



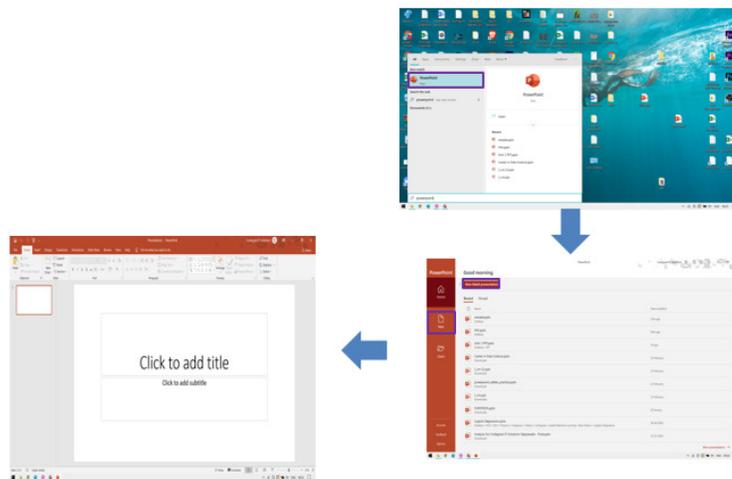
Format Presentations

Session: Manage Presentations

Manage Presentations > Open files in MS PowerPoint

To Open PowerPoint:

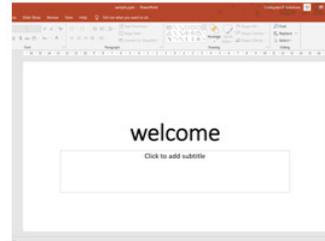
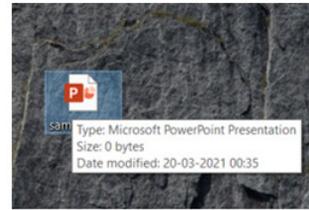
1. Click **Start**> Type **PowerPoint**> Select the PowerPoint application
2. Click **New tab** > Click **Blank Presentation**



Manage Presentations > Open files in MS PowerPoint

To Open an Existing PowerPoint file:

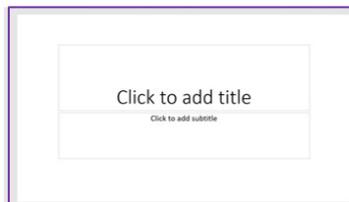
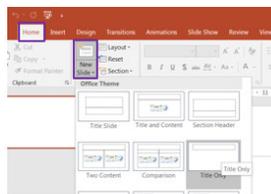
- Double Click on the **Existing File** from the file location



Manage Presentations > Format PowerPoint Presentations

To add a New Slide:

- Click **Home** tab > under **Slides** group, Click **New Slide** > Select Preferred layout of your Choice



Manage Presentations > Format PowerPoint Presentations



Which one would you choose ?

- A. Book
- B. Article
- C. Movie

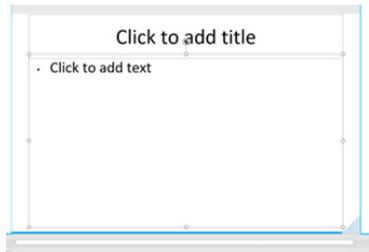
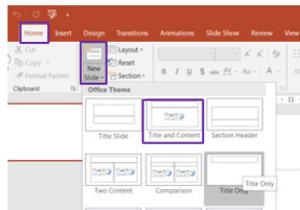


Naturally, The Title is the deciding factor

Manage Presentations > Format PowerPoint Presentations

To add title and text Slide:

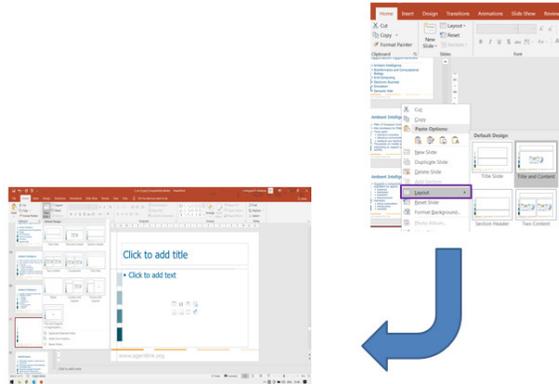
- Click **Home** tab > under **Slides** group, Click **New Slide** > Select **Title and Text** Layout



Manage Presentations > Format PowerPoint Presentations

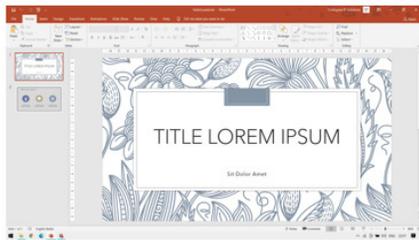
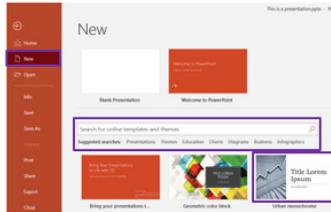
To change the slide layout :

- Select the slide in **Thumbnail**> Right Click on the slide > Click **Layout** > Select the desired layout.



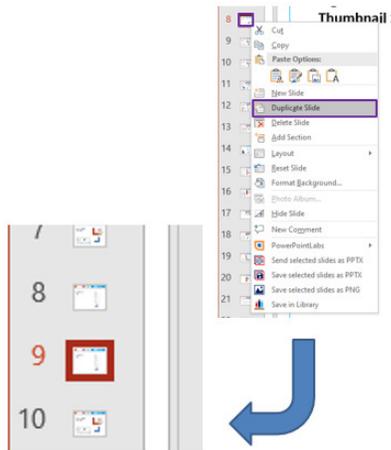
To open PowerPoint with selected Templates:

- Click **File** tab > Click **New** option > Select the desired template, under the search box.



To duplicate the slides:

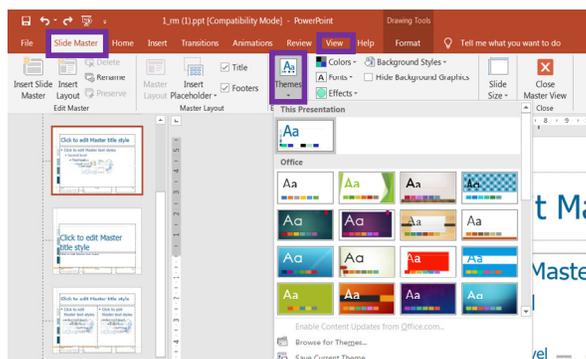
- Right Click the Slide in **Thumbnail**> Click **Duplicate Slide**.



Manage Presentations > Modify slide masters, handout masters, and note masters

To Change the Slide Master:

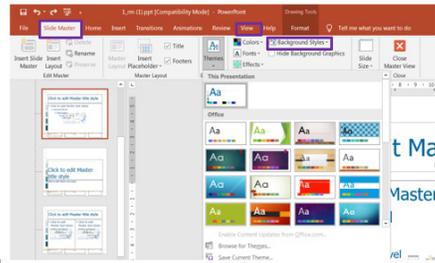
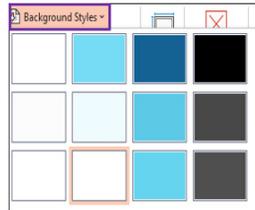
1. Click **View** tab > under **Master Views**, Click **Slide Master**
2. Under **Edit Themes**, Click **Theme** >select the preferred theme.
3. Click **Close Master View**



Manage Presentations > Modify slide masters, handout masters, and note masters

To modify Background Style of slide master:

1. