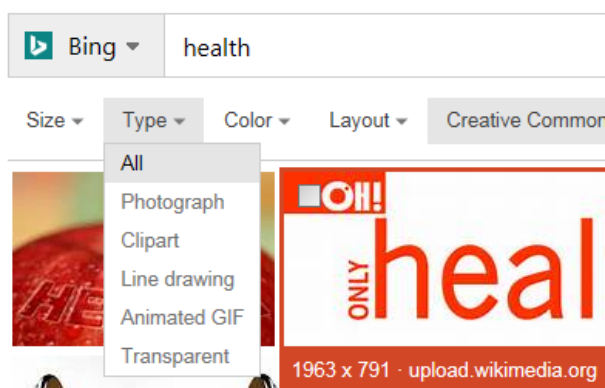
The pictures offered may include photographs, clip art, line drawings, animated images and transparent pictures.

Click on the image required to insert it into your presentation and click **Insert**. The image will be inserted into the slide layout and sized automatically to fill the space originally occupied by the placeholder.

## Search Options

Click in the **Search** box and type in the word or words and click the **magnifying glass**. To refine the search, click **Type** and select the relevant picture type from the menu options.

## ← Search Results

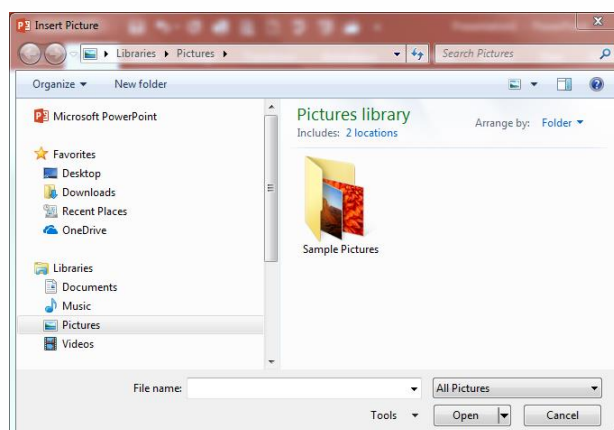


### Adding an image from your Documents folder

If you have images that you want to add to a presentation that you have stored in your **Documents** folder or network drive and click the **Pictures** icon on the slide.



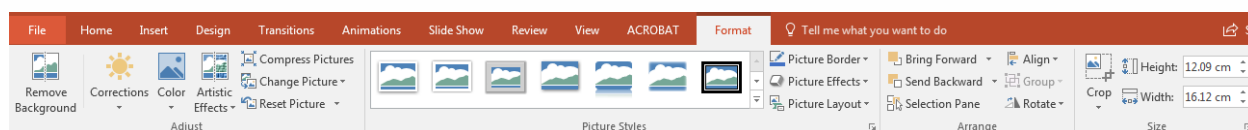
The **Insert Picture** dialog box will appear. Locate the file required and click **Open**. The image will now appear as an object on the current slide. Adjust as required (see Selecting and Manipulating Objects).



Alternatively, you can select the **Insert** ribbon and click **Pictures**.

### Changing a Picture

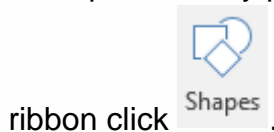
Click the picture to select it; this will activate the **Picture Tools** ribbon. You can use the ribbon to adjust the picture, apply a style, arrange with text or other pictures and change the size.



Some of the settings allow you to hover over them to view what the change will look like, click to apply the change.

# Using Shapes



PowerPoint has pre-set Shapes that you can use quickly and easily to emphasise key points in your presentation. From the **Insert**



## Recently Used Shapes

This list the shapes, arrows or lines most recently used.

## Lines and Connectors

To draw a line click  from the Shapes button. To draw an arrow click . The mouse will change to a small + sign. Position the + sign where you want the line/arrow to start and hold down the mouse. Drag to reveal the line/arrow. Release when the required length has been achieved.




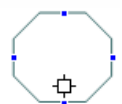
## Connectors

All shapes have hidden connection points on them that you can use when you want to connect shapes together with lines.

