**Note:** Depending on your installation of MS Office, the screens you see on your PC may vary slightly from those shown on this fact sheet.

Choose start options

The first time you open PowerPoint, you will see the Start screen. This displays a gallery of templates ready for you to use. Enter a keyword to search for a template related to a specific topic. And if you don't want to use a template, just click on **Blank Presentation**.
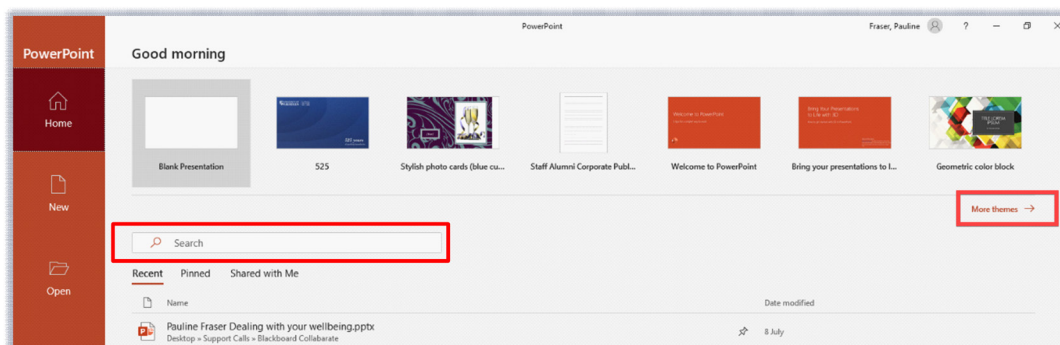
− **More themes** → templates are built-in designs from Microsoft.
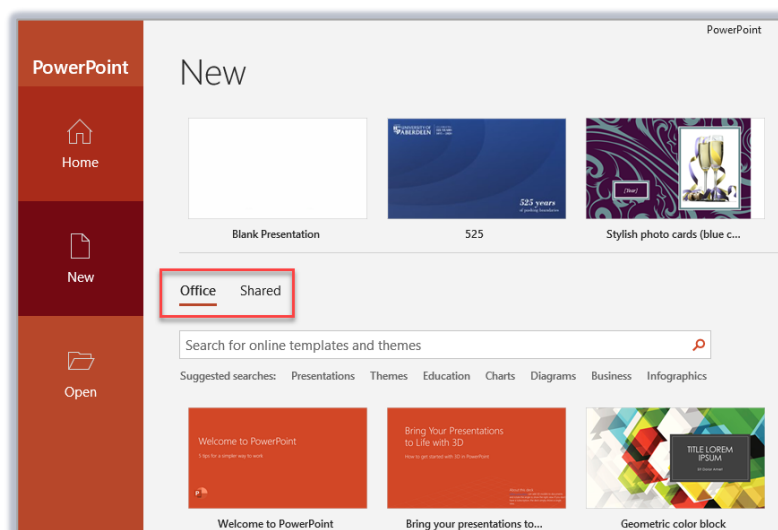
− **Shared** templates are custom designs (eg corporate templates). Save personal templates in the **Office** templates folder on your PC. *C:\Users\username\Documents\Custom Office Templates*

1. Prefer to start with a blank presentation every time you start PowerPoint? Click the **File** tab, then click **Options**.

2. In the **General** section, under **Start up options**, untick the checkbox to **Show the Start screen when this application starts**.
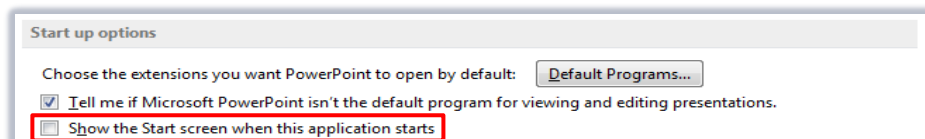
3. Click **OK**.

Backstage view

− Click the **File** tab to access **backstage view** – options from creating new presentations to opening, saving, sharing and printing existing files.

− Click **Open** for a list of recently accessed files.
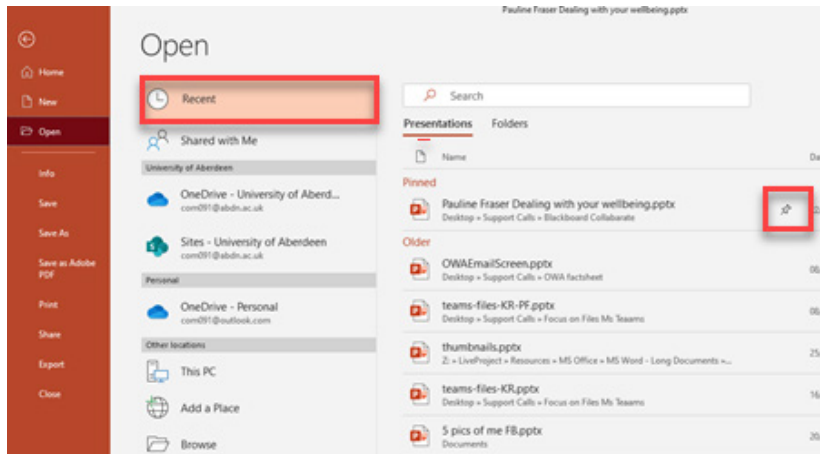
− Recover unsaved presentations. If you previously closed PowerPoint without saving a file, scroll to the bottom of the list of recent files and click **Recover unsaved Presentations.**

− You can also pin a location so it's always available for opening or saving files.

 Vertical pin ensures the location will always be pinned to list.

 Horizontal pin indicates the location is not pinned to list.

− Click the arrow icon (top left) to leave backstage view and return to your open document.

Resume working

When you reopen a presentation in PowerPoint, you can resume working at the point where you last closed the presentation – just click the **Welcome back!** message that appears to the right of the window.

Note: This is sometimes replaced with a smaller flag icon, which you can click for the same result.
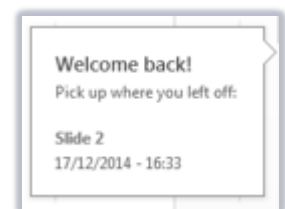

Improved widescreen options

PowerPoint contains slide designs and layouts for widescreen (16:9) display. This should be setup as default, but you can change your slide size manually if required. Most Lecture Theatre display systems at the University are widescreen.

To change the Slide Size from Standard to Widescreen:

1. Click the **Design** tab, and then click **Slide Size**.
1. Click **Widescreen (16:9)**.
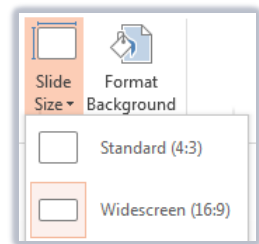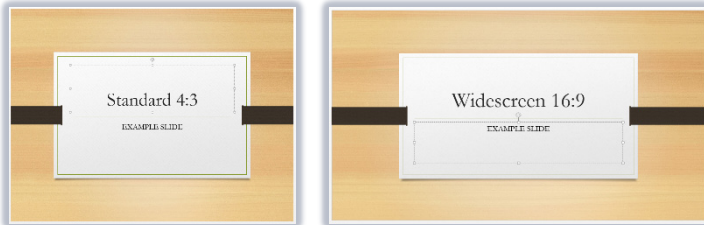
New and improved themes

As well as a range of themes, PowerPoint also offers different variants of each theme so that you can make quick changes to your slide show colours and background. You can apply themes and choose variants from the **Design** tab.
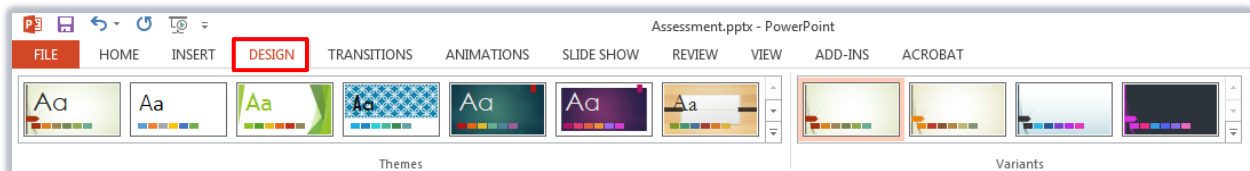
Sections

Use Sections to organise large presentations into groups of related slides. You can name each section, and move all of the slides within a section at the same time. The option to expand or collapse sections is also useful for navigating slides.

To add a new section:

1. In the **Navigation Pane** on the left of the PowerPoint window, right-click between slides where you'd like to start a new section.

2. Click **Add Section** from the drop-down menu.

3. The new section will be **Untitled**.

4. Right-click on the new section label to **Rename**, **Remove**, or **Move** the section.
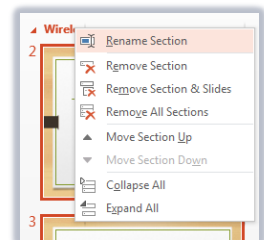
Eyedropper tool

Use the Eyedropper tool to copy and apply colours from one object to another. This may be useful if you want to match an object to a specific shade.

1. Select the object that you want to change the colour of.

2. Click the **Home** tab.

3. In the **Drawing** group, click **Shape Fill**.

4. Select **Eyedropper** from the pop-up menu.

5. Move your cursor over the object that has the colour you want to copy from and click once to pick up the colour with the eyedropper.
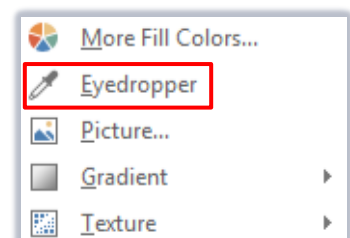
Smart Guides

Smart Guides appear automatically when you move objects (such as shapes) to help with alignment and spacing in relation to other objects on the slide. You can switch off Smart Guides by right-clicking on any slide and unticking Smart Guides from the **Grids and Guides** menu.
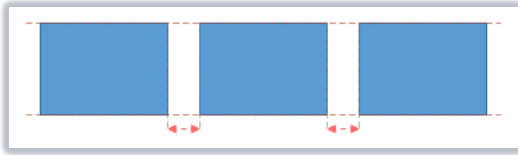
Merge tool

Create new shapes by merging objects in a range of different ways.

1. Select all the objects you want to merge by holding down the **Ctrl** key as you click once on each shape.

2. Click the **Drawing Tools Format** tab**.**

3. Click **Merge Shapes** in the **Insert Shapes** group.

4. Choose the way you would like to merge the selected shapes eg **Combine**.
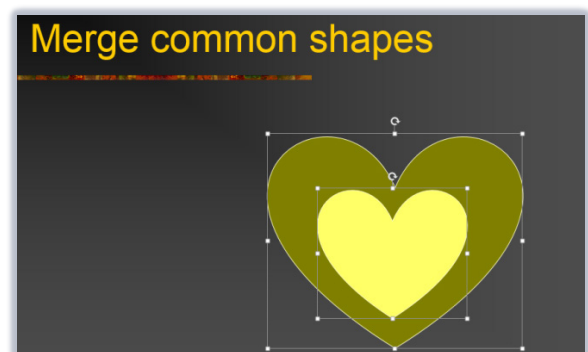
   Note: this is different to grouping shapes, as it creates a single new shape, rather than a combination of individual shapes.
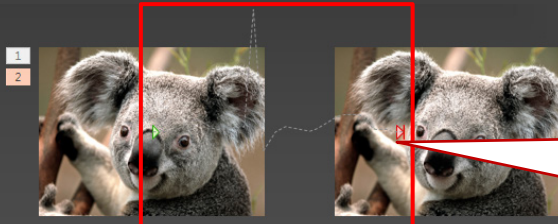
Improved motion paths

Motion paths are animations that you can apply to objects in your slide show. PowerPoint provides a preview of how your object will move, and where it will end up.

To apply a motion path:

1. Select the object that you wish to animate.

2. Click the **Animations** tab.

3. Click **Add Animation** in the **Advanced Animation** group.

4. Select a **Motion Path**.

Improved video and audio support

PowerPoint supports more multimedia formats[1] than previous versions. You can also use the **Play in Background** feature to play music for the duration of your slide show.
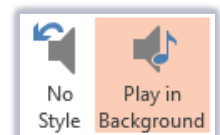
To insert audio and video files:

1. Click the **Insert** tab.

2. Click on either **Video** or **Audio** in the **Media** group.

To use the Play in Background feature:

1. First insert an audio file.

2. Select the ausio object and click the **Playback** tab.

3. In the **Audio Styles** group, click **Play in Background**.
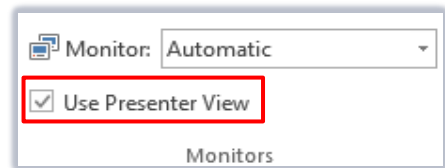

Presenter view

Presenter View allows you to view more information while you are presenting, including presenter notes and a preview of the next slide. The audience's view of the slide show is unaffected.

Note: Presenter View is not currently available in Lecture Theatres, however you may want to use it when presenting from a laptop. For guidance on how to set this up, please contact mediaservices@abdn.ac.uk

---

[1] You can view a full list of supported multimedia formats on Microsoft's Office support site: Video & audio file formats supported in PowerPoint

Turn on Presenter View:

1. Click the **Slide Show** tab.

2. Click **Use Presenter View** in the **Monitors** group to select it.

3. Click **From Beginning** in the **Start Slide Show** group to run the slide show.

Use Presenter View features in Slide Show mode:

Note: Some features may not be available on your device. Please check with a practice run before starting your presentation. It is also a good idea to check any links and videos that you wish to use.

