

PowerPoint resources:

Microsoft Office Training - <http://support.office.com>

Microsoft IT Academy - <http://www.sclد.org/microsoft-it-academy/>

<http://www.gcflearnfree.org/office>

www.youtube.com – search “powerpoint” – some are great, some aren’t

17 Tricks to Master Microsoft PowerPoint by Eric Griffith

<http://bit.ly/1Hn2PDs>

14 PowerPoint Presentation Tips to Make Your PPT Designs More Effective
[+Templates] by Jamie Cartwright

<http://bit.ly/1bpkRPa>

10 Tips for More Effective PowerPoint Presentations

By Justin Wax

<http://bit.ly/1iwTWqk>

BOOKS

[Office 2010 all-in-one for dummies / by Peter Weverka.](#)

Weverka, Peter.

Call Number 005.5 WEVERKA

Item Format Book

[Microsoft Office 2010 plain & simple / Katherine Murray.](#)

Murray, Katherine, 1961-

Call Number 005.5 MURRAY

Item Format Book

[Microsoft Office Professional 2010 step by step / Joyce Cox, Joan Lambert, Curtis Frye.](#)

Cox, Joyce, 1946-

Call Number 005.5 COX

Item Format Book

[Microsoft Office home and student 2010 step by step / Joyce Cox, Joan Lambert, Curtis Frye.](#)

Cox, Joyce, 1946-

Call Number 005.5 COX

Item Format Book

[Microsoft Office Professional 2013 / Beth Melton... \[et al.\]](#)

Melton, Beth (Beth A.)

Call Number 005.5 MICROSO

Item Format Book

[PowerPoint 2013 / by William Wood.](#)

Wood, William.

Call Number 005.58 WOOD

Item Format Book

[PowerPoint 2013 for dummies / by Doug Lowe.](#)

Lowe, Doug, 1959-

Call Number 005.58 LOWE

Item Format Book

[PowerPoint 2007 for dummies / by Doug Lowe.](#)

Lowe, Doug, 1959-

Call Number 005.58 LOWE

Item Format Book

[Microsoft Office PowerPoint 2010 : a lesson approach, complete / Pat R. Graves, Amie Mayhall.](#)

Graves, Pat R.

Call Number 005.58 GRAVES

Item Format Book

[Microsoft PowerPoint 2013 : step by step / Joyce Cox, Joan Lambert.](#)

Cox, Joyce, 1946-

Call Number 005.58 COX

Item Format Book

[MOS 2013 study guide for Microsoft PowerPoint / Joan Lambert.](#)

Lambert, Joan.

Call Number 005.58 LAMBERT

Item Format Book

[MOS 2010 study guide for Microsoft Word, Excel, PowerPoint, and Outlook / Joan Lambert, Joyce Cox.](#)

Lambert, Joan.

Call Number 005.5 LAMBERT

Item Format Book

[Beyond bullet points : using Microsoft Office PowerPoint 2007 to create presentations that inform, motivate, and inspire / Cliff Atkinson.](#)

Atkinson, Cliff.

Call Number 005.58 ATKINSO

Item Format Book

[Microsoft Office 2007 / by Sherry Willard Kinkoph.](#)

Gunter, Sherry Kinkoph.

Call Number 005.5 GUNTER

Item Format Book

Cut (Ctrl+X)

Cut the selection and put it on the Clipboard.

Copy (Ctrl+C)

Copy the selection and put it on the Clipboard.

Slide Layout

Change the layout of the selected slide.

Paste (Ctrl+V)

Paste the contents of the Clipboard.

Reset

Reset the position, size, and formatting of the slide placeholders to their default settings.

Format Painter

Copy formatting from one place and apply it to another.

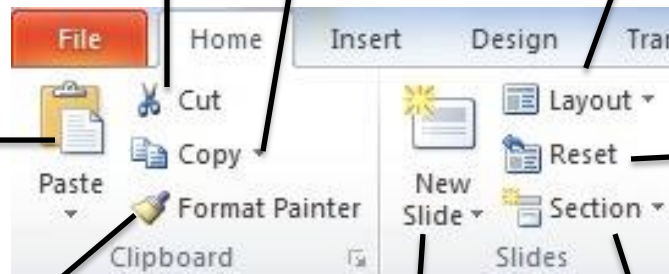
Double-click this button to apply the same formatting to multiple places in the document.