## Draw a straight line

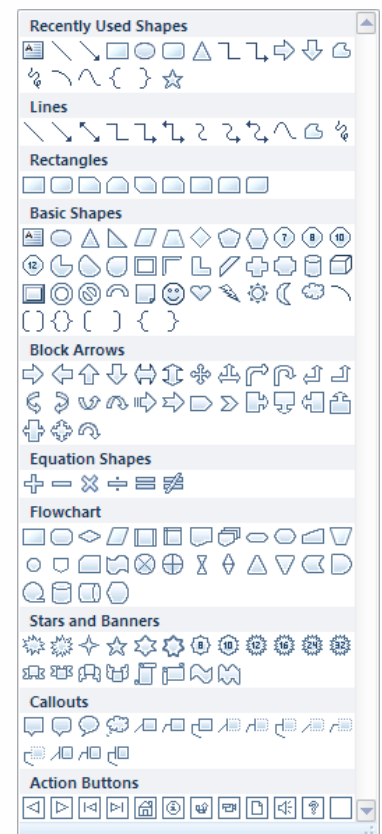
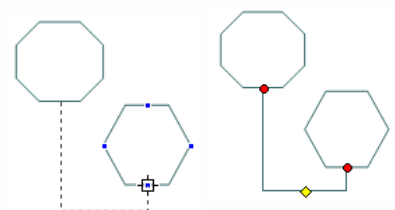
If you hold down SHIFT as you draw the line and then move up or down you will angle the line at 15 degree increments. To draw the line from the centre outwards, hold down CTRL as you drag.

Click **Shapes** and in the **Lines** group select the type of connection you want to make. Point at the first shape you want to connect. The hidden connection points will appear as small blue dots. The mouse pointer will change to be the connections pointer .




Position the connections pointer over the blue dot on the first object and hold down the mouse and drag it to the second object. As the connections pointer reaches the second object, the hidden connection points for that object will display and the line will attempt to connect.

Move the pointer to the required connection point and release the mouse. If the connection points between the shapes and the line are marked with Red handles, the connection has been successful. If the handles are Green, the connection has not been successful. Adjust as required.



## Rectangle


To draw a rectangle, click  from the Shapes. Position the + sign where you want the top left-hand corner of the rectangle to appear and hold down the mouse. Drag across and down to reveal the rectangle. Release when the required size has been achieved.



### Draw a perfect square

Hold down SHIFT as you drag. Hold down CTRL to draw the rectangle/square from the centre outwards.

## Basic Shapes

To draw an oval, click  from the Shapes. Position the + sign where you want the top left-hand edge of the oval to appear and hold down the mouse. Drag across and down to reveal the oval. Release when the required size has been achieved.




### Draw a perfect circle

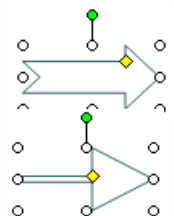
Hold down SHIFT as you drag. Hold down CTRL to draw the oval from the centre outwards.

## Block Arrows


Click the arrow you want to add from Block Arrow group. Position the + sign where you want the top left-hand edge of the shape to appear and hold down the mouse. Drag across and down to reveal the shape. Release when the required size has been achieved.

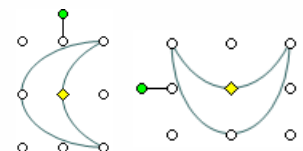
## Adjustment Handles

Some Shapes have adjustment handles . Point at the adjustment handle and drag it to alter the dimensions of the shape. Some of the changes that can be made can radically alter the shape.



## Rotating Handles

Some Shapes have Rotating Handles . Point at the green handle and the rotation symbol will be shown. Hold down the mouse and drag the shape to rotate the shape.

