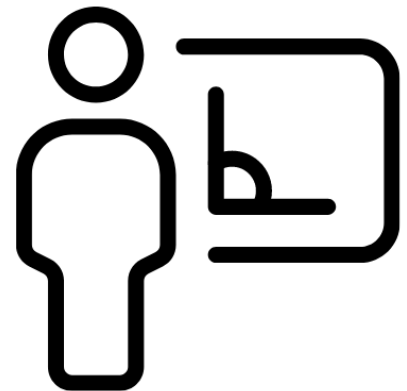


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



Talent hits a target no one else can hit; Genius hits a target no one else can see.

Arthur Schopenhauer

Module Two: Create and Manage Presentations

This module introduces students to a PowerPoint presentation and the different ways of creating presentations. We look at inserting, modifying, ordering and formatting slides, as well as using handouts and notes. We also look at presentation options, views, and printing procedures.

Create a Presentation

Estimated Time for this Lesson	10 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Create a new presentation• Create a presentation based on a template• Import Word document outlines

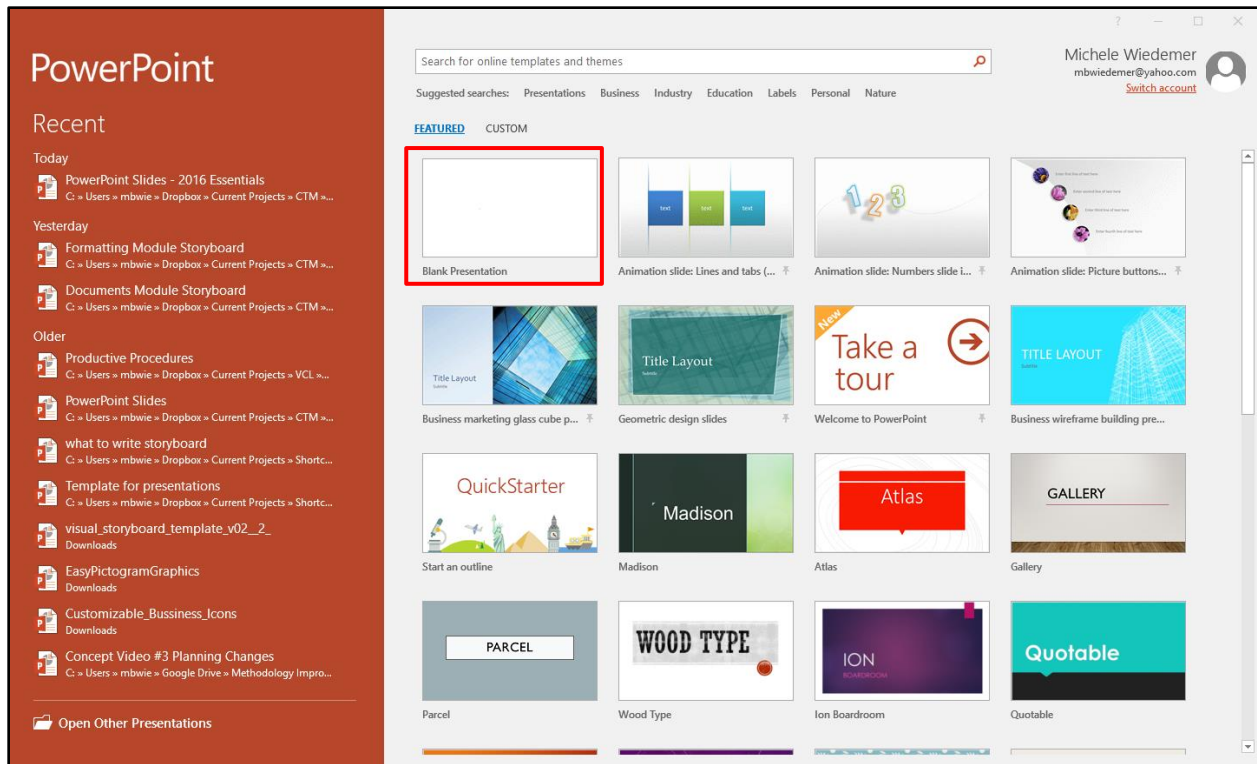
Create a New Presentation

A blank presentation allows you to start from scratch.

Topic Objective	Create a new blank presentation
Topic Summary	When you first open PowerPoint, you can select a Blank Presentation to start. You can also select Blank Presentation from the Backstage view (File tab) when you select the New tab.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participants create a new blank presentation.

Show the participants how to create a blank presentation.

1. Open PowerPoint, or go to the New screen by selecting the **File** tab from the Ribbon, and selecting the **New** tab.
2. From the **NEW** tab, or if you have just opened PowerPoint 2016, select **BLANK PRESENTATION**.



3. A blank presentation opens ready for your content.

Create a Presentation Based on a Template

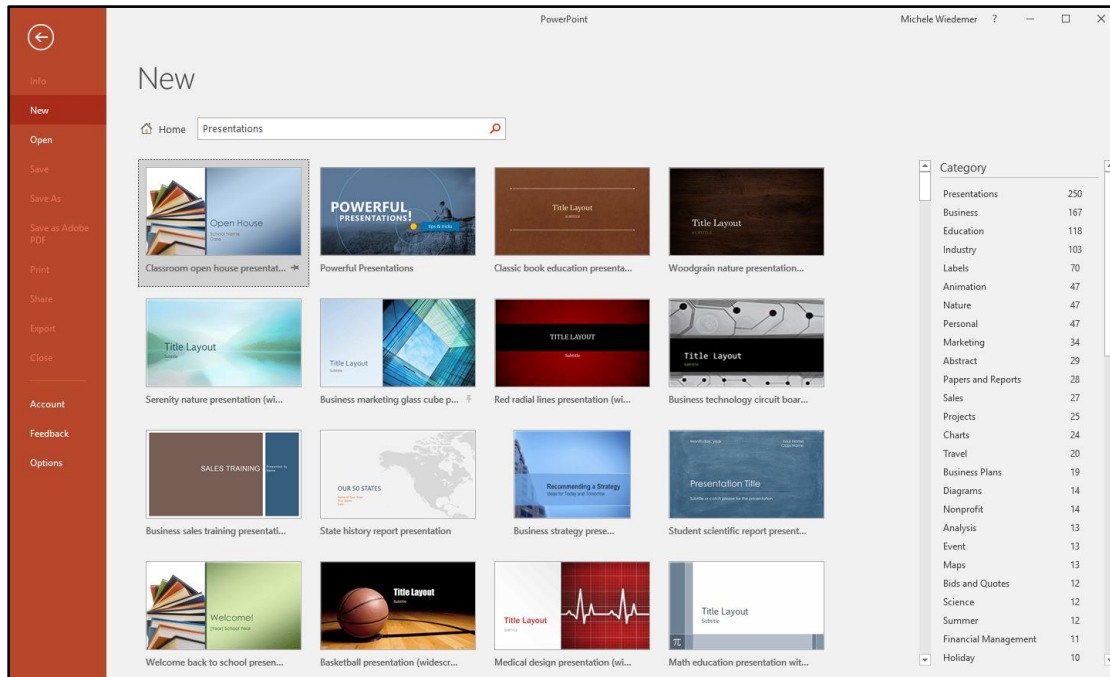
There are a number of templates available to help you create different types of presentations.

Topic Objective	Search for a template and create a presentation from a template
Topic Summary	Templates provide structure and formatting for your presentation. They are a great way to jump start your presentation creation. You can search through several categories to choose from hundreds of templates on the New screen.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participants search for a template. Have the participants create a blank presentation from a template.
Stories to Share	Templates are provided by Microsoft or members of the Microsoft Community.

Show the participants how to search for a template.

1. Open PowerPoint, or go to the **NEW** screen from the previous procedure.

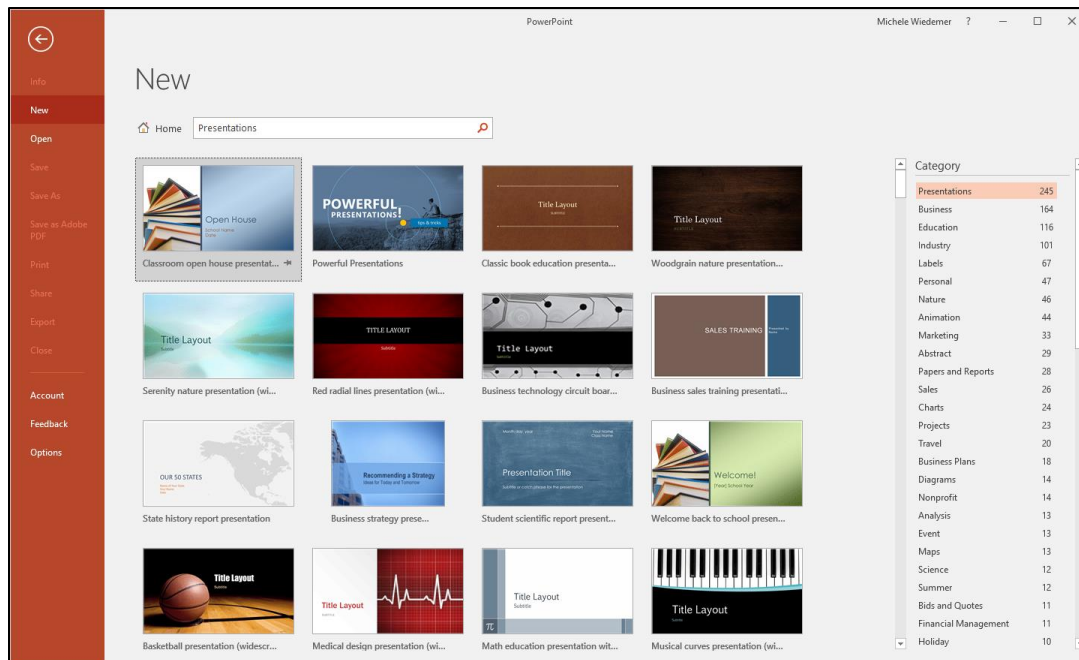
2. Select a category to browse. Alternatively, you can enter text in the **SEARCH** field that describes what kind of template you want to find and press **ENTER**.



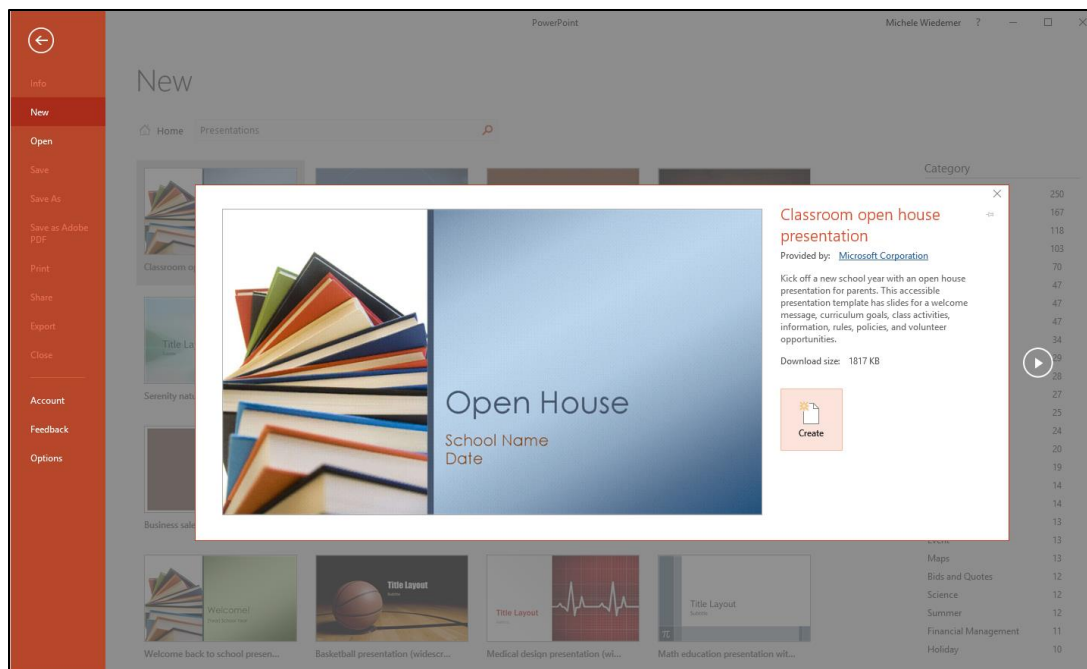
3. Once you select a category or perform a search, additional categories are shown on the right.
4. Templates that match that category are shown.

Show the participants how to create a blank presentation using a template.