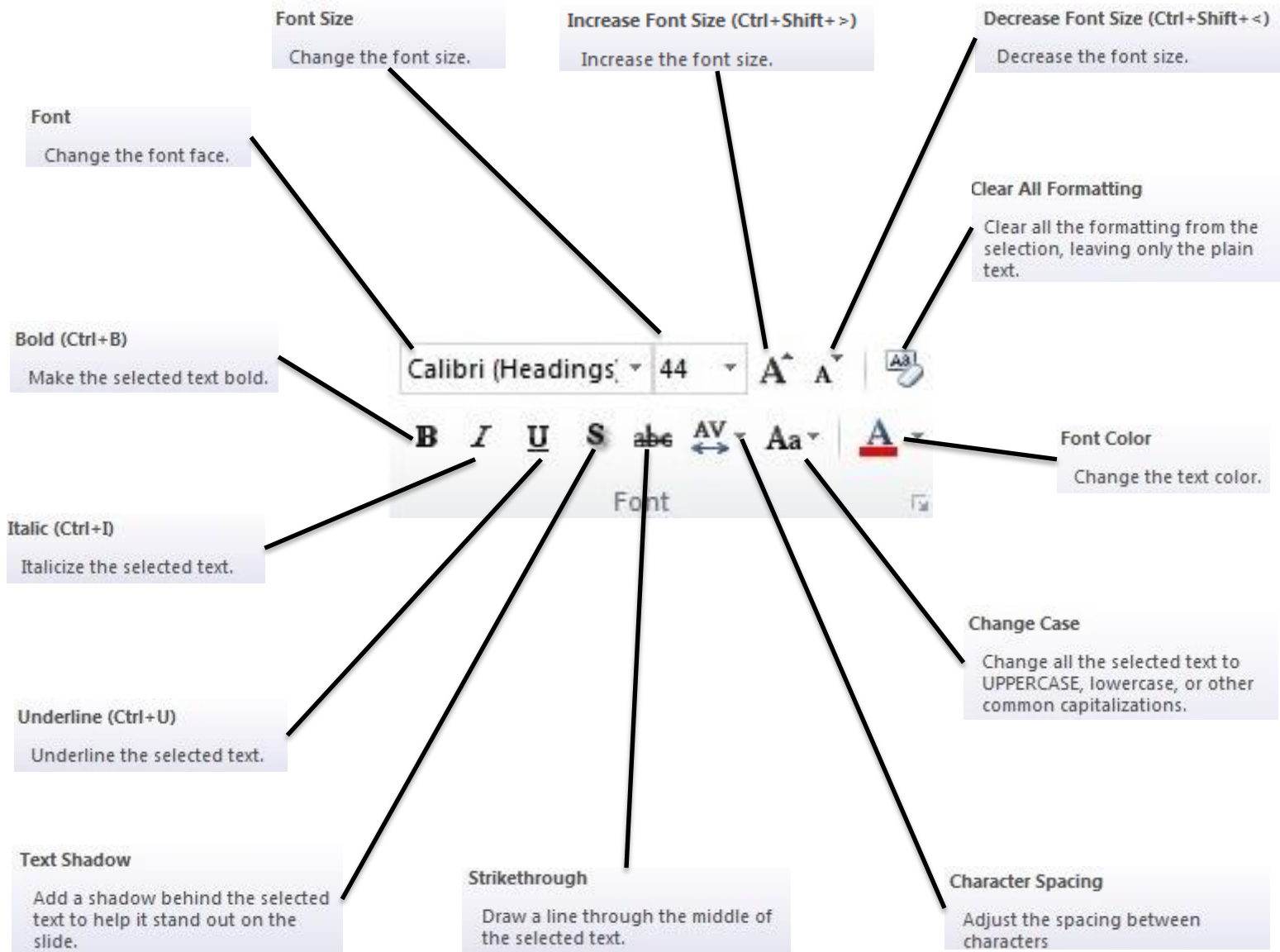
New Slide (Ctrl+M)

Add a slide to the presentation.

Section

Organize your slides into sections.





Numbering

Start a numbered list.
Click the arrow to choose different numbering formats.

Bullets

Start a bulleted list.
Click the arrow to choose different bullet styles.

Decrease List Level

Decrease the indent level.

Increase List Level

Increase the indent level.

Line Spacing

Specify the line spacing to use.

Text Direction

Change the orientation of text to vertical, stacked, or rotate it to the desired direction.

Align Text

Change how text is aligned within the text box.

Align Text Left (Ctrl+L)

Align text to the left.

Center (Ctrl+E)

Center text.

Align Text Right (Ctrl+R)

Align text to the right.

Justify

Align text to both the left and right margins, adding extra space between words as necessary.

This creates a clean look along the left and right side of the page.



Convert to SmartArt Graphic



Convert text to a SmartArt graphic to visually communicate information.

SmartArt graphics range from graphical lists and process diagrams to more complex graphics, such as Venn diagrams and organization charts.

Columns

Split text into two or more columns.

Shape Fill

Fill the selected shape with a solid color, gradient, picture, or texture.

Shape Outline

Specify the color, width, and line style for the outline of the selected shape.

Insert ready-made shapes, such as rectangles and circles, arrows, lines, flowchart symbols, and callouts.

Find (Ctrl+F)

Find text in the document.



Arrange

Arrange objects on the slide by changing their order, position, and rotation.

You can also group multiple objects together so that they will be treated like a single object.

Replace (Ctrl+H)

Replace text in the document.

Select

Select text or objects in the document.

Use Select Object to allow you to select objects that have been positioned behind the text.

Shape Quick Styles

Choose a visual style for the shape or line.

Shape Effects

Apply a visual effect to the selected shape, such as shadow, glow, reflection, or 3-D rotation.

Screenshot

Insert a picture of any program that is not minimized to the taskbar.

Click Screen Clipping to insert a picture of any part of the screen.

Shapes

Insert ready-made shapes, such as rectangles and circles, arrows, lines, flowchart symbols, and callouts.

Insert Chart



Insert a chart to illustrate and compare data.

Bar, Pie, Line, Area, and Surface are some of the available types.

Insert Picture from File

Insert a picture from a file.

Table

Insert or draw a table into the document.



Insert Hyperlink (Ctrl+K)

Create a link to a Web page, a picture, an e-mail address, or a program.

Clip Art

Insert Clip Art into the document, including drawings, movies, sounds, or stock photography to illustrate a specific concept.

Action

Add an action to the selected object to specify what should happen when you click on it or hover over it with your mouse.

New Photo Album

Create a new presentation based on a set of pictures.

