

PowerPoint 2016 for PC - Quick Start Guide

The Interface

1. **Quick Access Toolbar** - Allows you to keep shortcuts to your favorite and frequently used tools.
2. **Ribbon Display Options** - You can collapse, auto hide, or show the whole ribbon.
3. **File Tab (Backstage View)** - The backstage view is where you manage your files and the information/properties about them (e.g. open, save, print, protect document, etc.).
4. **Ribbon** - Tabbed interface, where you can access the tools for formatting your presentation. The Home tab will be used more frequently than the others.
5. **Tell Me** - Look up PowerPoint tools, get help, or search the web.
6. **Collapse the Ribbon** - This button will collapse the ribbon. Click on the pinned icon to re-open the ribbon.
7. **Mini Toolbar** - Select or right-click text or objects to get a mini formatting toolbar.
8. **Slides Tab** - Use this to navigate through your slides within your presentation.
9. **Slide** - This is where you type, edit, insert content into your selected slide.
10. **Status Bar** - View which slide you are currently on, how many slides there are, speaker notes or comments in your presentation, change your views, or change your zoom level.

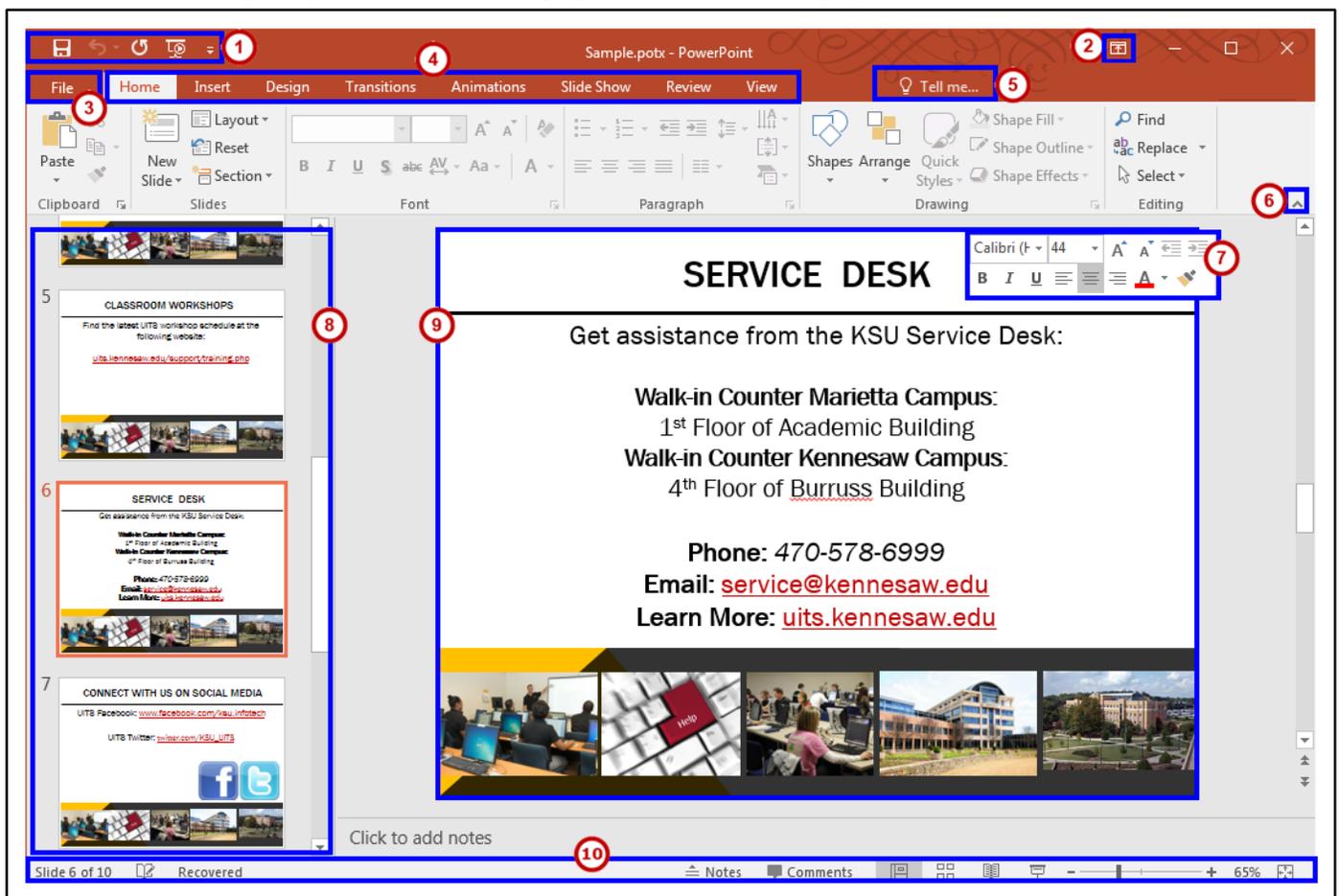


Figure 1 - Interface

Getting Started

When first opening *PowerPoint 2016*, you will be presented with several choices to get started; 1) selecting a recent presentation, 2) opening from your files located on your computer, 3) selecting a blank presentation, or 4) selecting a template.