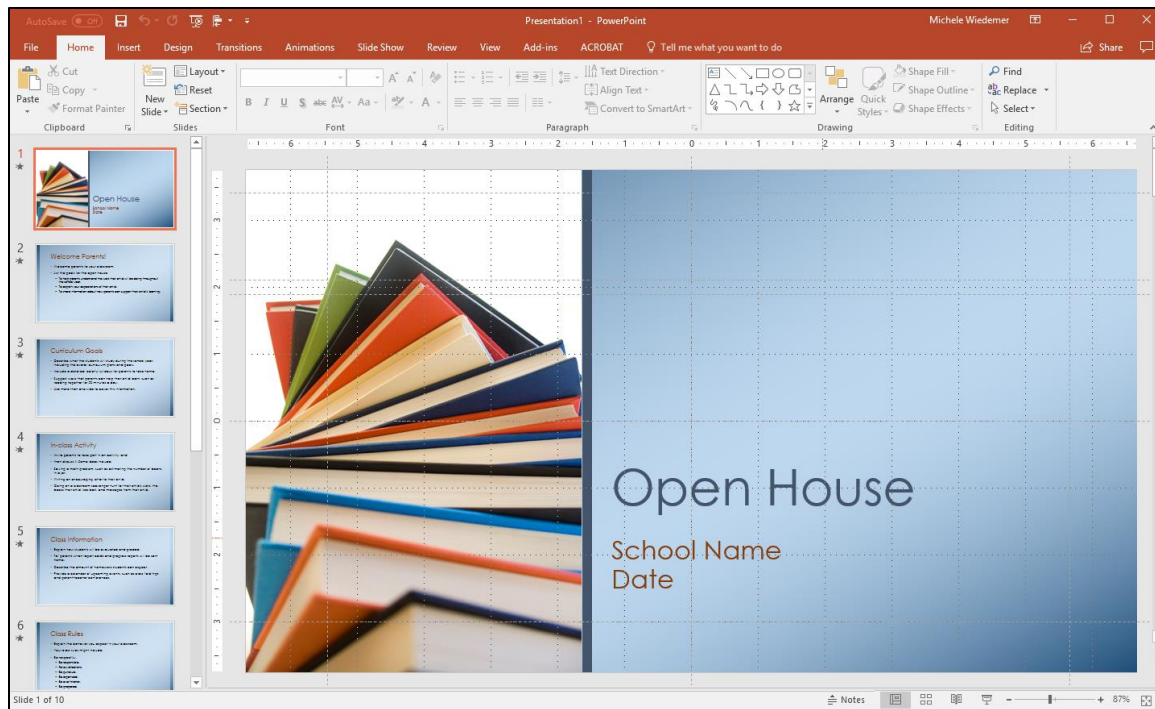
1. Open PowerPoint, or go to the **NEW** screen from the previous procedure.
2. Find the template you want to use.
3. Select the template you want to use.



4. A preview of the template opens. You can find out who provided the template and see a description. It also shows the size of the file.



5. Select **CREATE**.
6. A presentation opens using that template. Depending on the template, some text may already be in the presentation to enhance or replace.



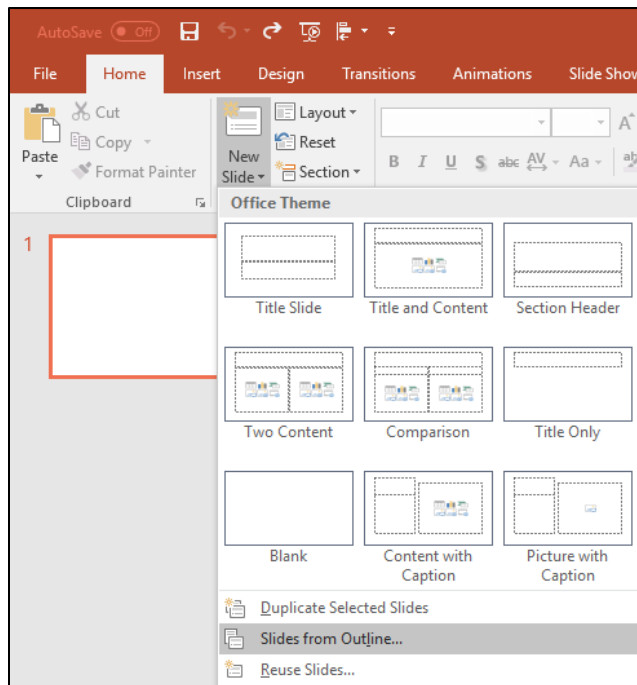
Import Word Document Outlines

Using an outline from Word simplifies the process of creating a new presentation.

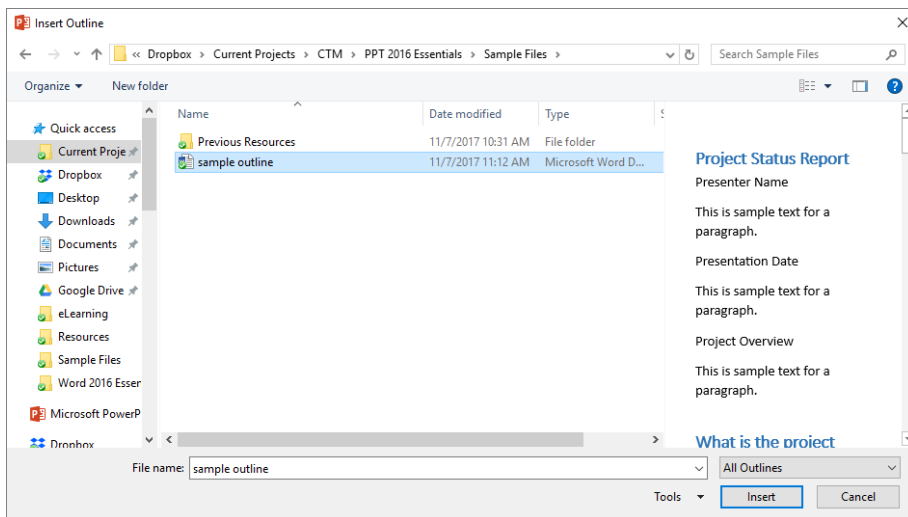
Topic Objective	Use a Word document outline to create a presentation
Topic Summary	PowerPoint uses the heading styles from your Word document or outline to create titles for new slides. Import a Word document to jumpstart your presentation by selecting Slides from Outline from the New Slide tool on the Home tab of the Ribbon.
Materials Required	<ul style="list-style-type: none"> • Any PowerPoint presentation • Sample outline (Word document)
Recommended Activity	Have the participants import a Word outline to add to a presentation.
Delivery Tips	The document must use built-in heading styles in Word or have an outline level applied to the text that will become titles for new slides in the presentation.

Show the participants how to import a Word outline into a presentation.

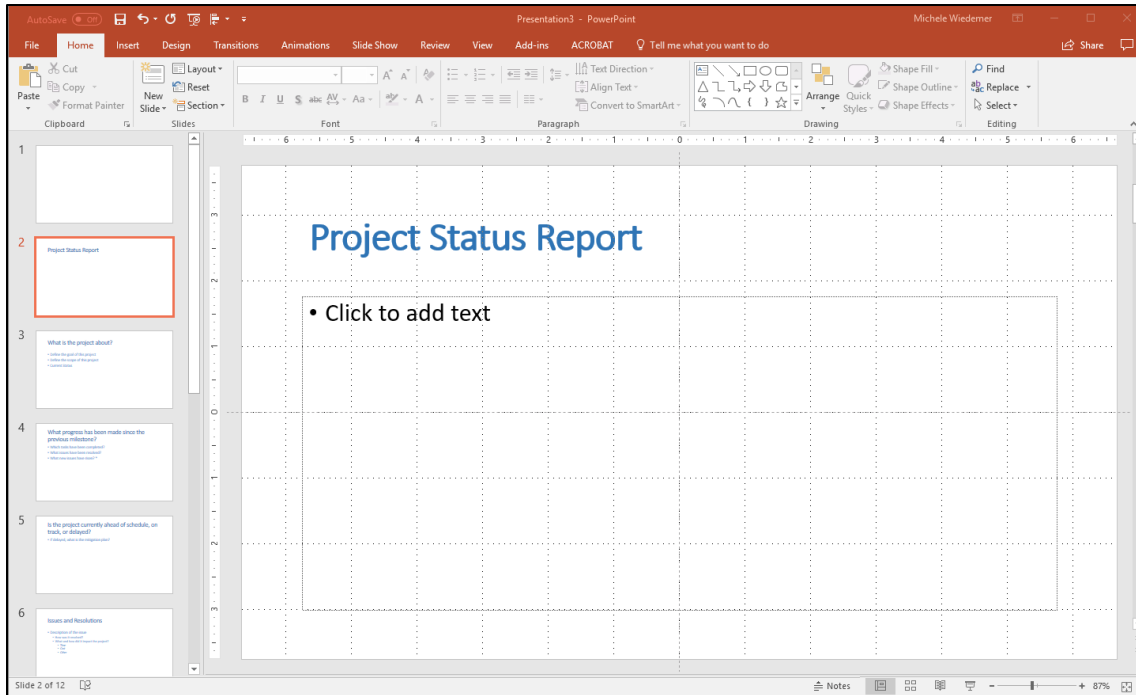
1. Select the small arrow next to **New Slide** on the Home tab.



2. Select **Slides from Outline**.
3. In the insert Outline dialog box, navigate to the file you want to import. Highlight it and select **Insert**.



4. Slides are created for each paragraph in the Word document that has the Heading 1 Style applied (or Level 1 in Outline view).



Insert and Format Slides

Estimated Time for this Lesson	25 minutes
Topics in this Lesson	<ul style="list-style-type: none"> • Insert specific slide layouts • Duplicate existing slides • Hide and unhide slides • Delete slides • Apply a different slide layout • Modify individual slide backgrounds • Insert slide headers, footers and page numbers

Insert Specific Slide Layouts

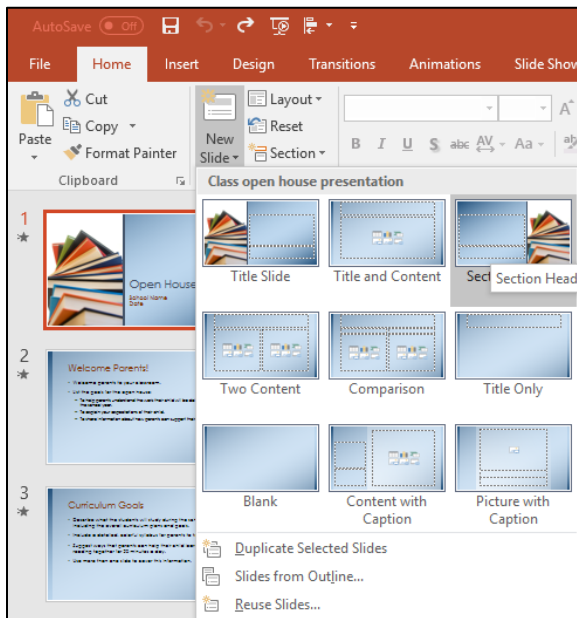
Most presentations have several layouts available with placeholders for positioning text and visuals. Layouts provide a consistent look across your presentation and simplify the slide formatting.

Topic Objective	Insert a slide with a specific layout
Topic Summary	Select the small arrow next to New Slide from the Slides section on the Home tab to choose from the layouts available in the presentation.
Materials Required	“Open House” sample presentation (or Any PowerPoint presentation)

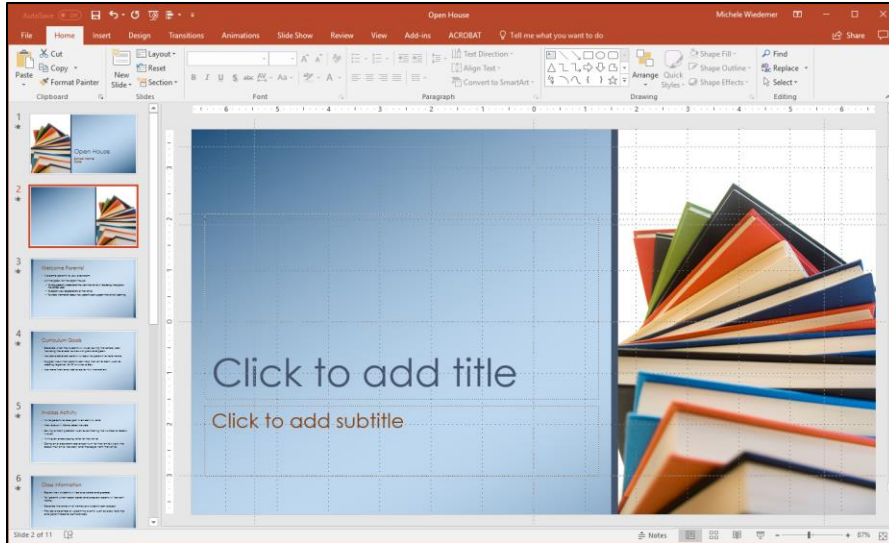
Recommended Activity	Have the participants practice adding a new slide with a specific layout.
Delivery Tips	Using a presentation with some images or other content will make the different layouts more obvious as the students practice.

Show the participants how to add a new slide with a specific layout.

1. Select the slide before where you want the new slide to appear.
2. Select the arrow next to the **New Slide** tool.
3. Select the type of slide you want to add.



4. The slide is added after the selected slide, with placeholders ready for your content.



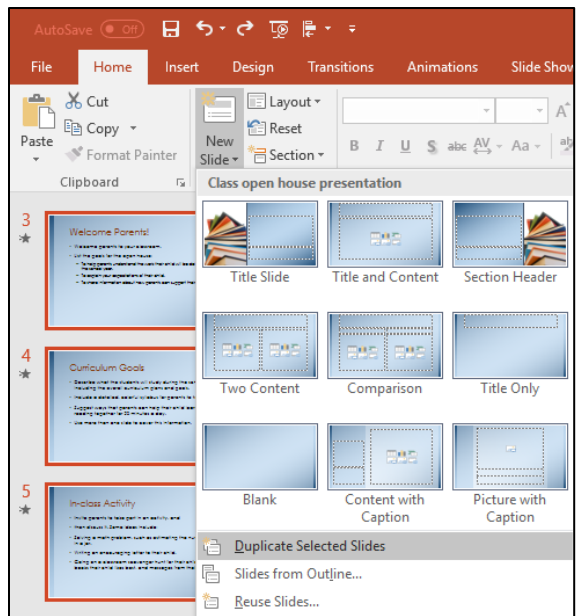
Duplicate Existing Slides

Duplicated slides is an easy way to copy and paste a selected slide, so that you have exactly the same content on both slides.