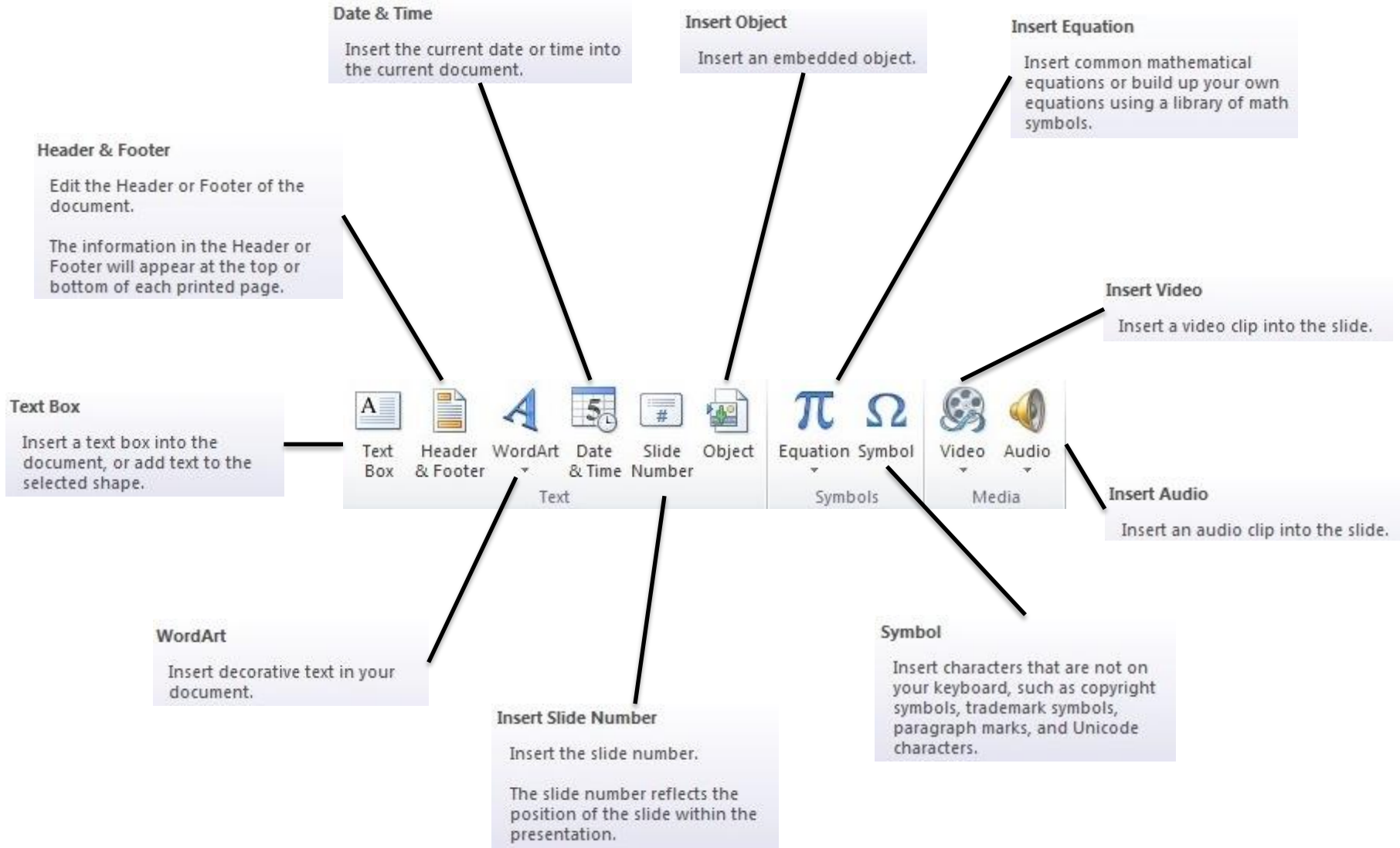
Each picture will be placed on its own slide.

Insert SmartArt Graphic



Insert a SmartArt graphic to visually communicate information.

SmartArt graphics range from graphical lists and process diagrams to more complex graphics, such as Venn diagrams and organization charts.



Theme Fonts

Current: Office
Heading: Calibri
Body: Calibri

Change the fonts for the current theme.

Theme Colors

Current: Office

Change the colors for the current theme.

Page Setup

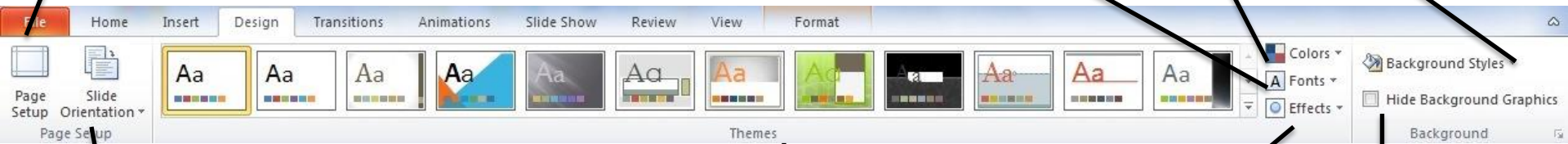


Show the Page Setup dialog box.

Background Styles

Choose the background style for this theme.

Right-click any style for more ways to apply it.



Slide Orientation

Switch the slide orientation between portrait and landscape.

Change the overall design for your slides.

Right-click any theme for more ways to apply it.

Theme Effects

Current: Office

Change the effects for the current theme.

Hide Background Graphics

Don't show the background graphic included in the theme you have selected.

Preview Transitions
Preview the transition for this slide.

Duration
Specify the length of a transition.

On Mouse Click
Wait until a mouse click to move to the next slide.

Effect Options
Change to a variation of the selected transition.
Variations let you change properties of a transition effect, such as its direction or color.

Sound
Select a sound to play during the transition between the previous slide and the current slide.



Choose a special effect that will be applied during the transition between the previous slide and the current slide.