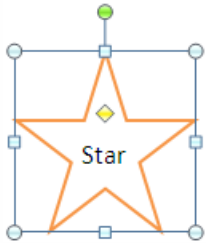


### More Shapes groups

- Equation Shapes
- Flowchart
- Stars and Banners
- Call Out
- Action Buttons

## Adding text to an Shape

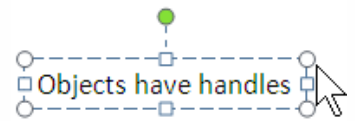
To add text to a shape, after you have drawn it and with selection handles still on it, start typing. The text will appear in the middle of the shape.





# Selecting and manipulating objects

Once you have items on a slide either text or graphics they are known as objects. All objects have handles. Handles indicate that the object is selected, and once selected the object can be manipulated and formatted.

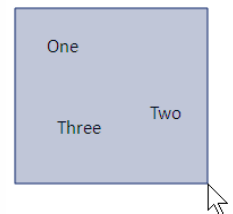


## Selecting

To select an object, point anywhere on the object and click! The handles will then be displayed.

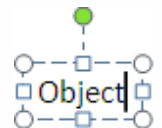
To select several objects, click the first object, then hold down SHIFT and click the other objects that you require. If you select an object that you don't want in your selection, SHIFT click it again to de-select it.

Alternatively, lasso the objects you want to select by dragging the mouse over them. The lasso (blue lined box) will appear automatically as you drag. When you release the mouse all the objects that are wholly inside the lasso will be selected.

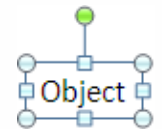


## Selecting Text objects for manipulation/formatting

Text objects have two types of selection, dashed line and solid line. The dashed line border that appears when you select a text object is used for editing the content of the object or resizing it.



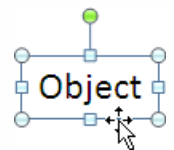
The solid line border is used to treat the whole object as one, i.e. you can move it, copy it or delete it. This is also very useful for formatting as unlike in a word processor you only need to select the object and not drag over the text.



To select a text object with the solid border, click the object to select it and display the dashed line border, then point at the dashed line border and click again. The solid border will now display.

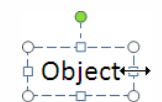
## Moving

To move objects, select the object(s) then point anywhere on the object (or one of the selected objects) and hold down the mouse. The compass rose will appear. Drag the object to the required location.



## Resizing

To alter the size of an object, select the object, then point at one of the sizing handles around the object. A directional arrow will appear. Hold down the mouse and drag the object to the required size.



## Deleting

To delete an object, select it and press **Delete** on the keyboard.

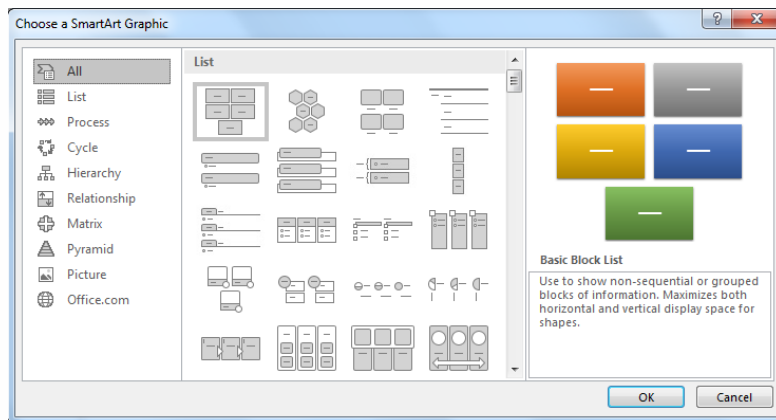
# SmartArt Graphics



Diagrams can be added by clicking the **SmartArt** button from the **Insert** ribbon or via one of the Content slide layouts.

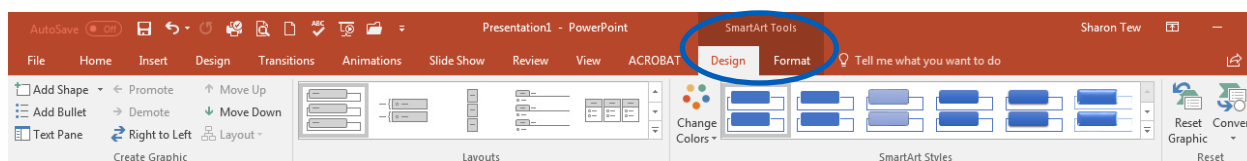


The SmartArt Graphic dialogue will display. Select the diagram type of graphic from the groups on the left or choose All. Click **OK**.