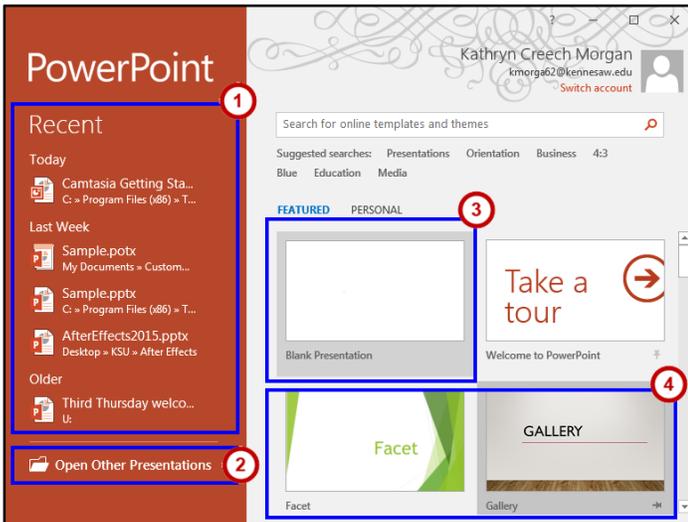


Figure 2 - Getting Started

Tell Me

The **Tell Me** dialog box allows users to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the *Menu bar*, above the *ribbon*.

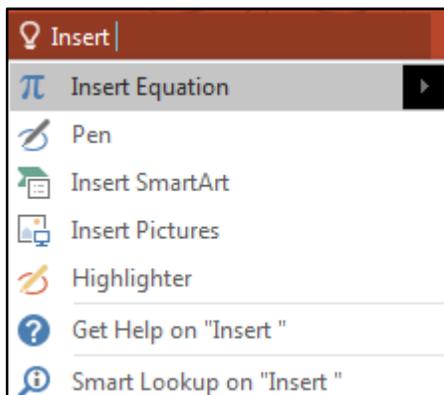


Figure 3 - Tell Me

File Tab (Backstage View)

1. **Back** - Takes you back to edit your presentation.
2. **New** - Create a new presentation from a blank or pre-formatted template.
3. **Open** - Open a presentation.
4. **Save** - Save the presentation.
5. **Save As** - Resave a saved presentation as a different filename or file type.
6. **Print** - Configure how you want to print.
7. **Close** - Close the presentation.

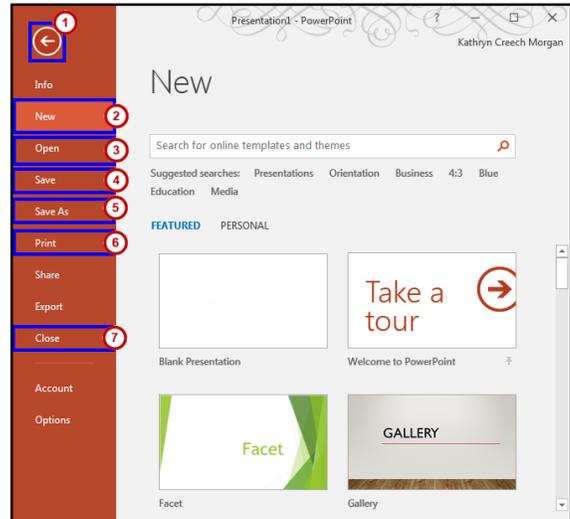


Figure 4 - Backstage View

Slide Views

1. **Normal** - Vertically displays your slides along the left hand side.
2. **Slide Sorter** - An overview of what your slides look like.
3. **Reading View** - Displays the current slide in full screen. Use your arrow keys on your keyboard to navigate your presentation.
4. **Slide Show** - Click to begin your presentation. Click Esc to get out of presentation mode.
5. **Zoom Level** - Zoom in or out with the slider to magnify the slide.
6. **Fit Slide** - This allows you to fit the current slide to the window.

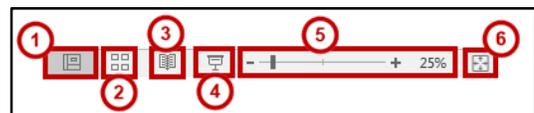


Figure 5 - Presentation Views

For additional support, please contact the KSU Service Desk

KSU Service Desk for Faculty & Staff

•Phone: 470-578-6999

•Email: service@kennesaw.edu

•Website: <http://uits.kennesaw.edu/>

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