Apply To All
Set the transition between all slides in the presentation to be like the transition you have set up for the current slide.

After
Move to the next slide after a certain number of seconds.

Trigger

Set a special start condition for an animation.

You can set the animation to start after you click a shape or when media playback reaches a bookmark.

Animation Pane

Show the Animation Pane to create custom animations.

Animation Timing

Choose when an animation starts to play.

Animations can start after a mouse click, at the same time as the previous animation, or after the previous animation finishes.

Add Animation

Choose an animation effect to add to the selected objects.

The new animation is applied after any existing animations on this slide.

Animation Duration

Specify the length of an animation.

Preview Animations

Preview the animations on this slide.

Effect Options

Apply an animation effect to the selected object.



Choose an animation to apply to objects in the slide.

Animation Painter (Alt+Shift+C)

Copy the animation from one object and apply it to another.

Double-click this button to apply the same animation to multiple objects in the presentation.

Animation Delay

Play the animation after a certain number of seconds.

Move Earlier

Move the current animation to play earlier.

Move Later

Move the current animation to play later.

Broadcast Slide Show



Broadcast the slide show to remote viewers who can watch in a Web browser.

Custom Slide Show

Create or play a custom slide show.

A custom slide show displays only the slides you select.

This enables you to have several different shows (for example a 30-minute show and a 60-minute show) within the same presentation.

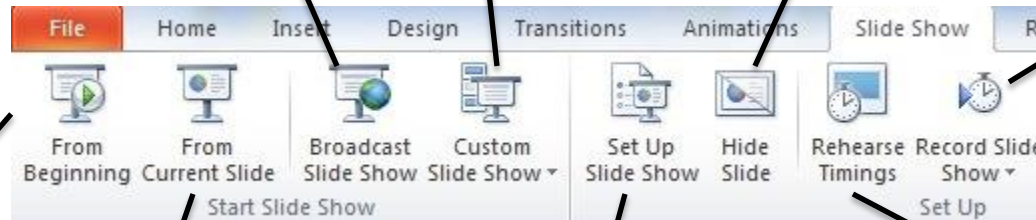
Hide Slide

Hide the current slide from the presentation.

It will not be shown during the full-screen slide show.

Start Recording from Beginning

Record audio narrations, laser pointer gestures, or slide and animation timings for playback during slide show.



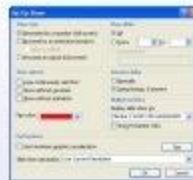
Slide Show From Beginning (F5)

Start the slide show from the first slide.

Slide Show From Current Slide (Shift+F5)

Start the slide show from the current slide.

Set Up Show



Set up advanced options for the slide show, such as kiosk mode.

Rehearse Timings

Start a full-screen slide show in which you can rehearse your presentation.

The amount of time you spend on each slide is recorded and you can save those timings to run the show automatically in the future.

Play Narrations

Play back audio narrations and laser pointer gestures during slide show.

You can record narration and gestures using Record Slide Show.

Resolution

Choose the screen resolution to use for the full-screen slide show.

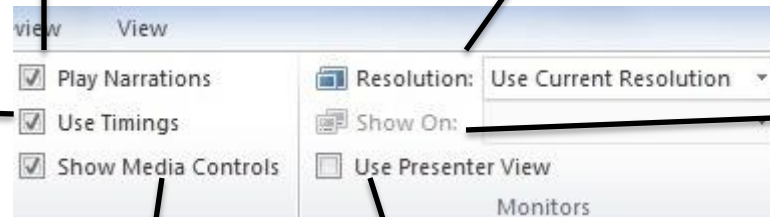
Smaller resolutions generally display faster, while larger resolutions can show more visual detail.

Many projectors support a maximum resolution of 1024x768.

Use Timings

Play back slide and animation timings during slide show.

You can record slide and animation timings using Rehearse Timings or Record Slide Show.



Show Presentation On

Choose a monitor on which to display the full-screen slide show.

If you only have one monitor or are using a laptop without an external monitor attached, this command is disabled.

Show Media Controls

Show play controls when you move the pointer over audio and video clips during the slide show.

Use Presenter View



Show the full-screen slide show using Presenter View.

This view allows you to project the full-screen slide show to one monitor while viewing a special "speaker view" on another monitor that includes timings and speaker notes.

This feature requires multiple monitors or a laptop with dual-display capabilities.

Research (Alt+Click)

Open the Research Task Pane to search through reference materials, such as dictionaries, encyclopedias, and translation services.

Translate

Translate words or paragraphs into a different language by using bilingual dictionaries or machine translation.

Show Markup

Show comments and other annotations.

Edit Comment

Edit the selected comment.

Previous Comment

Navigate to the previous comment in the document.

Next Comment

Navigate to the next comment in the document.

Compare

Compare and combine another presentation with your current presentation.

Reject change

Reject the current change.
Click the arrow to reject many changes at once.

Previous Change

Navigate to the previous revision in the document so that you can accept or reject it.



ABC

Spelling

Proofing

Thesaurus (Shift+F7)

Suggests other words with a similar meaning to the word you have selected.

Language

Select language options.

Insert Comment

Add a comment about the selection.

Delete Comment

Delete the selected comment.

Click the arrow to delete markup from the presentation.

Accept Change

Accept the current change.

Click the arrow to accept many changes at once.

Reviewing Pane

Show the reviewing pane when reviewing changes.

View changes for each slide or for the presentation.

Next Change

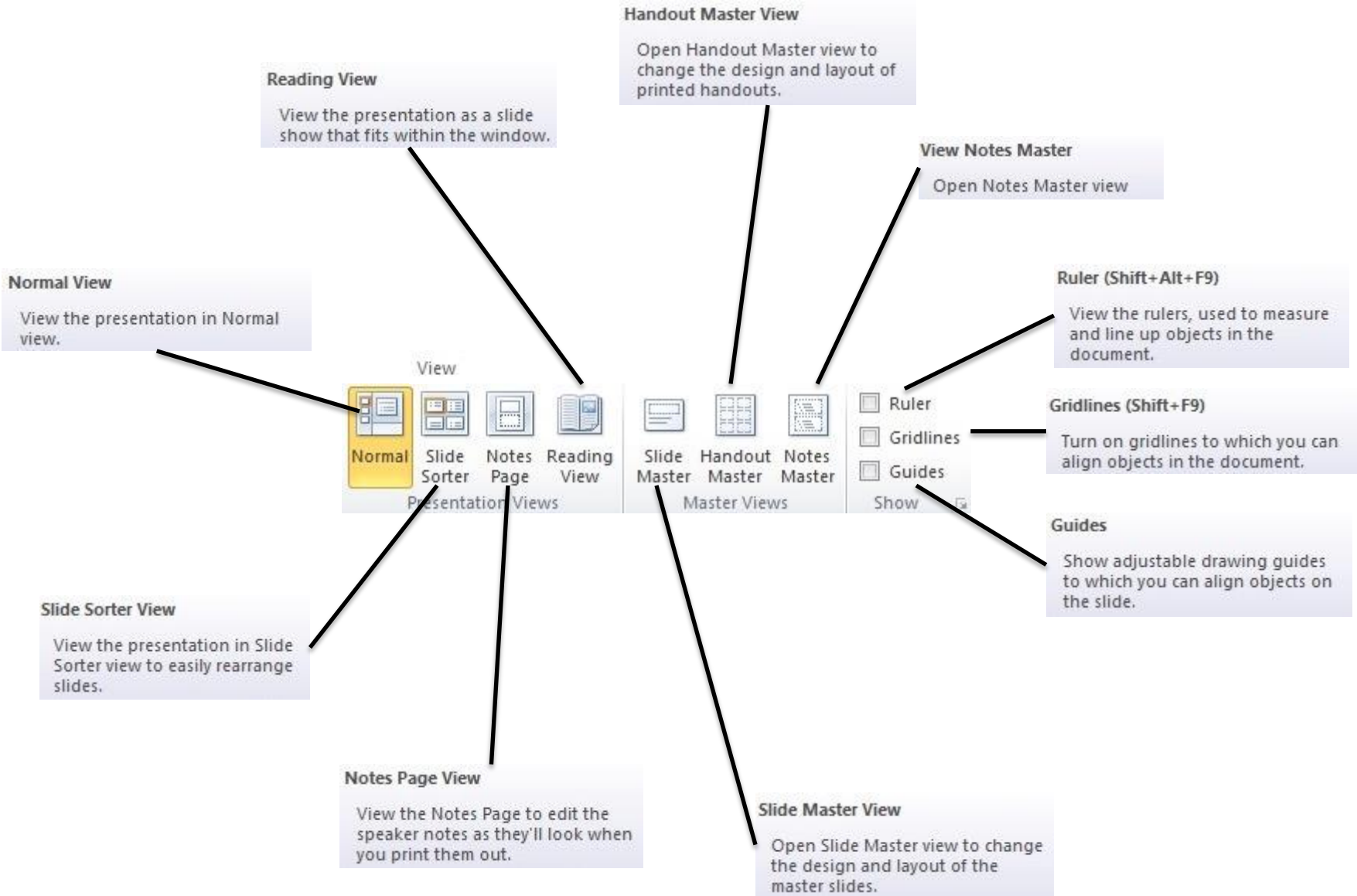
Navigate to the next revision in the document so that you can accept or reject it.

End Review

End the presentation review, applying the current accept and reject decisions.

Spelling (F7)

Check the spelling of text.



Zoom

Show the Zoom dialog box to specify the zoom level of the document.

In most cases, you can also use the zoom controls in the status bar at the bottom of the window to quickly zoom the document.

Fit to Window

Zoom the presentation so that the slide fills the window.

Color

View this presentation in full color.

New Window

Open a new window containing a view of the current document.

Arrange All

Tile all open program windows side-by-side on the screen.

Cascade Windows

Cascade the open document windows on the screen so that they overlap.

View Macros (Alt+F8)

View the list of macros, from which you can run, create, or delete a macro.

Switch Windows

Switch to a different currently open window.

Move Split

Move the splitters which separate the different sections of the window.

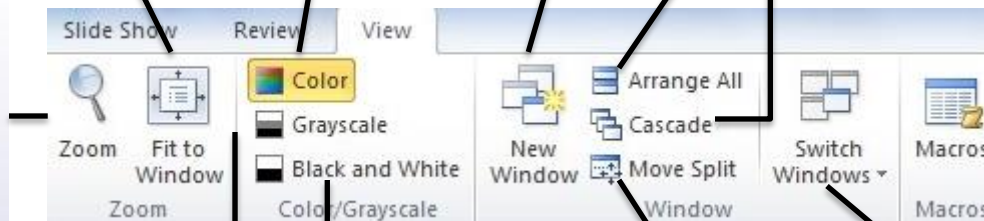
After clicking this button, use the arrow keys to move the splitters and then press Enter to return to the document.

Black and White

View this presentation in black and white, and customize how the colors are translated into black and white.

Grayscale

View this presentation in grayscale, and customize how the colors are translated into grayscale.



Color

Change the color of the picture to improve quality or match document content.

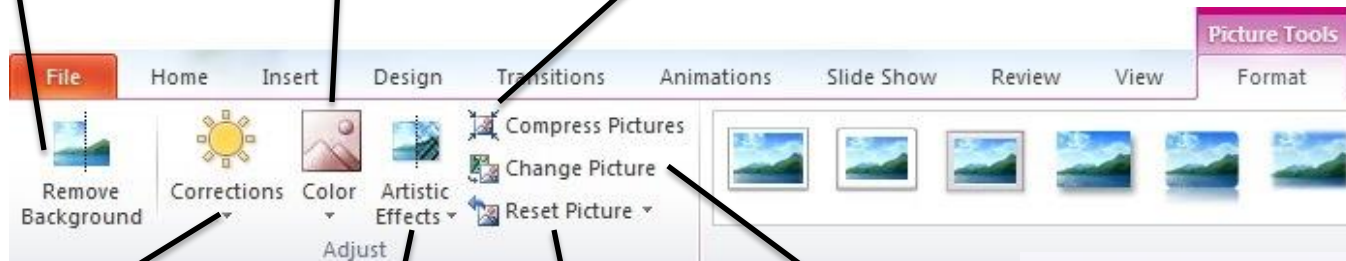
Remove Background

Automatically remove unwanted portions of the picture.

If needed, use marks to indicate areas to keep or remove from the picture.

Compress Pictures

Compress pictures in the document to reduce its size.



Picture Tools

Format

Remove Background

Corrections

Color

Artistic Effects

Compress Pictures

Change Picture

Reset Picture

Adjust



Choose an overall visual style for the picture.

Corrections

Improve the brightness, contrast, or sharpness of the picture.

Change Picture

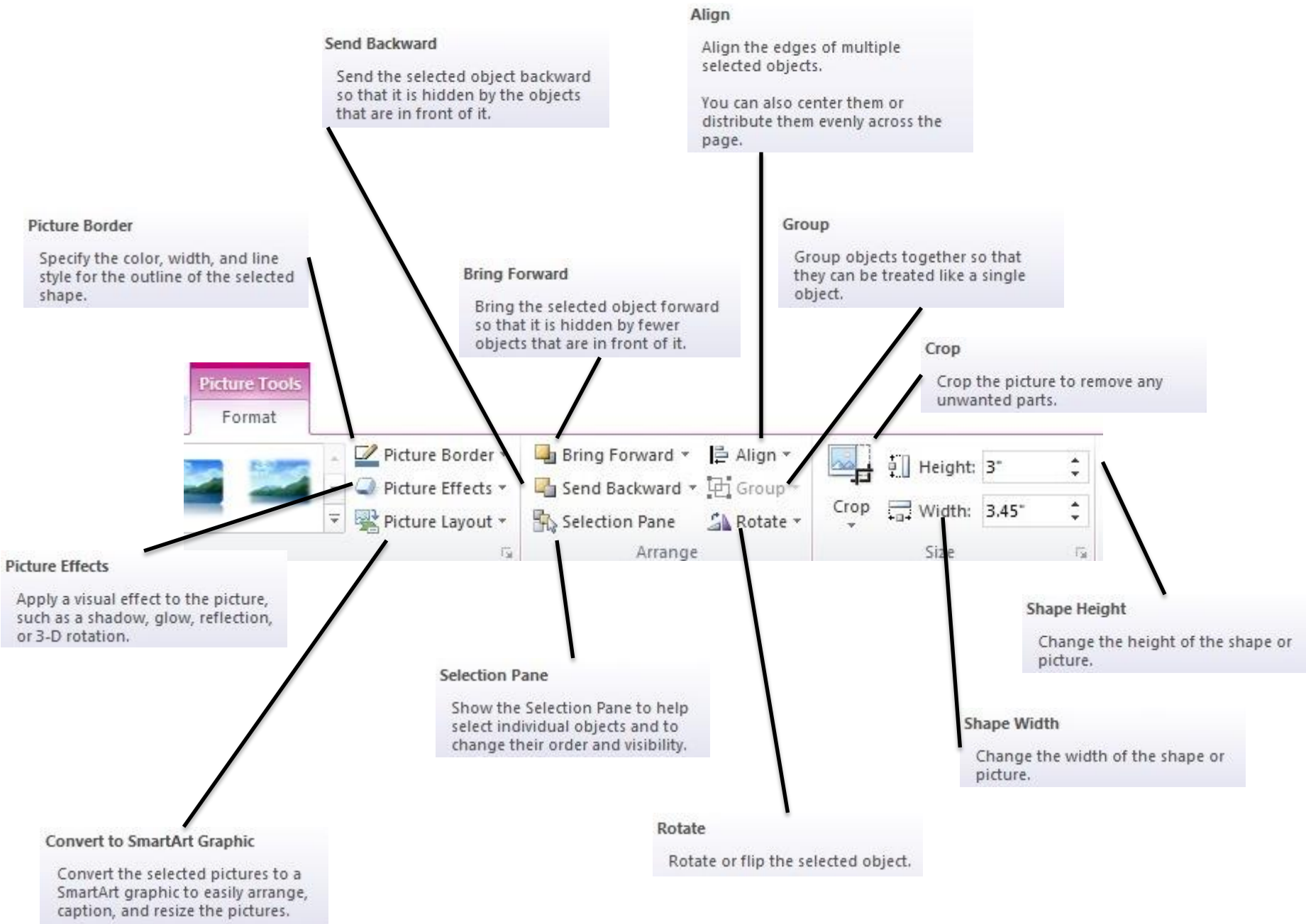
Change to a different picture, preserving the formatting and size of the current picture.

Artistic Effects

Add artistic effects to the picture to make it look more like a sketch or painting.

Reset Picture

Discard all of the formatting changes you made to this picture.



Insert ready-made shapes, such as rectangles and circles, arrows, lines, flowchart symbols, and callouts.

Edit Shape

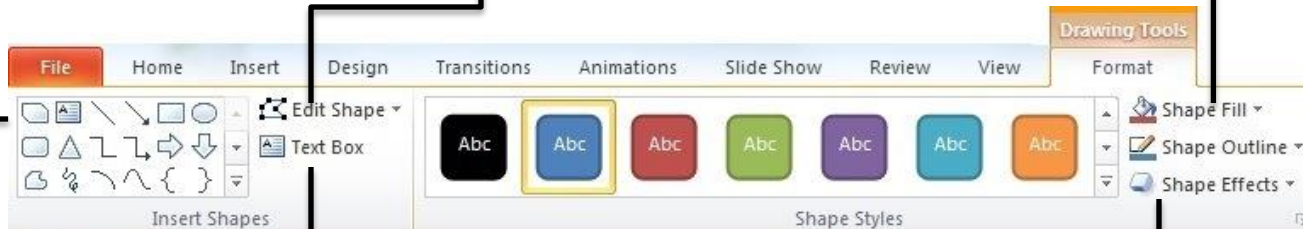
Change the shape of this drawing, convert it to a freeform shape, or edit the wrap points to determine how text wraps around the drawing.

Shape Fill

Fill the selected shape with a solid color, gradient, picture, or texture.

Shape Outline

Specify the color, width, and line style for the outline of the selected shape.



Text Box

Insert a text box into the document, or add text to the selected shape.

Choose a visual style for the shape or line.

Shape Effects

Apply a visual effect to the selected shape, such as shadow, glow, reflection, or 3-D rotation.

Selection Pane

Show the Selection Pane to help select individual objects and to change their order and visibility.

Shape Height

Change the height of the shape or picture.

Text Fill

Fill the text with a solid color, gradient, picture, or texture.

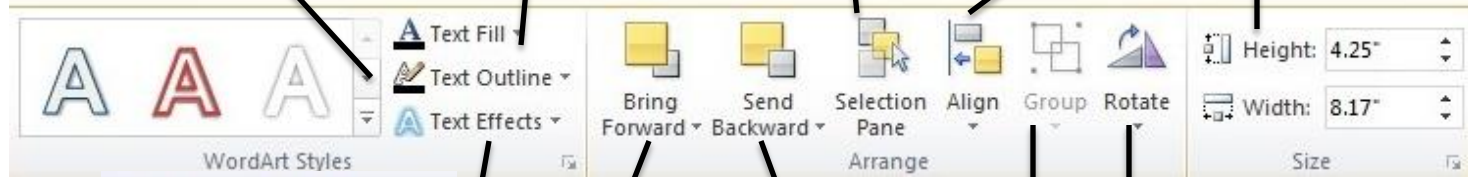
Align

Align the edges of multiple selected objects.

You can also center them or distribute them evenly across the page.

Text Outline

Specify the color, width, and line style for the outline of the text.



WordArt Styles
Choose visual style for text.

Text Effects

Apply a visual effect to the text, such as shadow, glow, reflection, or 3-D rotation.

Rotate

Rotate or flip the selected object.

Group

Group objects together so that they can be treated like a single object.

Bring Forward

Bring the selected object forward one level or to the front of all objects.

Send Backward

Send the selected object backward so that it is hidden by the objects that are in front of it.

Shape Width

Change the width of the shape or picture.

Trim Audio



Trim the audio clip by specifying the start and end times.

Start

Play the audio clip automatically, when clicked, or automatically and across multiple slides.

Fade In

Start the audio clip with a fade effect for a certain number of seconds.

Loop until Stopped

Repeat the audio or video clip until it is stopped.

Add Bookmark

Add a bookmark at the current time in the audio clip.

Fade Out

End the audio clip with a fade effect for a certain number of seconds.

Rewind after Playing

Rewind the audio or video clip after it is done playing.

Preview Media

Preview the audio or video clip with all of the formatting changes you made.

Remove Bookmark

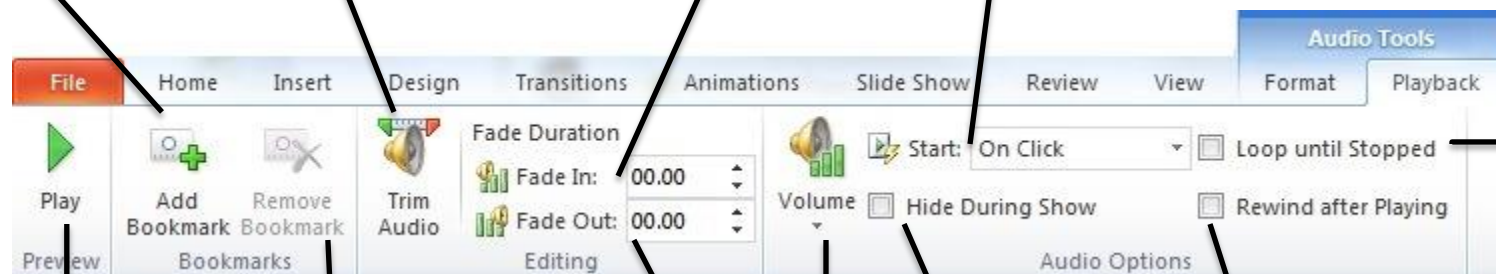
Remove the bookmark at the current time in the audio clip.

Volume

Change the volume of the audio clip.

Hide During Show

Hide the audio clip icon during the slide show.