Show Taskbar – Run your presentation with the ability to go to other open applications via the Taskbar without escaping out of slide show.

Notes Pane – Enter speaker

Presenter view toolbar:

*Pointer tools* **–** For annotation.

Slide navigation - Jump to a slide in the presentation.

Zoom – Click to zoom into part of your slide, click again to zoom out.

Black/unblack slide show – Toggles to hide or reveal the slide show from the audience.

*Live Captions & Subtitles* – Toggle on/off for live subtitles while you present.

More slide options – Menu of additional slide show options.
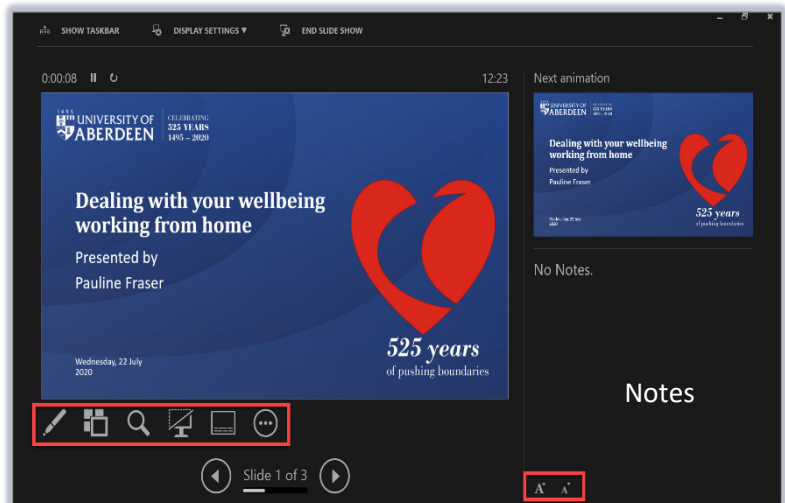
Other useful features

The Ribbon

The Ribbon is the menu area running across the top of the window. It is organised into **Tabs** which contain related **Groups** of **Tools**. You can customise tabs via **PowerPoint Options** found in backstage view.
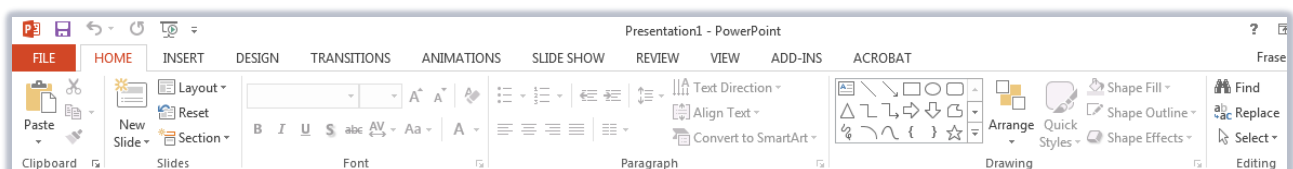
- Hover your mouse over a **Tool** icon to see a tip about what it does.

- If you see an arrow at the bottom right of a group of tools, click on it to see **More** options.

The Quick Access Toolbar (QAT)

The QAT appears at the top left of the window, regardless of the tab you click on. By default, it contains **Save**, **Undo** and **Redo**. You can customise this area to include **Tools** you use frequently, from any tab.

− Use the drop-down arrow to choose **Tools** from list.

− You can also right-click on any tool from the **Ribbon** and select **Add to Quick Access Toolbar**.

The Status Bar

The Status Bar is at the bottom of the PowerPoint window.

SLIDE 1 OF 1   ENGLISH (UNITED KINGDOM)   ≜ NOTES   💬 COMMENTS

− Right-click on the **Status Bar** to add and remove options such as **Notes** or **Comments**.

The Zoom Slider

Use the Zoom Slider at the right of the Status Bar to zoom in and view small detail, or zoom out for an overview of the whole slide.

Views

You can change the way your presentation is displayed on screen via the **View** tab. **Normal** is the default view.

− There are also shortcuts to the different view options at the bottom right of the PowerPoint 2013 or later window, next to the Zoom Slider.

Further information and help

Use MyIT to log calls with the IT Service Desk: myit.abdn.ac.uk