Topic Objective	Duplicate an existing slide
Topic Summary	Select the slide you want to duplicate and select Duplicate Selected Slides from the New Slide tool on the Home tab of the Ribbon.
Materials Required	“Open House” sample presentation (or Any PowerPoint presentation)
Recommended Activity	Have the participants practice duplicating slides.
Stories to Share	You can duplicate more than one slide at a time. You can also use the keyboard shortcut Ctrl + D or right-click to select Duplicate slide from the context menu.

Show the participants how to duplicate slides.

1. Select one or more slides in the left area (called the Slides pane).
2. Select the **HOME** tab from the Ribbon.
3. Select the small arrow next to **NEW SLIDE**.
4. Select **DUPLICATE SELECTED SLIDES**.



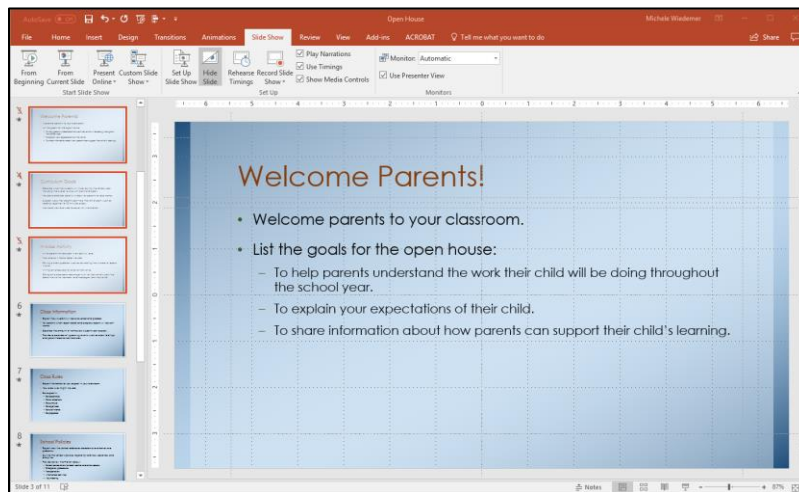
Hide and Unhide Slides

You can include slides that don't show during a presentation by hiding slides.

Topic Objective	Hide or show slides
Topic Summary	<p>The Hide Slide tool is on the Slide Show tab of the Ribbon. Once you've hidden slides, they are dimmed in the Slides pane, but still available.</p> <p>To show hidden slides, select them in the Slides pane and select the Hide Slide tool again.</p>
Materials Required	The previous presentation
Recommended Activity	Have the participants practice hiding and showing hidden slides.
Stories to Share	Hiding slides is a good way to reuse a presentation for multiple purposes or audiences. The hidden slide doesn't get shown during the presentation, without having to remove it, so you can unhide it for future use.

Show the participants how to hide a slide.

1. Select the slide you want to hide.
2. Select the **SLIDE SHOW** tab from the Ribbon.
3. Select **HIDE SLIDE**.



PowerPoint puts a slash through the slide number to indicate that it will not be shown in the slide show.

4. Select **HIDE SLIDE** again to unhide the slide.

Delete Slides

It's easy to remove slides you no longer need.

Topic Objective	Delete slides
Topic Summary	To delete slides, highlight the slides you want to remove in the Slides pane and press Delete.
Materials Required	The previous presentation
Recommended Activity	Have the participants practice deleting slides.

Show the participants how to delete slides.

To delete slides, simply highlight one or more slides that you want to remove (in the Slides pane) and press either the Delete key or the Backspace key.

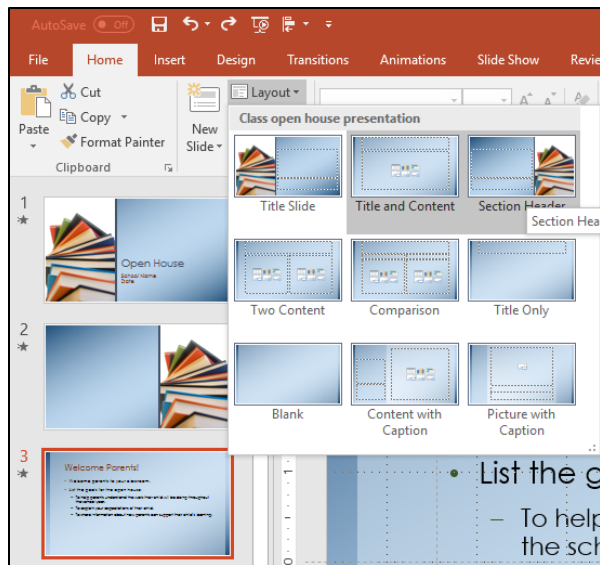
Apply a Different Slide Layout

Just as you can insert a slide with a specific layout, you can reformat an existing slide by selecting a new layout.

Topic Objective	Apply a different layout to an existing slide
Topic Summary	Select the slide to reformat, and select Layout from the Home tab. Select the new layout.
Materials Required	The previous presentation
Recommended Activity	Have the participants practice changing the layout for a slide.

Show the participants how to apply a different layout to an existent slide.

1. Select the slide you want to reformat.
2. Select **Layout** under the **Slides** section on the **Home** tab on the ribbon.
3. Select the new layout.



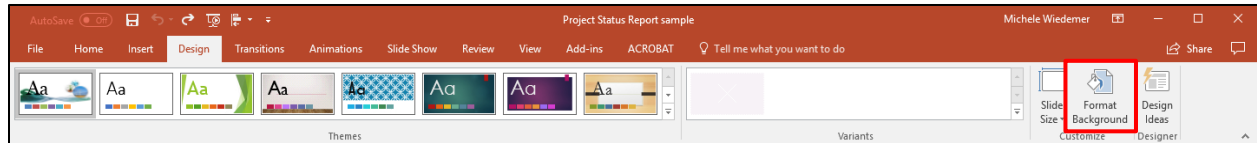
Modify Individual Slide Backgrounds

You can customize a slide's background with different types of fills and other options.

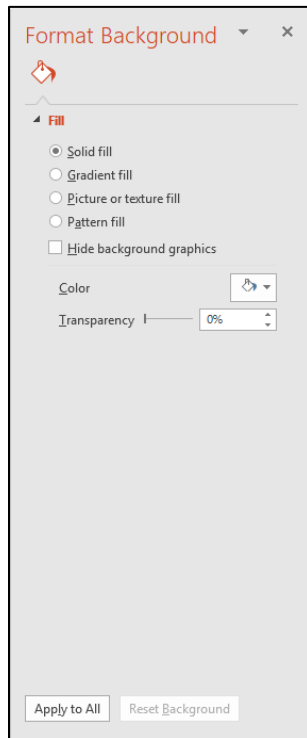
Topic Objective	Open the Format Background pane and investigate the options
Topic Summary	The Design tab on the Ribbon includes the Format Background tool, which opens the Format Background pane. You can fill the background with solid colors, gradients, pictures, textures, or patterns.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participants practice formatting the background for slides.
Delivery Tips	Using pictures for a background is a more advanced topic. When using a picture fill, you can insert the picture from a file, the clipboard, or online. The picture fills the entire background, so it may end up skewed if the sizing of the picture doesn't match the slide size.

Show the participants how to create a background slide fill.

1. Select the slide you want to format.
2. Select the **DESIGN** tab from the Ribbon.
3. Select **FORMAT BACKGROUND**.



The Format Background pane opens on the right side of the window.



4. Select **Solid Fill**, **Gradient Fill**, **Picture or Texture Fill**, or **Pattern Fill**.
5. Select additional information, based on the type of fill you selected.
 - For a Solid fill, select the **COLOR** that you want to use from the drop down color picker. You can also use the slider or the up and down arrows to select a Transparency level.
 - For a Gradient fill, you can select from **PRESET GRADIENTS**. You'll also select the **TYPE** of gradient, the **DIRECTION**, and the **ANGLE**, as well as the **COLOR**. You can add, remove or adjust the gradient **STOPS**, and use the sliders to select a **POSITION** and a **BRIGHTNESS**. You can also use the slider or the up and down arrows to select a **TRANSPARENCY** level.

- For a texture fill, select one of the built-in textures from the drop down list. For a picture fill, select a **FILE**, the **CLIPBOARD**, or choose **ONLINE**. You will insert the picture the same way as if you were adding the file or online picture to your slide as an object.

You can also use the slider or the up and down arrows to select a **TRANSPARENCY** level. You can also control how many of the selected pictures are tiled on the slide. Make sure the **TILE PICTURE AS TEXTURE** box is checked. The Offset X and Y and Scale X and Y, as well as the **ALIGNMENT** and **MIRROR** can help you customize your textured look.

- For a pattern fill, select the type of pattern you want to use. Select the foreground color and the background color.
6. Check the **HIDE BACKGROUND GRAPHICS** box to print slides without any background graphics.
 7. You can select **RESET BACKGROUND** to remove all of your background formatting.

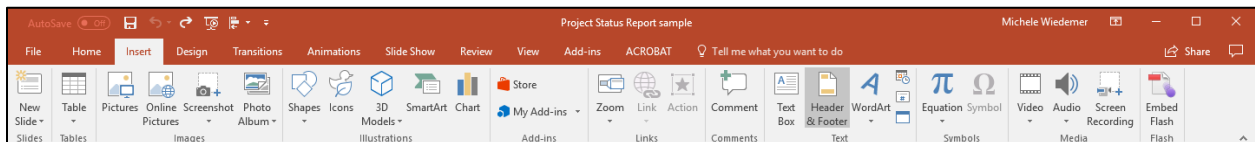
Insert Slide Headers, Footers and Page Numbers

Headers and footers can provide additional information in your presentation.

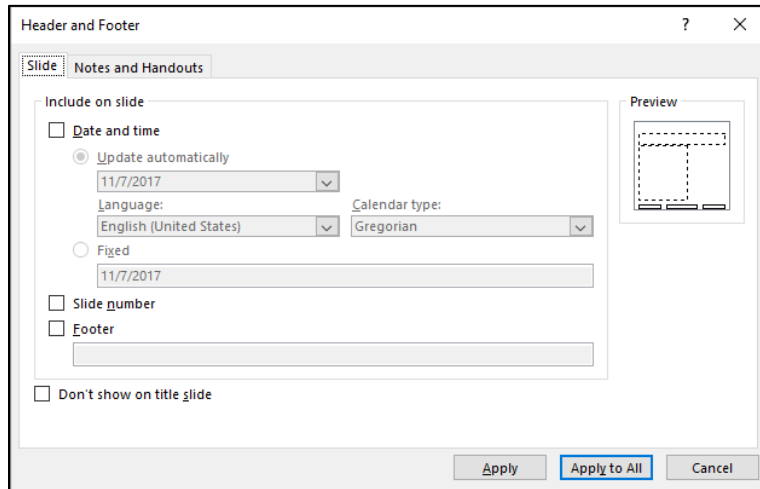
Topic Objective	Use headers, footers and page numbers
Topic Summary	The Insert tab on the Ribbon includes the Header & Footer tool, which opens the Header and Footer dialog box. For slides, you can include the date and time (on the left), the slide number (on the right), and additional text (in the middle). You can apply the footer to the selected slide or all slides.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participants practice adding footers to the slides.
Delivery Tips	You can apply date and time, header text, page numbers, and footer text to the notes and handouts pages.

Show the participants how to add a footer to the presentation.

1. Select the slide, multiple slides, or a section to which to apply the footer. You can select multiple slides by clicking the first slide, and then holding down the Ctrl key while you select the others.
2. Select the **INSERT** tab from the Ribbon.
3. Select **HEADER & FOOTER**.



4. In the *Header and Footer* dialog box, you can include the following information:



- The date and time (on the left side of the footer) – check the **DATE AND TIME** box and indicate whether to **UPDATE** the date or keep it **FIXED**. If you select fixed, you can actually enter different text instead of showing the date and time. Just enter the text in the **FIXED** field.
- The slide number (on the right side of the footer) – check the **SLIDE NUMBER** box.
- Text (in the middle of the footer) – check the **FOOTER** box and enter the text in the **FOOTER** field.

The **PREVIEW** area shows where each footer element is placed on the slide.

5. Check the **DON'T SHOW ON TITLE SLIDE** box if you are applying the footer to the entire presentation, but you don't want a footer on the first slide.
6. Select **APPLY** to apply the footer to the selected slides. Select **APPLY TO ALL** to apply the footer to the entire presentation.

Change Presentation Options and Views

Estimated Time for this Lesson	10 minutes
Topics in this Lesson	<ul style="list-style-type: none"> • Change slide size • Change views of a presentation • Set file properties

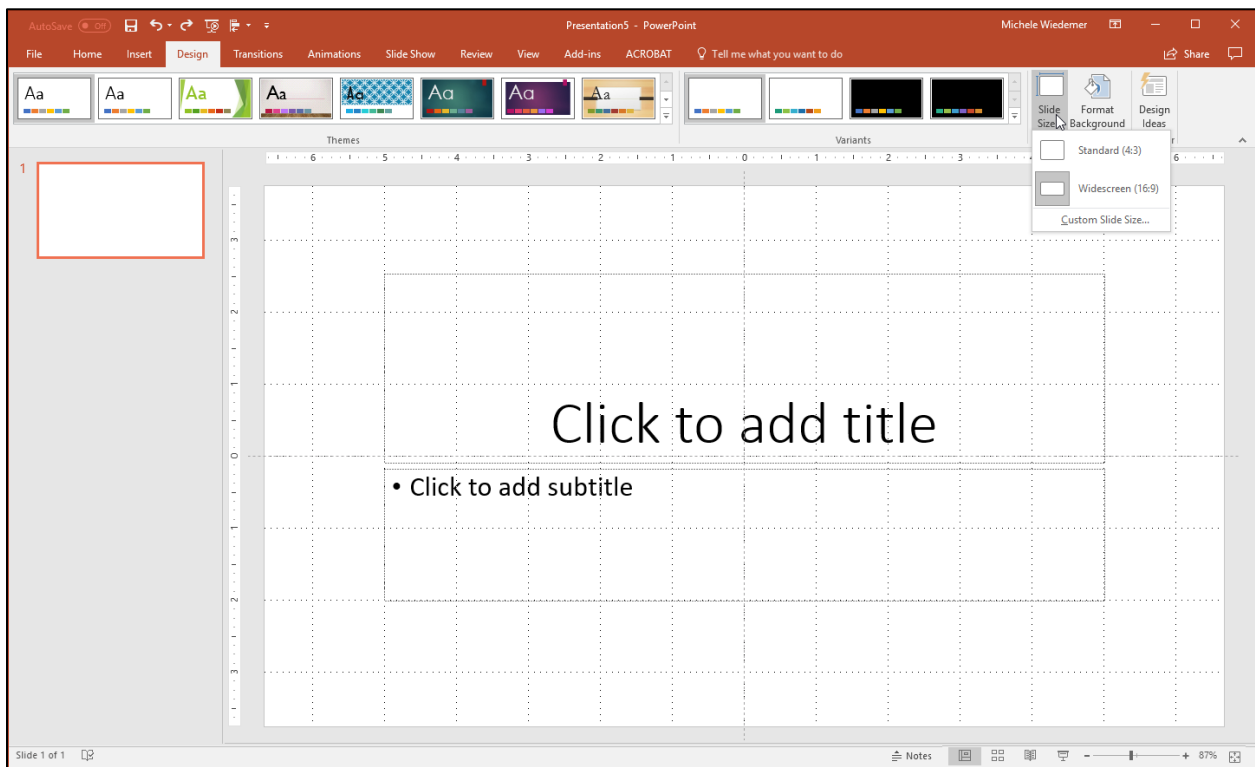
Change Slide Size

Slides can be sized for standard screens or widescreens.

Topic Objective	Change the size of a slide
Topic Summary	The Slide Size tool is on the Design tab of the Ribbon.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participant practice changing the slide size.
Delivery Tips	The Slide Size dialog box includes a number of standard sizes if you are planning something printed instead of an on-screen presentation.

Show the participants how to change the slide size.

1. Select the **DESIGN** tab from the Ribbon.
2. Select **SLIDE SIZE**.
3. Select **STANDARD** or **WIDESCREEN**.



Show the participants the custom *Slide Size* dialog box.

You can select a size from the **CUSTOM SLIDE SIZE** drop down list, or you can enter exact measurements. Note that you can also choose a different slide orientation and choose a starting number for slide numbering.

- On-screen Show (4:3)
- Letter Paper (8.5x11 in)
- Ledger Paper (11x17 in)
- A3 Paper (297x420 mm)
- A4 Paper (210x297 mm)
- B4 (ISO) Paper (250x353 mm)
- B5 (ISO) Paper (176x250 mm)
- 35mm Slides
- Overhead
- Banner
- On-screen Show (16:9)
- On-screen Show (16:10)
- Widescreen
- Custom

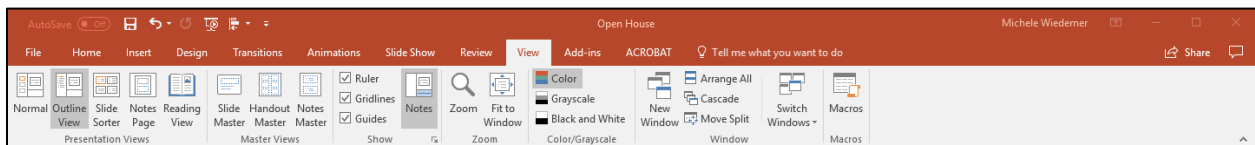
Change Presentation Views

The default view for working in PowerPoint is the Normal view, with the Slides pane on the left and the slide content on the right. But other layouts are available with additional tools, depending on what you want to accomplish while you are in PowerPoint.

Topic Objective	Change the view of a presentation
Topic Summary	The View tab on the Ribbon includes options to switch to Outline View, Slide Sorter, Notes Page, and Reading View.
Materials Required	“Open House” sample presentation (or Any PowerPoint presentation)
Recommended Activity	Have the participants change the view.
Stories to Share	Share the different views with the participants. <ul style="list-style-type: none">• Normal• Outline• Slide Sorter• Notes Page• Reading View
Delivery Tips	The presentation should have some content to differentiate between the different views.

Show participants how to change the view of a presentation.

1. Click the **View** tab on the Ribbon.



2. Choose one of the following views:
 - a. Select **NORMAL** to edit your presentation slide by slide and navigate with thumbnails.
 - b. Select **OUTLINE** to jump between content and slides.
 - c. Select **SLIDE SORTER** to see thumbnails of all the slides and easily rearrange them.
 - d. Select **NOTES PAGE** to view how the presentation will look when printed with notes.
 - e. Select **READING VIEW** to view the presentation with transitions and animations without switching to full-screen mode.

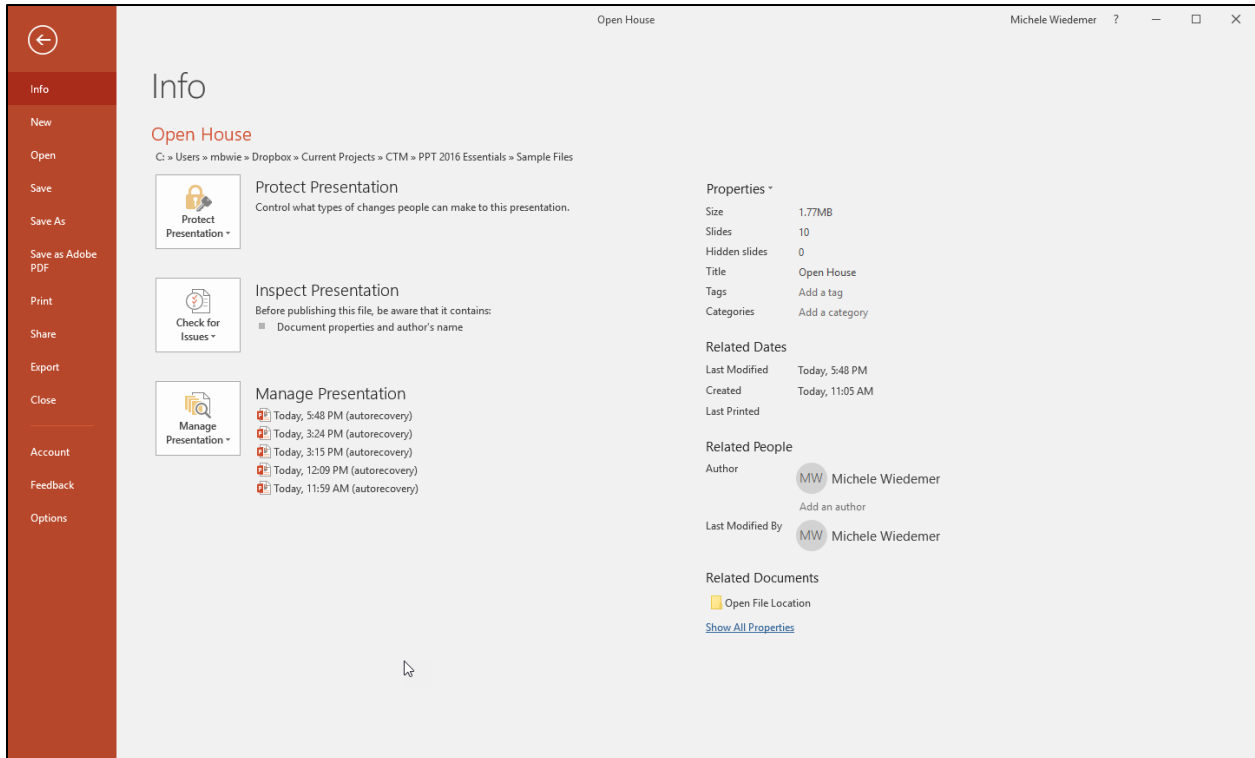
Set File Properties

You can set metadata for your presentation.

Topic Objective	Edit the presentation's file properties
Topic Summary	Open the Info view by selecting the File tab from the Ribbon. The File Properties show the file size, number of slides, and related dates. Select one of the metadata fields to change the title, add a tag or add a category. You can also add an author.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participants open the Info page (on the Backstage View) and edit the file properties.

Show the participants how to edit the file properties of a PowerPoint presentation.

1. Select the **File** tab from the Ribbon to open the Backstage View.
1. In the Backstage view, select the **Info** tab (if it isn't already showing)
2. In the **Properties** section on the right side of the screen, you can change the Title, Tags, and Categories, add an author, or click **Show All Properties** to change other properties.



The screenshot displays the 'Info' view in Microsoft PowerPoint. The left sidebar contains navigation options: Info, New, Open, Save, Save As, Save as Adobe PDF, Print, Share, Export, Close, Account, Feedback, and Options. The main area is titled 'Info' and shows the file name 'Open House' with its path: 'C:\Users\mbwie\Dropbox\Current Projects\CTM\ PPT 2016 Essentials\Sample Files'. Below this are three sections: 'Protect Presentation' (Control what types of changes people can make to this presentation), 'Inspect Presentation' (Before publishing this file, be aware that it contains: Document properties and author's name), and 'Manage Presentation' (listing five autorecovery versions with timestamps). On the right, the 'Properties' section shows: Size (1.77MB), Slides (10), Hidden slides (0), Title (Open House), Tags (Add a tag), and Categories (Add a category). Below that, 'Related Dates' shows Last Modified (Today, 5:48 PM), Created (Today, 11:05 AM), and Last Printed. 'Related People' shows the Author (Michele Wiedemer) and Last Modified By (Michele Wiedemer). At the bottom, there is a 'Related Documents' section with an 'Open File Location' button and a 'Show All Properties' link.

Order and Group Slides

Estimated Time for this Lesson	15 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Modify slide order• Create sections• Rename sections

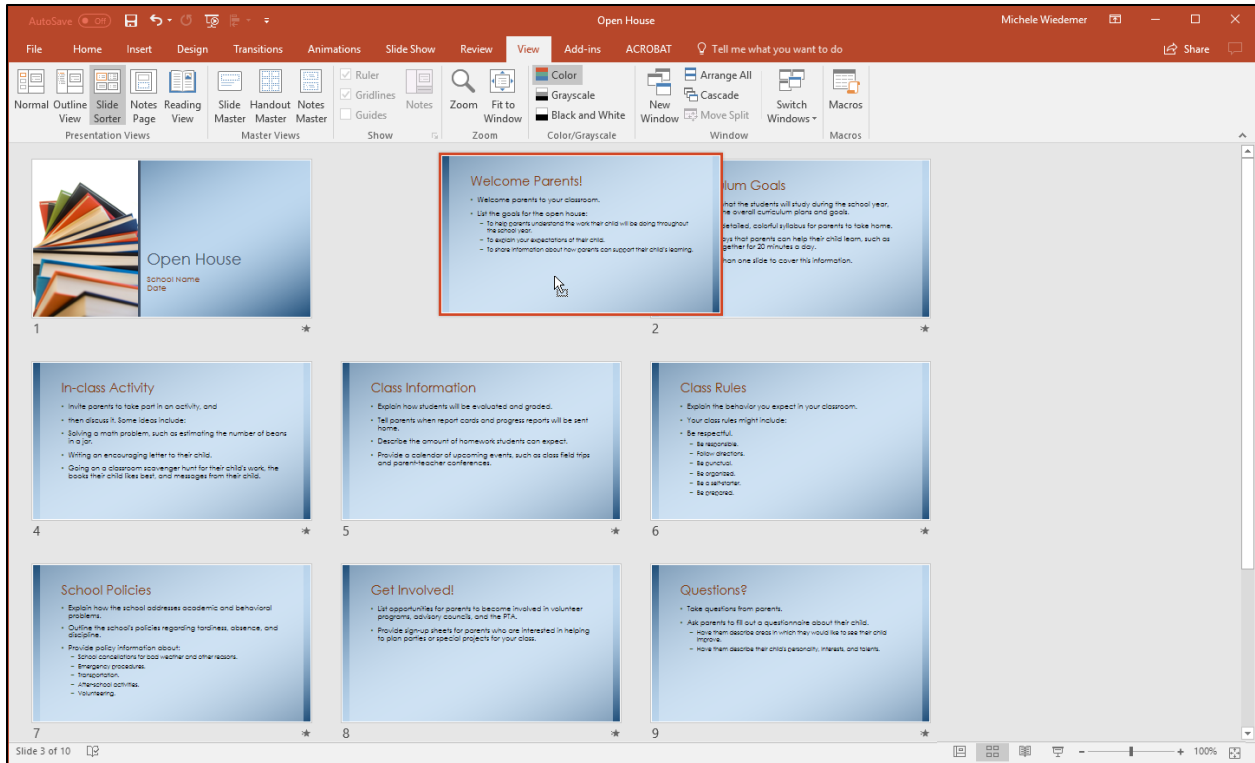
Modify Slide Order

It's easy to rearrange the order of your slides in the Slide Sorter view.

Topic Objective	Change the order of slides
Topic Summary	Select Slide Sorter from the View menu to view a thumbnail of all of the slides. Drag slides to rearrange them.
Materials Required	"Open House" sample presentation (or Any PowerPoint presentation)
Recommended Activity	Have the participants practice changing the order of slides in the presentation.

Show the participants how to reorganize slides.

1. Select the **VIEW** tab from the Ribbon.
2. Select **SLIDE SORTER**.
3. Select the slide you want to move and drag it to the new location. The cursor has a small box showing that you are moving a slide.



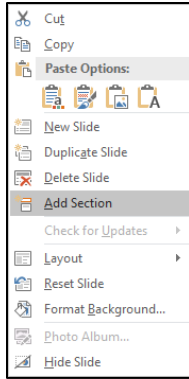
Create Sections

Creating sections can help to organize and break up your presentation.

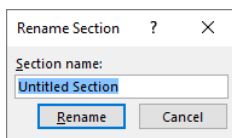
Topic Objective	Create a section in a presentation
Topic Summary	Sections are created in the Slides pane. The Add Section command is available from the context menu when you right-click on a slide.
Materials Required	“Open House” sample presentation (or Any PowerPoint presentation)
Recommended Activity	Have the participants practice adding a section to the presentation.
Stories to Share	The section includes all the slides that follow the slide that was selected when adding the section break. But you can add other section breaks later in the presentation.

Show the participants how to add a section.

1. Select the slide thumbnail where you want the section to start in the Slides pane.
2. Right click in to display the context menu.
3. Select **Add Section**.



4. In the Rename Section dialog box, enter a name for the section and select **Rename**.



PowerPoint adds a section break. The slides after the section break are automatically added to the new section.

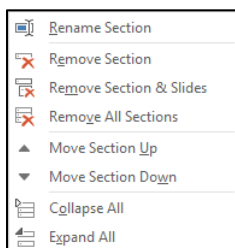
Rename Sections

Sections are helpful in a long presentation. You can change the name later if you want to change the name originally assigned to the section.

Topic Objective	Rename a section
Topic Summary	The right-click context menu for a section allows you to Rename the section.
Materials Required	The presentation from the previous topic with sections applied
Recommended Activity	Have the participants practice renaming a section.

Show participants how to rename a section.

1. Right click on a section divider to display the context menu.
2. Select **RENAME SECTION**.



PowerPoint displays the *Rename Section* dialog box

3. Enter the new section name and select **RENAME**.

Modify Slides, Handouts and Notes

Estimated Time for this Lesson	25 minutes
Topics in this Lesson	<ul style="list-style-type: none"> • Change the slide master theme or background • Modify slide master content • Create a slide layout • Modify a slide layout • Modify the handout master • Modify the notes master

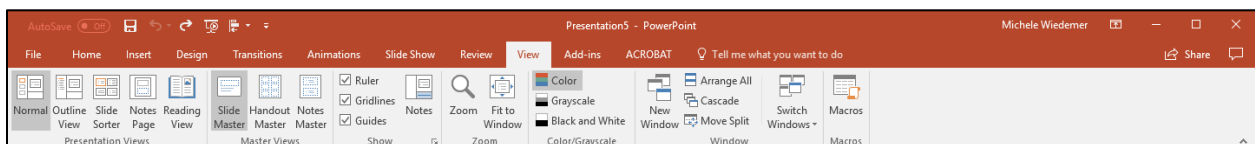
Change the Slide Master Theme or Background

PowerPoint uses Slide Masters to control the background of the entire presentation.

Topic Objective	Change the theme or background of the slide master
Topic Summary	Select the View tab from the Ribbon to view the Slide Master. When you view the Slide Master, a Slide Master tab is available on the Ribbon, with tools for changing the theme or background. Select Close Master View when you have finished working with the Slide Master.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participants open the Slide Master view and change the theme and background.

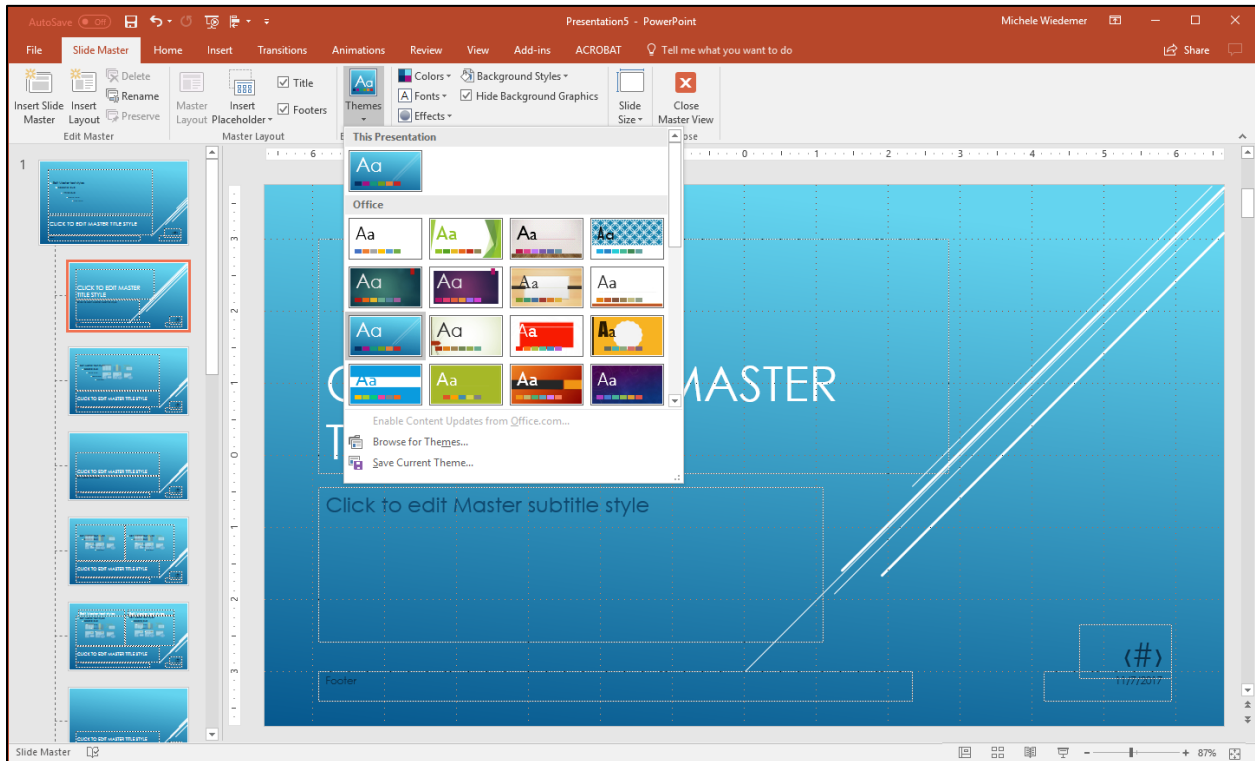
Show the participants how to change the theme and background of the slide master.

1. Select the **VIEW** tab on the Ribbon.
2. Select **Slide Master**.



3. On the **Slide Master** tab of the Ribbon, select the **THEMES** tool.

4. Select a Theme to apply it to the presentation.



5. Select **Colors** to select a new background color for the presentation.

6. Select **Fonts** to select a new font scheme for the presentation.

7. Select **Effects** to change the general look of the theme by selecting a new effect.

8. Select **Background Styles** to choose a new style option.

9. Check the **Hide Background Graphics** box to hide any graphics on the slide that are a part of the background theme.

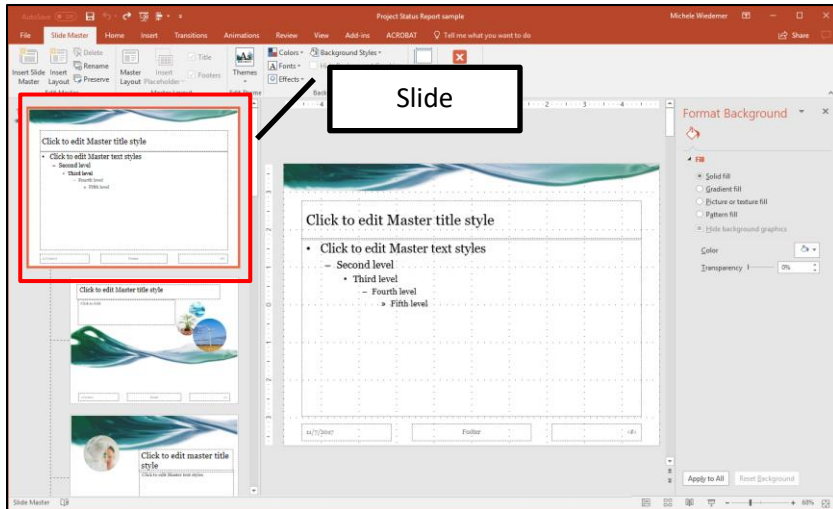
Modify Slide Master Content

If you want to make changes that should be consistent for all slides, make the changes on the Slide Master.

Topic Objective	Make changes to the Master Slide
Topic Summary	Changes made to the Slide Master apply to all slides based on that master. The Slide Master is the first slide thumbnail in the slides pane when in the Slide Master view.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participants open the Slide Master and investigate the objects on the Master Slide
Stories to Share	Images, shapes, or charts, footers, and font face and style options changed on the Slide Master affect the layouts that are based on that Master.
Delivery Tips	You may want to revisit this topic once students have learned procedures in the modules covering text, shapes, pictures, and other items.

Show the participants how to edit a slide master.

1. Select the **View** tab from the Ribbon.
2. Select **Slide Master**.
3. Select the Slide Master you want to edit from the thumbnails on the left. Make sure to select the Master and not one of the layouts based on it, unless you only want the changes to apply to that layout.
4. Use the various Ribbon tabs and tools to make the changes you want. You can move the objects that represent titles, headers, footers, and body of the slides based on this master.



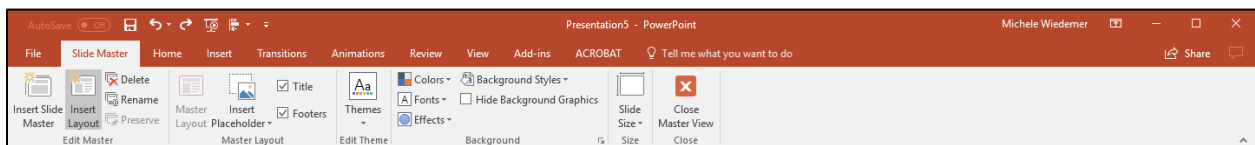
Create a Slide Layout

You can create your own slide layout to use when creating new slides.

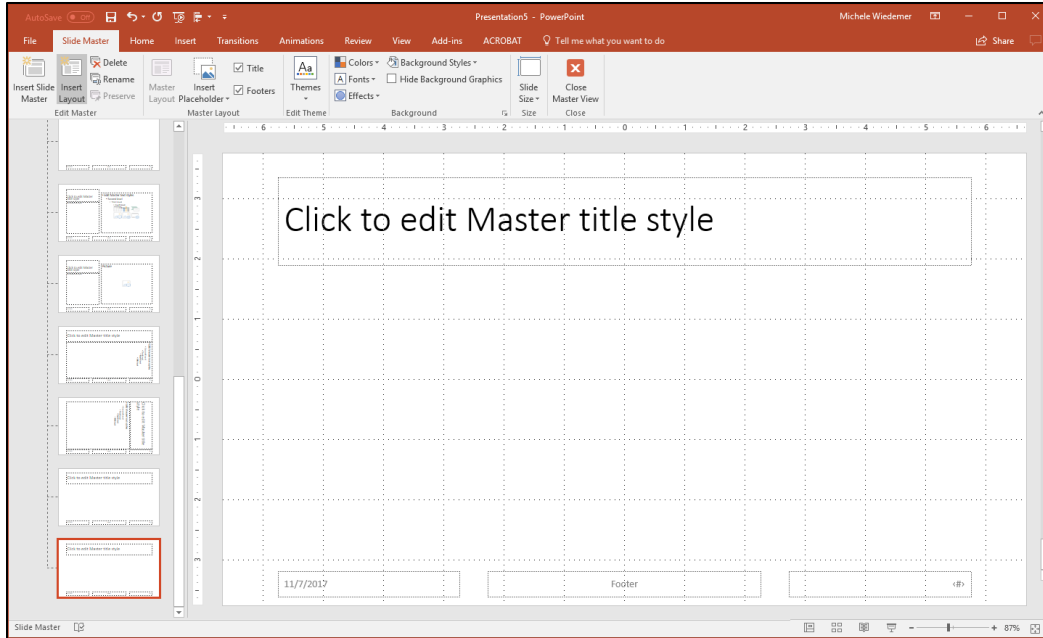
Topic Objective	Insert a Layout based on the current Slide Master.
Topic Summary	The Slide Master tab on the Ribbon allows you to add a slide based on the current Slide Master. Select Insert Layout to create the slide.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participants practice adding a slide layout.
Delivery Tips	We'll add placeholders in the next topic.

Show the participants how to create a slide layout.

1. Select the **View** tab from the Ribbon.
2. Select **Slide Master**.
3. In the **Slide Master** tab on the Ribbon, select **Insert Layout**.



The new layout is added and is ready for any modifications.



Modify a Slide Layout

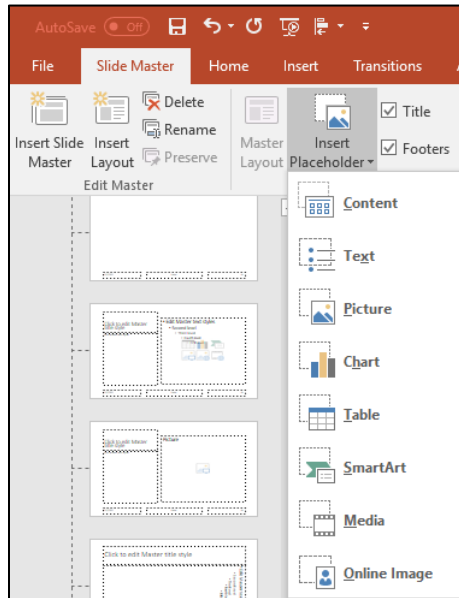
Changing slide layouts is similar to changing the Slide Master. You can add placeholder content to make sure all slides that use this layout have consistent positioning and design.

Topic Objective	Make changes to a slide layout
Topic Summary	Changes made to a slide layout apply to all slides based on that layout. The Master Layout group on the Slide Master tab of the Ribbon includes placeholder options and a place to indicate whether slides based on this layout should have a title or footers.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participants modify the content on a slide layout.
Stories to Share	Images, shapes, or charts, footers, and font face and style options changed on the Slide Master affect the layouts that are based on that Master.
Delivery Tips	You may want to revisit this topic once students have learned procedures in the modules covering text, shapes, pictures, and other items.

Show the participants how to edit a slide layout.

1. Select the **View** tab from the Ribbon.
2. Select **Slide Master**.

3. Select the Slide Layout you want to edit from the thumbnails on the left. Make sure to select the layout and not the Master.
4. Use the various Ribbon tabs and tools to make the changes you want. You can move the objects that represent titles, headers, footers, and body of the slides based on this layout.
5. To add a placeholder, select **Insert Placeholder**, and select an option from the drop down list.



6. To include or remove a Title content placeholder, check or clear the **Title** box.
7. To include or remove Footer content placeholders, check or clear the **Footers** box.

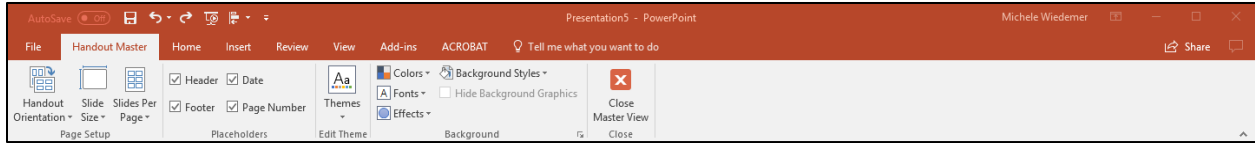
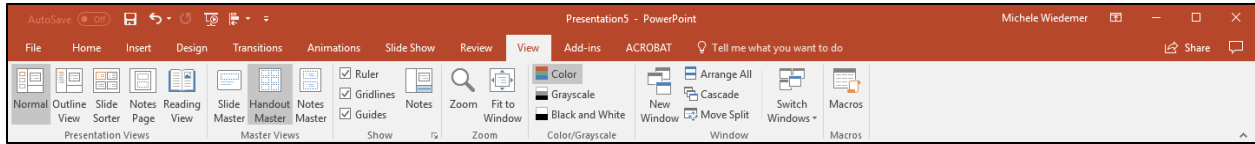
Modify the Handout Master

You can print handouts to go with your presentation. The Handout Master allows you to change the look of those handouts.

Topic Objective	Open the Handout Master and make changes
Topic Summary	Select Handout Master from the View tab on the Ribbon. The Handout Master tab opens on the Ribbon, with tools for setting up the handout pages, controlling the placeholders, and changing the theme and background. Select Close Master View when you have finished working with the Handout Master.
Materials Required	Any PowerPoint presentation
Recommended Activity	Have the participants open the Handout Master view and change the handout page setup, placeholders, and background.

Show the participants how to modify the Handout Master.

1. Select the **View** tab from the Ribbon.
2. Select **Handout Master**.



3. To change the handout orientation, select **Handout Orientation**, and choose **Portrait** or **Landscape**.
4. To change the size of the slide thumbnails shown on the handouts, select **Slide Size** and choose **Standard** or **Widescreen**.
5. To change the number of slides shown on each handout page, select **Slides Per Page** and choose the number of slides.
6. To include or remove Header content placeholders, check or clear the **Header** box.
7. To include or remove Footer content placeholders, check or clear the **Footer** box.
8. To include or remove Date content placeholders, check or clear the **Date** box.
9. To include or remove Page Number content placeholders, check or clear the **Page Numbers** box.
10. Select **Themes** to choose a new theme for the handouts.
11. Select **Colors** to select a new background color for the handouts.
12. Select **Fonts** to select a new font scheme for the handouts.
13. Select **Effects** to change the general look of the handout theme by selecting a new effect.
14. Select **Background Styles** to choose a new style option for the handouts.

Modify the Notes Master

You can print your slides with the speaker notes. The Notes Master allows you to change the look of those handouts.

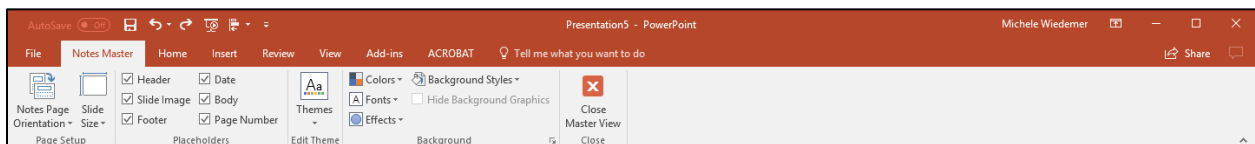
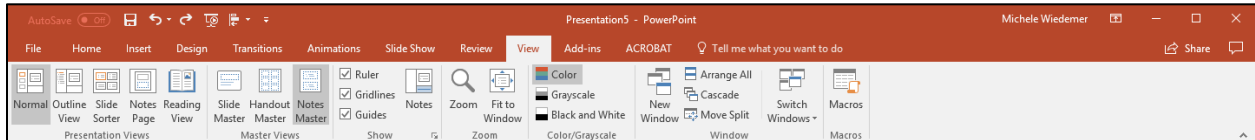
Topic Objective	Open the Notes Master and make changes
Topic Summary	Select Notes Master from the View tab on the Ribbon. The Notes Master tab opens on the Ribbon, with tools for setting up the notes pages, controlling the placeholders, and changing the theme and background. Select Close Master View when you have finished working with the Notes Master.
Materials Required	Any PowerPoint presentation

Recommended Activity

Have the participants open the Notes Master view and change the notes page setup, placeholders, and background.

Show the participants how to modify the Notes Master.

1. Select the **View** tab from the Ribbon.
2. Select **Notes Master**.



3. To change the notes page orientation, select **Notes Page Orientation**, and choose **Portrait** or **Landscape**.
4. To change the size of the slide thumbnails shown on the notes pages, select **Slide Size** and choose **Standard** or **Widescreen**.
5. To include or remove Header content placeholders, check or clear the **Header** box.
6. To include or remove the slide image placeholders, check or clear the **Slide Image** box.
7. To include or remove Footer content placeholders, check or clear the **Footer** box.
8. To include or remove Date content placeholders, check or clear the **Date** box.
9. To include or remove Body content placeholders, or the text on the slides, check or clear the **Body** box.
10. To include or remove Page Number content placeholders, check or clear the **Page Numbers** box.
11. Select **Themes** to choose a new theme for the notes pages.
12. Select **Colors** to select a new background color for the notes pages.
13. Select **Fonts** to select a new font scheme for the notes pages.
14. Select **Effects** to change the general look of the theme for the notes pages by selecting a new effect.
15. Select **Background Styles** to choose a new style option for the notes pages.

Configure a Presentation for Printing

Estimated Time for this Lesson	15 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Print all or part of a presentation

	<ul style="list-style-type: none"> • Print notes pages • Print handouts • Print in color, grayscale, or black and white
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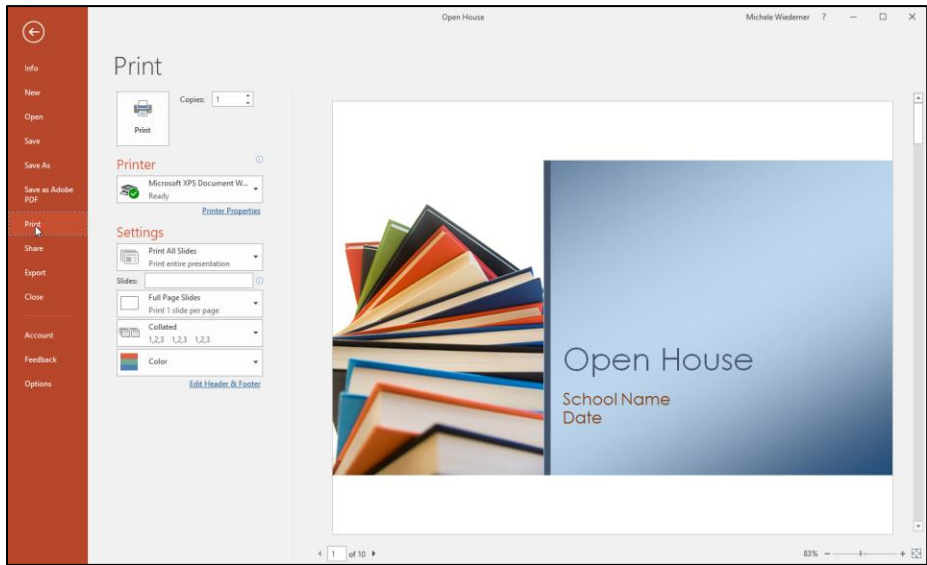
Print a Presentation

The print command gets your presentation from the computer to paper.

Topic Objective	Print a presentation
Topic Summary	You can find the Print dialog on the Backstage View. It allows you to print all or part of your presentation.
Materials Required	“Open House” sample presentation (or Any PowerPoint presentation)
Recommended Activity	Discuss the print settings. Have the participants modify print settings and print all or part of the presentation.
Delivery Tips	If a printer is not available, you can still explain the print settings.

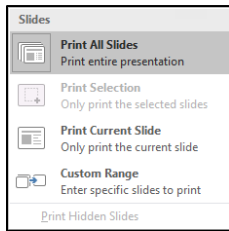
Show the participants how to modify print settings and print all or part of the presentation.

1. Select the **File** tab on the Ribbon.
2. Select the **Print** tab from the left tabs.



3. Select the **PRINTER** from the drop down list if there is more than one option.

4. Select the **SETTINGS** from the drop down list to indicate whether to print the entire presentation or just a portion of it.



5. If printing a portion of the presentation, enter the slide numbers in the **Slides** field.
6. Select **Print**.

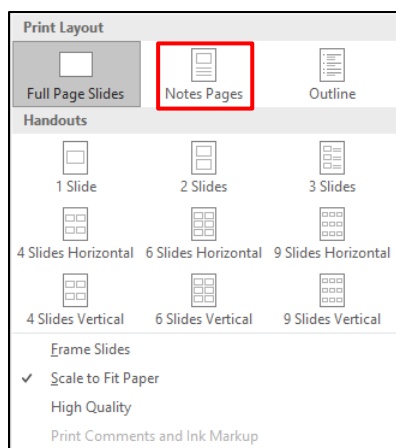
Print Notes Pages

You can choose to print Notes pages from the Print dialog. Notes can be printed as portrait oriented or landscape oriented.

Topic Objective	Print the notes of a presentation
Topic Summary	Under the Print Settings, Full Page Slides are the default setting. But you can select Notes Pages instead. That displays an option to select the orientation of your notes pages.
Materials Required	“Open House” sample presentation (or Any PowerPoint presentation)
Recommended Activity	Have the participants change print settings to Notes Pages and change the print orientation.

Show the participants how to print notes pages.

1. Select the **File** tab on the Ribbon.
2. Select the **Print** tab from the left tabs.
3. Select the **PRINTER** from the drop down list if there is more than one option.
4. Select the **SETTINGS** from the drop down list to indicate whether to print the entire presentation or just a portion of it.
5. Select **Notes Pages** from the drop down list under the **Slides** field.



6. Select the **Orientation** from the drop down list.
7. Select **Print**.

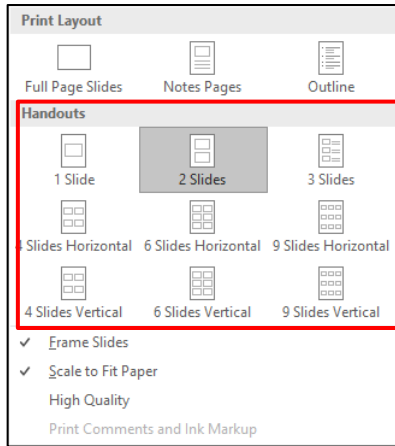
Print Handouts Pages

You can choose to print Handouts pages from the Print dialog. Handouts can be printed in a variety of layouts with one or more slides per page.

Topic Objective	Print the handouts of a presentation
Topic Summary	You can also select Handouts from the Print Settings. You choose the number of slides per page from 1 to nine and indicate whether multiple slides are horizontal or vertical.
Materials Required	“Open House” sample presentation (or Any PowerPoint presentation)
Recommended Activity	Have the participants change print settings to Handouts.

Show the participants how to print notes pages.

1. Select the **File** tab on the Ribbon.
2. Select the **Print** tab from the left tabs.
3. Select the **PRINTER** from the drop down list if there is more than one option.
4. Select the **SETTINGS** from the drop down list to indicate whether to print the entire presentation or just a portion of it.
5. Under the **Slides** field, choose one of the **Handouts** layouts.



6. Select the **Orientation** from the drop down list.
7. Select **Print**.

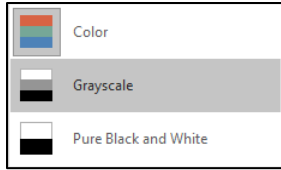
Print in Color, Grayscale or Black and White

You can pick a color scheme for your print out, depending on whether you have a color printer.

Topic Objective	Learn to choose correct color settings for printing presentations
Topic Summary	<p>The default setting is to print in color. If you don't have a color printer, the print out will be similar to printing in grayscale, but not of the same quality.</p> <p>Grayscale prints all objects on the page in shades of gray, and images will be crisp and clear.</p> <p>Pure Black and White does not use shades of gray. Some design elements will not print.</p>
Materials Required	"Open House" sample presentation (or Any PowerPoint presentation)
Recommended Activity	Have the participants change the color setting for printing.

Show the participants how to print a presentation in grayscale, color, or black and white.

1. Select the **File** tab on the Ribbon.
2. Select the **Print** tab from the left tabs.
3. Select the **PRINTER** from the drop down list if there is more than one option.
4. Select the **SETTINGS** for which slides to print and whether to print slides, notes, or handouts.
5. Select the **Color** scheme from the drop down list.



6. Select **Print**.

Module Two: Review Questions

1. You can open a blank presentation when you first open PowerPoint or from the New tab of the Backstage view.

- a) True
- b) False

The Blank Presentation option is on the New screen, available when you first open PowerPoint or from the Backstage View.

2. What can be used to help organize your presentation?

- a) Layouts
- b) Templates
- c) Sections
- d) None of the above

Sections can help to organize and break up your presentation.

3. The slide master contains content that is different for each slide.

- a) True
- b) False

Slide masters contain text, images and background that applies for every slide based on that master.

4. You can choose a specific layout for a slide when you add it to your presentation.

- a) True
- b) False

The New Slide tool has a small arrow that allows you to choose from layouts that exist for the presentation based on the current theme.

5. Which tool dims a slide and prevents it from showing during a presentation?

The Hide slides tool dims a slide and prevents it from showing during a presentation.

6. Which view is best for rearranging your slides?

- a) Normal
- b) Outline
- c) Notes
- d) Slide sorter

The Slide sorter view includes thumbnails of all of the slides and makes it easy to rearrange the order of your presentation. Slides can also be rearranged in Normal, but the slides pane is smaller.

7. What are the default item and position options available when you open the Header and Footer dialog box?

The date and time can be shown on the left, the slide number can be shown on the right, and additional text can be shown in the middle.

8. Thumbnails of slides on the handouts pages can be shown sized as Standard or Widescreen.

- a) True
- b) False

When viewing the Handout Master, select **Slide Size** and choose **Standard** or **Widescreen** to change the size of the slide thumbnails on the handout pages.

9. When printing, what are some of the options under Print Layout?

You can print Full Page Slides, Notes Pages, Outline, and Handouts with 1, 2, 3, 4, 6, or 9 slide thumbnails per handout page.

10. What color schemes are available for printing a presentation?

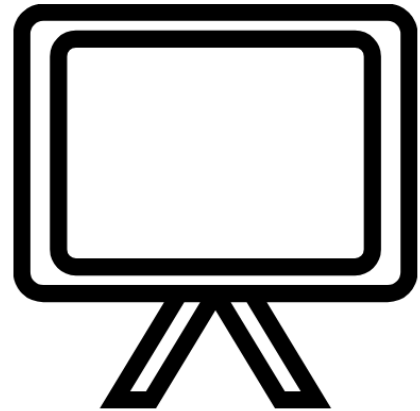
Color, grayscale, and pure black and white

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.



Module Two: Create and Manage Presentations

This module introduces students to a PowerPoint presentation and the different ways of creating presentations. We look at inserting, modifying, ordering and formatting slides, as well as using handouts and notes. We also look at presentation options, views, and printing procedures.

*Talent hits a target no one else can hit;
Genius hits a target no one else can see..*

*Arthur
Schopenhauer*

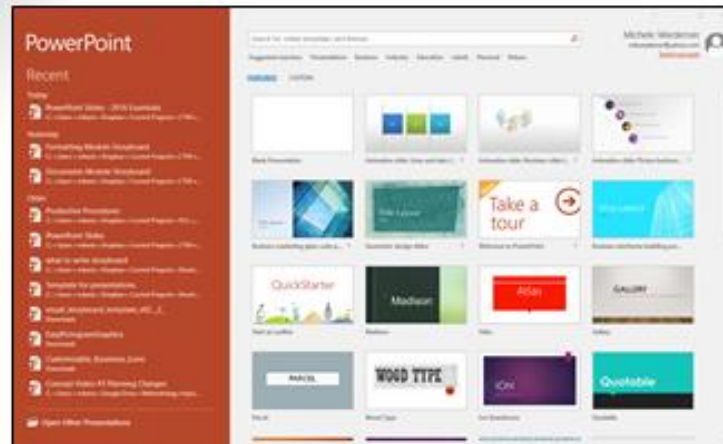


Lesson: Formatting a Document, Part One

In this lesson, we'll introduce the following topics:

- Change Margins
- Change Page Orientation
- Change Page Size
- Use the Page Setup Dialog Box
- Insert Headers and Footers
- Insert Page Numbers

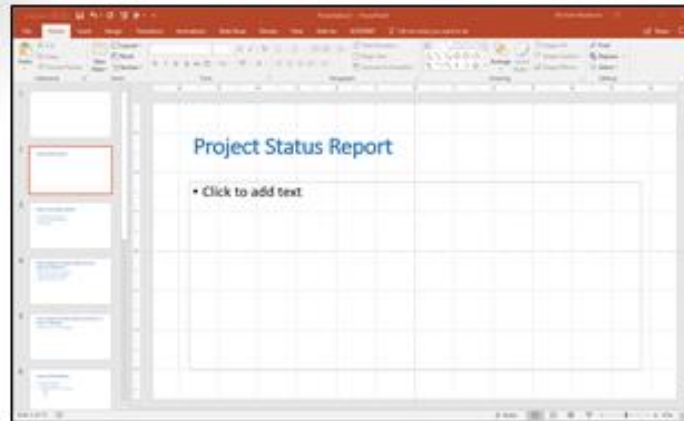
Create a New Presentation



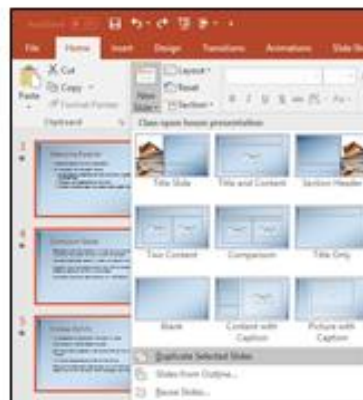
Create a Presentation Based on a Template



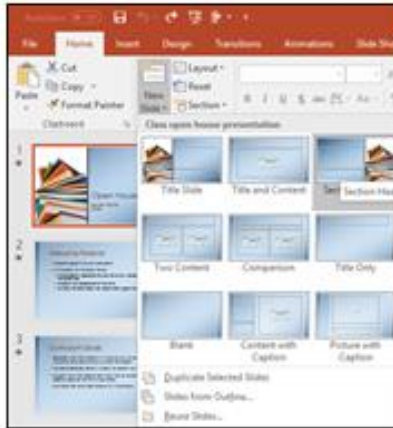
Import Word Document Outlines



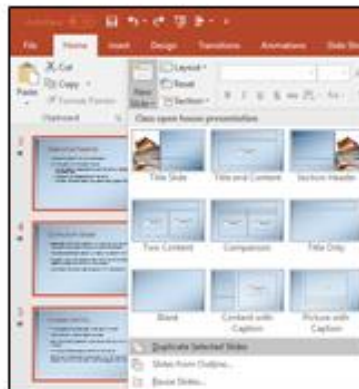
Insert and Format Slides



Insert Specific Slide Layouts



Duplicate Existing Slides

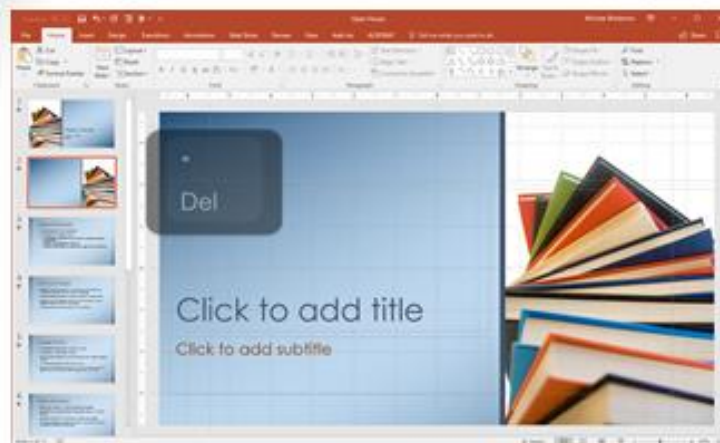


Hide and Unhide Slides

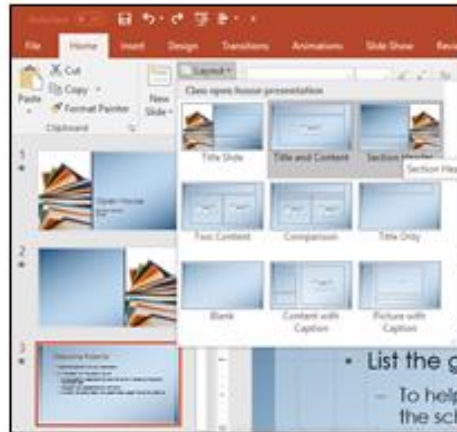


Delete Slides

It's easy to remove slides you no longer need.



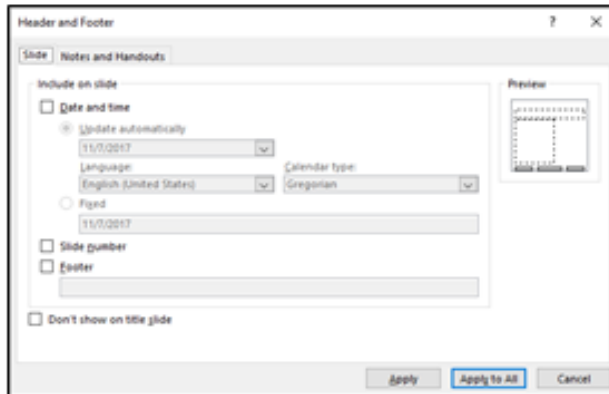
Apply a Different Slide Layout



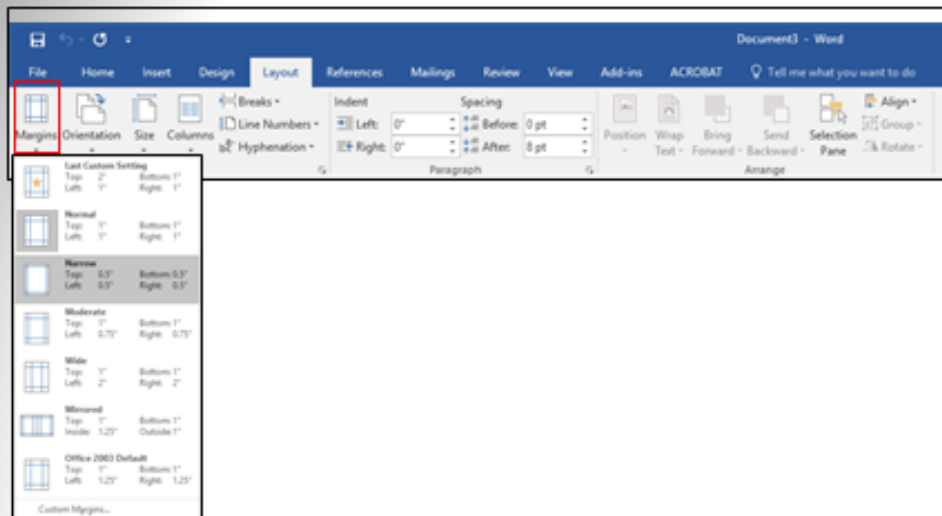
Modify Individual Slide Backgrounds



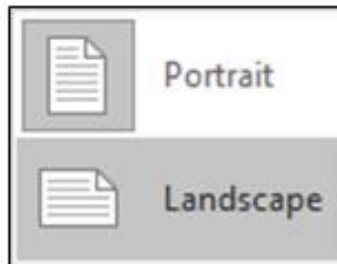
Insert Slide Headers, Footers and Page Numbers



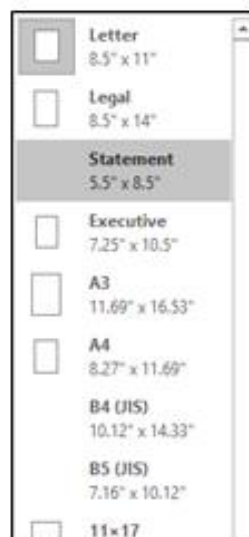
Change Margins



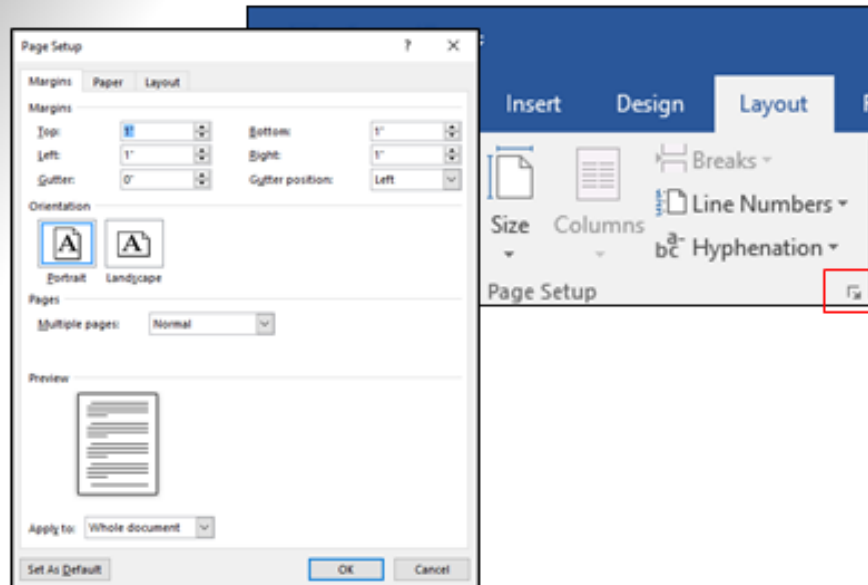
Change Page Orientation



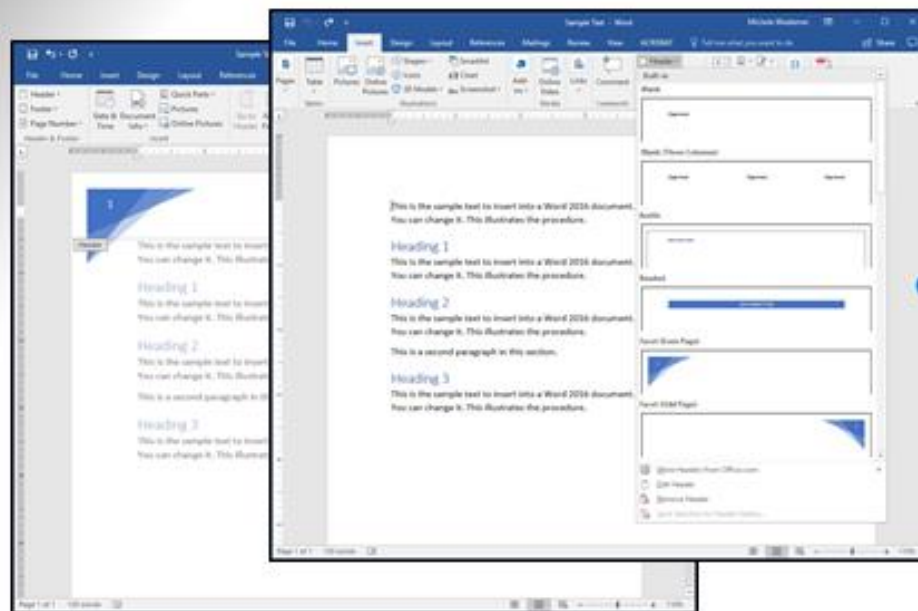
Change Page Size



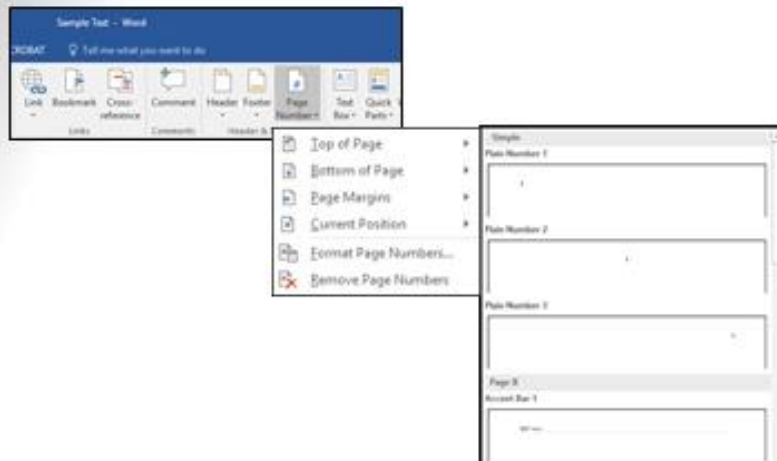
Use the Page Setup Dialog Box



Insert Headers and Footers



Insert Page Numbers



Lesson: Modify Slides, Handouts and Notes

In this lesson, we'll cover the following topics:

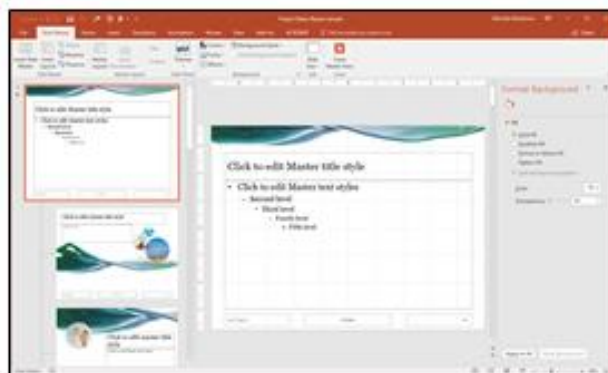
Change the slide master theme or background

- Modify slide master content
- Create a slide layout
- Modify a slide layout
- Modify the handout master
- Modify the notes master

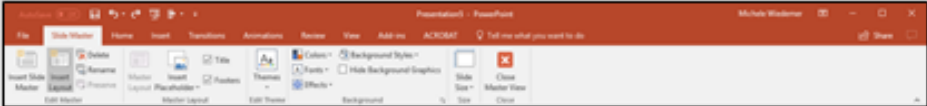
Change the Slide Master Theme or Background



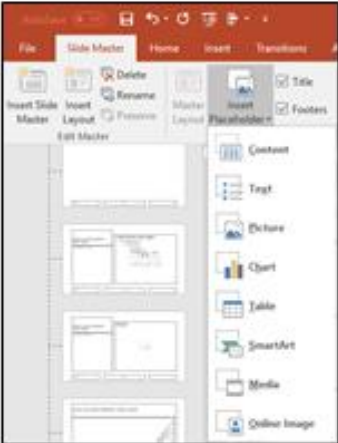
Modify Slide Master Content



Create a Slide Layout



Modify a Slide Layout



Modify the Handout Master



Modify the Notes Master

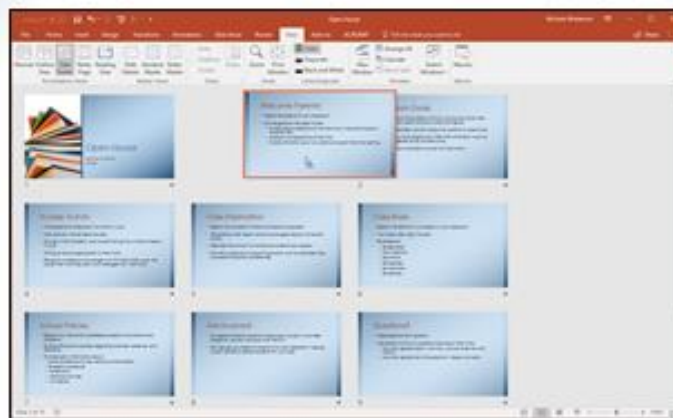


Lesson: Order and Group Slides

In this lesson, we'll cover the following topics:

- Modify slide order
- Create sections
- Rename sections

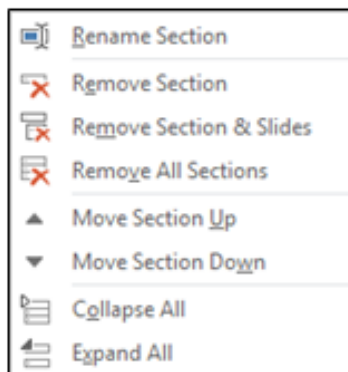
Modify Slide Order



Create Sections



Rename Sections

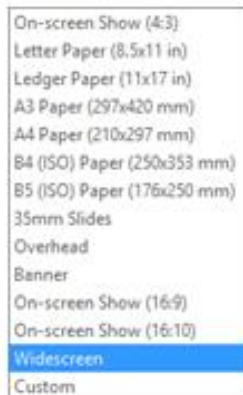


Lesson: Change Presentation Options and Views

In this lesson, we'll cover the following topics:

- Change slide size
- Change views of a presentation
- Set file properties

Change Slide Size



Change Views of a Presentation



Set File Properties

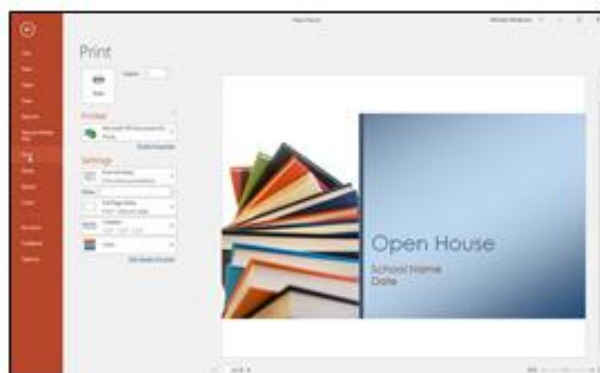


Lesson: Configure a Presentation for Printing

In this lesson, we'll cover the following topics:

- Print all or part of a presentation
- Print notes pages
- Print handouts
- Print in color, grayscale, or black and white

Print All or Part of a Presentation



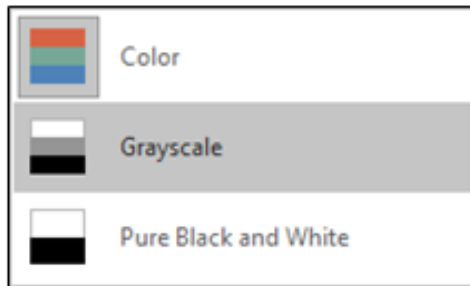
Print Notes Pages



Print Handouts



Print in Color, Grayscale or Black and White



Module Two: Review Questions

1. You can open a blank presentation when you first open PowerPoint or from the New tab of the Backstage view.
 - a) True
 - b) False
2. What can be used to help organize your presentation?
 - a) Layouts
 - b) Templates
 - c) Sections
 - d) None of the above

Module Two: Review Questions

1. You can open a blank presentation when you first open PowerPoint or from the New tab of the Backstage view.

- a) True
- b) False

The Blank Presentation option is on the New screen, available when you first open PowerPoint or from the Backstage View.

2. What can be used to help organize your presentation?

- a) Layouts
- b) Templates
- c) Sections
- d) None of the above

Sections can help to organize and break up your presentation.

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



PowerPoint 2016 Essentials

New Slides from Word Outline

1. Select the small arrow next to **New Slide** on the **Home** tab.
2. Select **Slides from Outline**.
3. In the Insert Outline dialog box, navigate to the file you want to import. Highlight it and select **Insert**.

Slides are created for each paragraph in the Word document that has the Heading 1 Style applied (or Level 1 in Outline view).

Hide Slides

1. Select the slide you want to hide.
2. Select the **Slide Show** tab from the Ribbon.
3. Select **Hide Slide**.

PowerPoint puts a slash through the slide number to indicate that it will not be shown in the slide show.

4. Select **Hide Slide** again to unhide the slide.

Using the Backstage View

The Backstage View allows you to create a new presentation, open a presentation, protect and inspect a presentation, print a presentation, and adjust PowerPoint's settings. Select the **File** tab to open Backstage View.

Change Slide Layout

1. Select the slide you want to reformat.
2. Select **Layout** under the Slides section on the **Home** tab on the ribbon.
3. Select the new layout.

Change Slide Background

1. Select the slide you want to format.
2. Select the **Design** tab from the Ribbon.
3. Select **Format Background**.
4. The **Format Background** pane opens on the right side of the window.
5. Check the **Hide Background Graphics** box to print slides without any background graphics.
6. You can select **Reset Background** to remove all of your background formatting.

Add Page/Slide Numbers

1. Select the slide, multiple slides, or a section to which to apply the footer. You can select multiple slides by clicking the first slide, and then holding down the Ctrl key while you select the others.
2. Select the **Insert** tab from the Ribbon.
3. Select **Header & Footer**.
4. In the **Header and Footer** dialog box, you can include the slide number (on the right side of the footer) – check the Slide Number box.

Change Slide Size

1. Select the **Design** tab from the Ribbon.
2. Select **Slide Size**.
3. Select Standard or **Widescreen**.

Modify Slide Master

1. Select the **View** tab from the Ribbon.
2. Select **Slide Master**.
3. Select the Slide Master you want to edit from the thumbnails on the left. Make sure to select the Master and not one of the layouts based on it, unless you only want the changes to apply to that layout.

Use the various Ribbon tabs and tools to make the changes you want. You can move the objects that represent titles, headers, footers, and body of the slides based on this master.

Crop Image to Shape

1. Select the picture that you want to crop.
2. Select the **Picture Tools Format** tab from the Ribbon.
3. Select **Crop**.
4. Select **Crop to Shape**.
5. Select the shape.

Align Objects

1. Select all of the objects you want to align. You can hold down the CTRL key while selecting multiple objects or simply drag the mouse around the objects you want to select.
2. Select the **Drawing Tools Format** tab (or the **Picture Tools Format** tab) from the Ribbon.
3. Select **Align**.
4. Select the Align option you want to use.

Presenter View

1. Select the **Slide Show** tab from the Ribbon.
2. Check the **Use Presenter View** box.
3. Start the Slide show.

Rehearse Timing

1. Select the **Slide Show** tab from the Ribbon.
2. Select **Rehearse Timings**.
3. PowerPoint opens your presentation. There is a small toolbar at the top left corner to control your rehearsal.
4. Practice what you want to say for each slide. PowerPoint times each slide (the first time count) and for the entire presentation (the second time count). If you make a mistake, and want to start the slide over, click the **Repeat** button. If you need to pause the rehearsal, click the **Pause** button.
5. Move through the slides as if it were the final presentation.
6. When you have finished, PowerPoint displays the total time you spent on the presentation, with an option to save the timings. Select **Yes**.
7. PowerPoint returns to your previous view of the presentation (Normal or Slide Sorter).
8. If you use Slide Sorter View, you can view the timings that PowerPoint logged for each slide.

Change Handouts

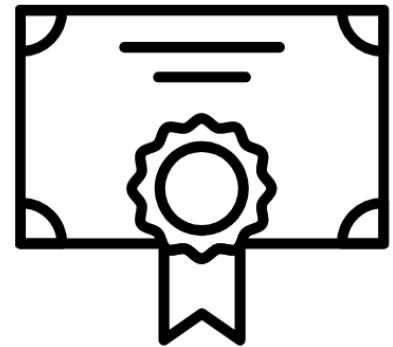
1. Select the **View** tab from the Ribbon.
2. Select **Handout Master**.

Use the various Ribbon tabs and tools to make the changes you want.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION
[Name]

Has mastered the course
PowerPoint 2016 Essentials

Awarded this _____ day of _____, 20____

Presenter Name and Title