## SmartArt Tools

When you have chosen a SmartArt, the **SmartArt Tools** ribbon will appear. This will let you change the design and format of your chosen SmartArt.



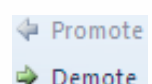
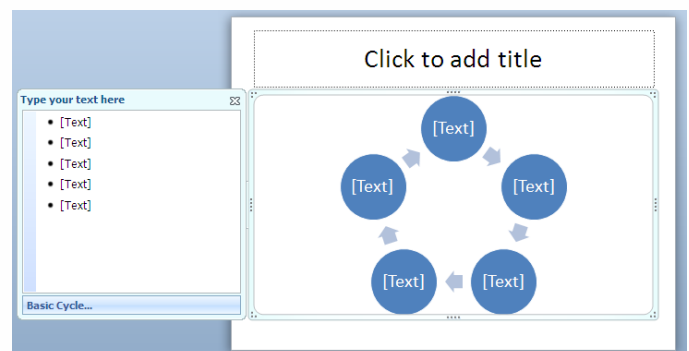
## Cycle

A basic version of the diagram type selected will appear along with the SmartArt Tools Ribbon:

To add text to the diagram, click on the placeholders indicated • **[Text]** or click on **[Text]** on the diagram and type.

To add an additional layer or shape to the diagram click **Add Shape**. Repeat as required.

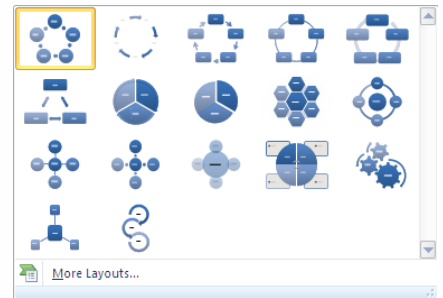
To alter the display of the diagram, select one of the shapes and try using the Move Shape buttons **Move Up**. Alternatively try **Right to Left** to reverse the direction of the diagram and Promote and Demote.



## Layout Options

The Layout options give you the ability to quickly change the way your chosen SmartArt appears. Depending on which group you have chosen will dictate how many layouts there are.

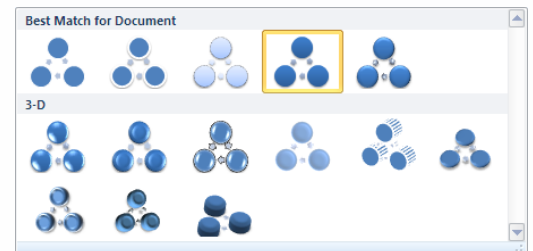
If you want to change Layouts completely then choose the More Layouts options.



## SmartArt Styles

SmartArt Styles offers some alternative design formats for each SmartArt. Click the down arrow SmartArt Styles options box will displayed.

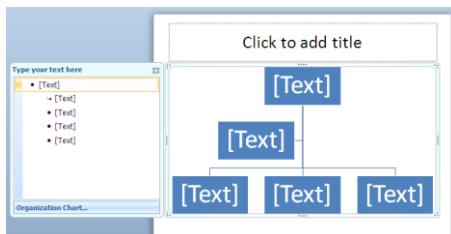
Hover over the style to see the name and to preview an example of each style.



*Note: Changing the Colour Scheme for the presentation will automatically alter the colours used.*

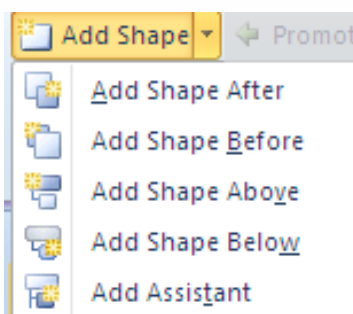
## Hierarchy

The Hierarchy SmartArt allows you to create what can also be termed as an Organisational Chart.



## Adding Shapes

To add additional shapes to the chart, first click the existing shape that the new shape is related to and then click the down arrow on Add Shape. From the displayed menu select you can add shape either After, Before, Above, Below or Add Assistant (by the side).



## Hierarchy Layouts and Styles

The layout option offers lots of alternatives to the Standard layout. Choose your chart layout and **SmartArt Styles** to quickly change the format of your organisation chart.







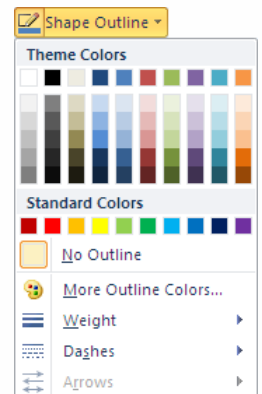
# Formatting

All the objects and slide backgrounds on a presentation can be formatted. First, select the object you want to format! Use the **Drawing Tools** ribbon

## Shape Outline

Lines arrows and the lines around objects can be formatted. Click **Shape Outline**.

Format	Action
Theme Colours	To change the colour of a line click  and select as required.
Weight	To alter the thickness of a line click  from the drawing toolbar and select as required.
Dashes	To alter the style of a line click 
Arrows	To add or alter the arrowheads on a line click 



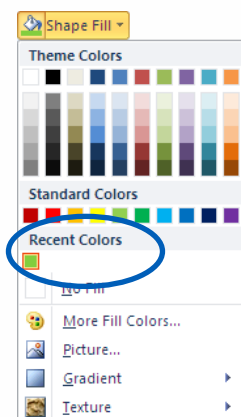
## Shape Fill

To alter or add a fill colour, texture or gradient, click **Shape Fill**.

Alternatively, if you want a colour that is not shown, click More Fill Colours. The colour picker will appear, select the colour required and click OK.

The colour selected will be applied and the colour used will be recorded in to the Recent Colours section so that should you want the same colour again you can select it quickly from the menu.

In the example we selected Green. This is now clearly shown on the Shape Fill menu under Recent Colours.



## Shape Fill Effects

The fill effects of Picture, Gradient or Texture can be selected by from Shape Fill.

**Picture:** If you have a picture that you want to use within an object, click Select Picture and select the picture required from one of your Folders.

**Gradient:** Adjust the colours and then select a shading style. If you are not confident mixing colours together, try some of the pre-set gradients.

**Texture:** Select the texture required and click **OK**.

<b>Gradient</b>	
<b>Texture</b>	

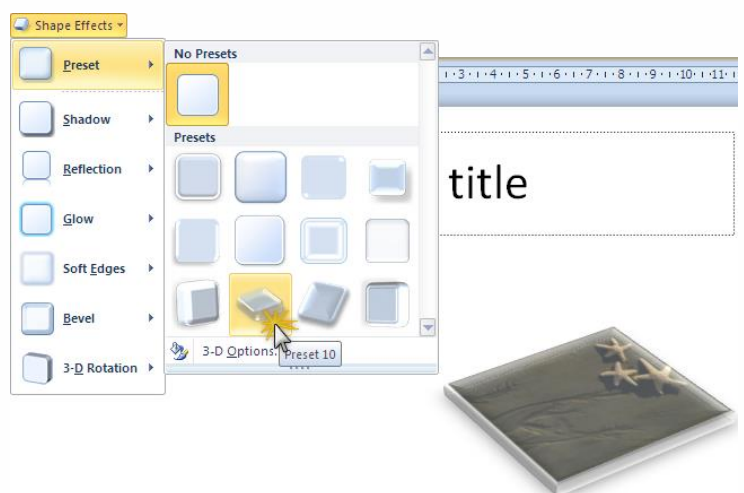
## Shape Effects

You can add a Shape Effect to any object (e.g. drawing, picture etc.)

There are a number of different pre-set options that can be found on the Shape Effect menu.

You can then change these pre-set effects by using the following options:

- Shadow
- Reflection
- Glow
- Soft Edges
- Bevel
- 3D Rotation



## Formatting Text Objects



Whilst it is possible to format individual text objects, before you go ahead and make changes to a slide, please review the section on Using the Slide Master first to make sure you are not attempting to do things the long way around!

When formatting text objects, if you want to format only part of the text within the object please select the text, otherwise, please select the object so it displays the solid line border. The table below details the key text formatting features available:

Format	Action
<b>Font</b>	Click  and select as required from the <b>Home</b> ribbon
<b>Size</b>	Click  and select as required. Alternatively click   to increase/decrease the font size.
<b>Emphasis</b>	Click  as required to apply <b>B</b> old, <b>I</b> talics, <b>U</b> nderline and <b>S</b> hadow.
<b>Strike Through</b>	This will 'cross-out' the text by putting a line through it
<b>Colour</b>	Click  to reveal the colours from the selected colour scheme and any other additional colours used in the presentation. Select as required, or click <b>More colours</b> to access the colour spectrum.
<b>Alignment</b>	To alter the alignment of the text within the object, click  as required.
<b>Spacing</b>	To alter the spacing of lines within a text object, choose <b>Line Spacing</b> . Adjust as required.
<b>Case</b>	To alter the case used choose <b>Change Case</b> and select as required.
<b>Character Spacing</b>	To alter the character spacing in a word

## Bullet Style

To alter the style of bullets used within a text object, if all the bullets in the object are to be changed, select the object (solid line border), however if you only want to change one line, select the text on that line.

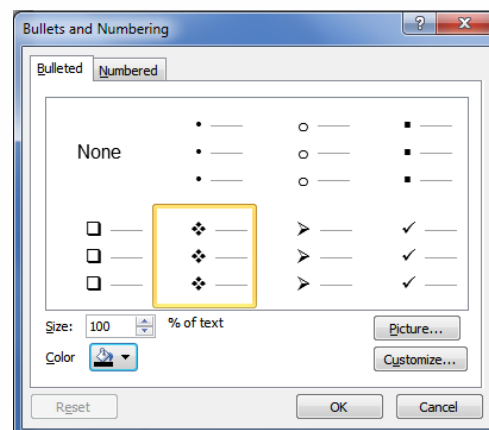
Choose **Bullets** and select the bullet style required.



If the bullet style required is not shown click **Bullets and Numbering** at the bottom of the menu. Click one of the bullets and you can change the colour using the paint pot.

To select a new bullet click **Customize**. From the **Symbol** library try Wingdings, and the three Webdings libraries for a wide variety of symbols.

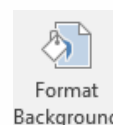
Alter the size of the bullet by increasing its size by percentage against the text it is associated with. Click the paint pot to change the colour. Click **OK** when complete.




## Formatting Slide Background

Display the slide you want to change the background, click the **Design** ribbon and click **Format Background**.

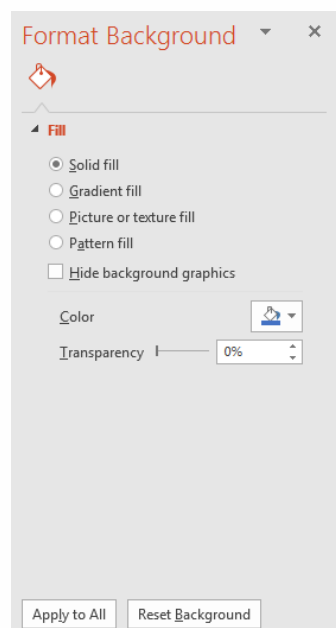
The **Format Background** pane will be displayed on the right side of the screen.



Choose **Solid Fill**, **Gradient**, **Picture or texture fill**, **Pattern fill** then choose from pre-set or customise your own background style.

Click  to apply the change to only the currently displayed slide.

Click  to apply the change to all the slides in the presentation.



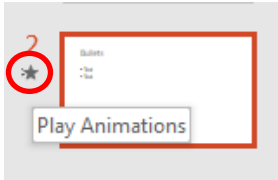
### Hide background graphics

If any background graphics are controlled by the master slide and you do not want them displayed on this slide, tick this box.



# Controlling a slideshow

After you have applied the transitions and animations a star will be displayed in the Slides pane next to the slide. Click the star to preview the animations.



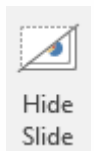
## Speed

From the **Transitions** ribbon you can adjust the speed at which the transition takes place, alter the **Duration** as required.



## Hiding Slides

Sometimes there may be information that you want to have to hand but may not want to display if the issue does not come up during your presentation. If you create the necessary slide you can hide it so that it does not appear as part of the presentation. However, if you need it, you can jump to it quickly during your presentation.



Select the slide you want to hide and choose **Slideshow** ribbon, Hide Slide. The slide number in the Slides pane will be crossed through.



During your presentation if you need to display the hidden slide, type **H** and press enter to move directly to the hidden slide. If this feature is unavailable on your system, if you can remember the number of the hidden slide type the slide number on the keyboard and press enter to display the hidden slide.

## Keyboard shortcuts for running slideshows




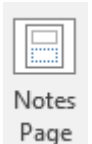
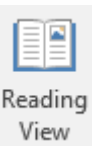
We hope the following help.

To do this	Press
Perform the next animation or move to the next slide	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse!)
Perform the previous animation or return to the previous slide	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
Go to slide <i>number</i>	<i>Slide number</i> then press ENTER
Display a black screen, or return to the slide show from a black screen	B
Display a white screen, or return to the slide show from a white screen	W
End a slide show	ESC
Go to the next hidden slide	H (if available)


Return to the first slide	1 then press ENTER
Go to the first slide	Home
Go to the last slide	End

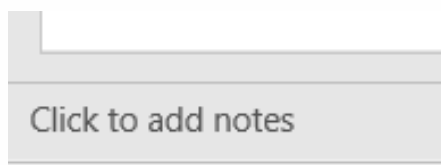
## Changing the View

Click the **View** ribbon or use the icons on the **Status Bar** to change the current view of the presentation.

View	
 Normal	View the presentation in Normal view
 Outline View	View the slides in the Outline Pane to view the slide text
 Slide Sorter	View the presentation in Slide Sorter view to easily rearrange slides.
 Notes Page	View the Notes Page to edit the speaker notes as they will look when you print them out.
 Reading View	View the presentation as a slide show that fits within the window.

## Notes Page

From the Normal View, click  Notes from the **Status Bar** at the bottom of the screen. A **Notes** section will be displayed beneath the slide. Click to add notes.



# Printing Presentations

Printing presentations by simply clicking **Print** on the **File** tab. You can choose the Printer and Number of copies as well as changing your Print Settings.

## Printer

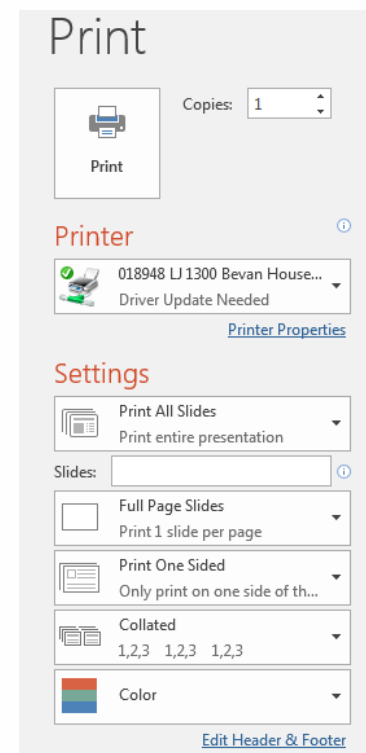
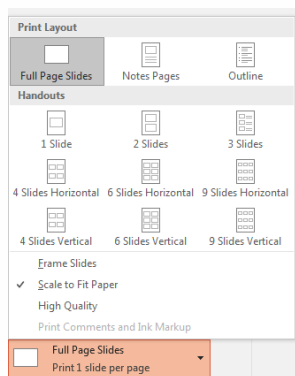
You can change the Printer and click **Printer Properties** to change specific printer settings.