File

Home

Insert

Design

Transitions

Animations

Slide Show

Review

View

Audio Tools

Format

Playback



Play

Preview



Add Bookmark



Remove Bookmark

Bookmarks



Trim Audio

Fade Duration

Fade In: 00.00

Fade Out: 00.00

Editing



Volume



Start: On Click

Loop until Stopped

Hide During Show

Rewind after Playing

Audio Options

Preview Media

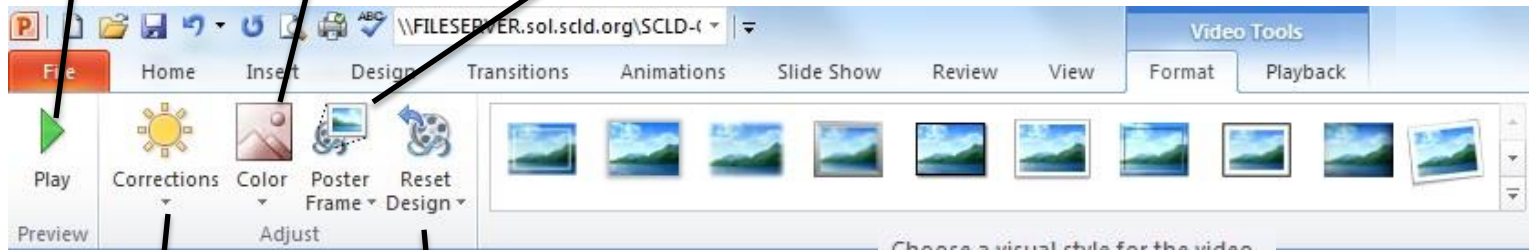
Preview the audio or video clip with all of the formatting changes you made.

Color

Recolor the video to give it a stylized effect, such as grayscale or sepia tone.

Poster Frame

Set the preview image for the video clip.



Choose a visual style for the video clip.

Corrections

Improve the brightness and contrast of the video.

Reset Design

Discard all formatting changes you made to the selected video.

Align

Align the edges of multiple selected objects.

You can also center them or distribute them evenly across the page.

Crop

Crop the video to the height and width you want.

Video Shape

Change the shape of the video, preserving all the formatting.

Group

Group objects together so that they can be treated like a single object.

Bring Forward

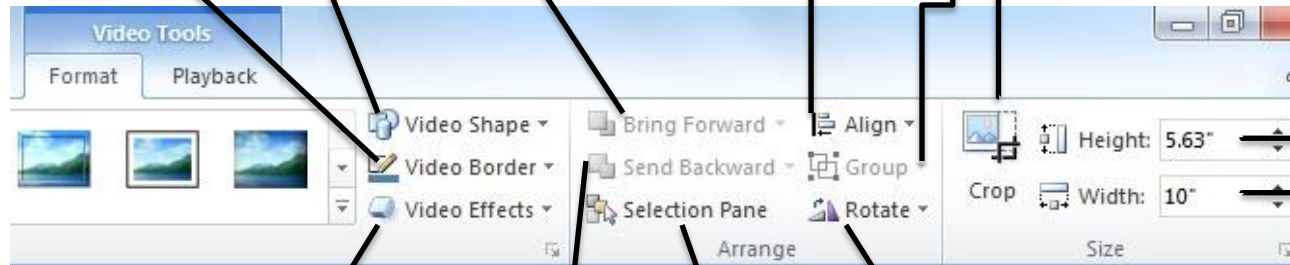
Bring the selected object forward so that it is hidden by fewer objects that are in front of it.

Video Height

Change the height of the video.

Video Border

Specify the color, width, and line style for the outline of the selected video.



Video Effects

Apply a visual effect to the video, such as a shadow, glow, reflection, or 3-D rotation.

Send Backward

Send the selected object backward so that it is hidden by the objects that are in front of it.

Selection Pane

Show the Selection Pane to help select individual objects and to change their order and visibility.

Rotate

Rotate or flip the selected object.

Video Width

Change the width of the video.

Linear

Converts selection to a 1-dimensional form for easy editing.

Professional

Converts selection to 2-dimensional form for professional display.

Fraction

Add a fraction to the equation.

Radical

Add a radical to the equation.

Script

Add a subscript or superscript to the equation.

Integral

Add an integral to the equation.

Large Operator

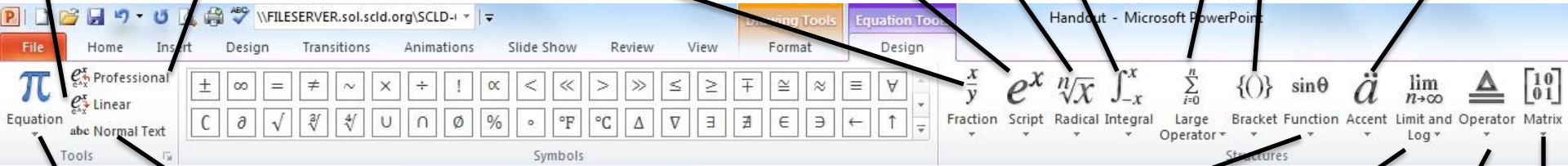
Add a large operator to the equation, such as a summation, product, union, or intersection.

Bracket

Add a delimiter to the equation.

Accent

Add an accent mark to the equation.



Add a symbol to the equation.

Function

Add a trigonometric function to the equation.

Limit and Log

Add a limit or log function to the equation.

Operator

Add an operator to the equation.

Matrix

Add a matrix to the equation.

Normal Text

Use non-math text in a math region.

Equation

Insert common mathematical equations or build up your own equations using a library of math symbols.