## Settings

Alter the settings here to print what you require.

Click **Print All Slides** to select which slides you want to print.

Click **Full Page Slides** to select how you want to display the slides on the page.



**Notes Pages:** If you have added speakers notes to your presentation this option provides the ability to print the speakers notes with a small version of the associated slide.

**Outline View:** This option will print the outline as displayed in the Outline/Slides Pane.

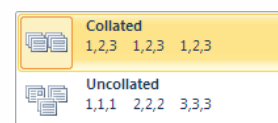
**Scale to fit:** Use this option if your presentation has been designed as a screen show and you are now printing on A4 paper. The image will expand to fit the page.

**Frame Slides:** Use this option to put a faint black line around the edge of each slide printed.

**Handouts:** Handouts can be used to print several slides per sheet, cutting down the number of pieces of paper you need to hand out! The slides are automatically framed, and you can choose to print them either horizontally or vertically, you can also choose to include or exclude any hidden slides from the previous **Print All Slides** options.

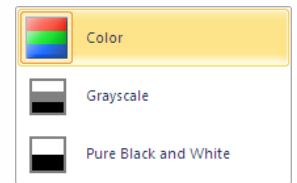
## Collated

You can select to print Slides, Handouts, Speakers notes or the presentation outline.

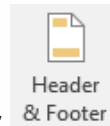


## Colour

Specify the colour/greyscale options depending on what printer you have and how much ink you want to use (particularly if you are using colour).

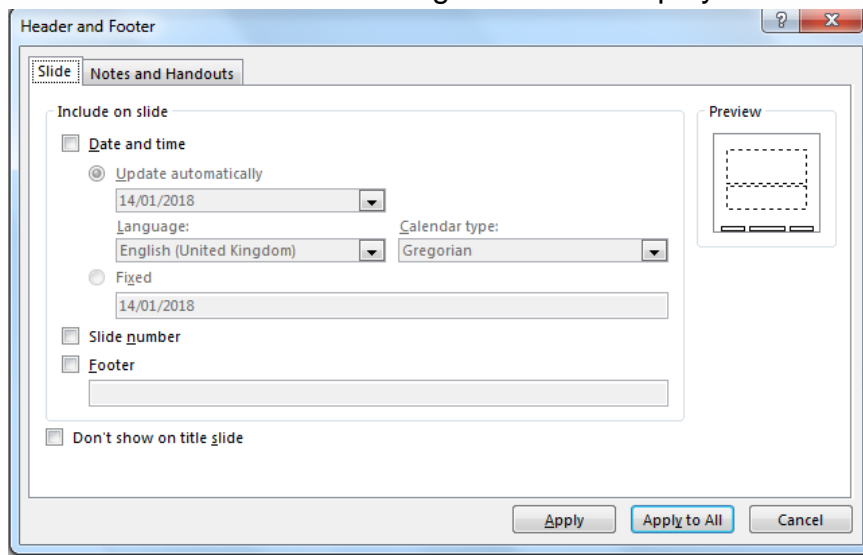


# Headers and Footers



Click the **Insert** tab and click **Header & Footer**

The **Header and Footer** dialog box will be displayed:



There are 2 tabs at the top of the box, **Slides** and **Notes and Handouts**. The **Slide** tab will add Header and Footer information during the presentation. The **Notes and Handouts** will only display information when printing the slides in Notes or Handouts view.

Click the tick boxes and use the drop-down lists to make and changes. Click **Apply to All** to apply the changes to all the slides.

You can select the tick box **Don't show on title slide** so the information is not displayed on the first slide.

# Notes

Printed and produced by:

IT Training Team (Cheshire), Midlands and Lancashire CSU

We welcome your feedback on this User Guide, please email: [csu.ittraining@nhs.net](mailto:csu.ittraining@nhs.net)

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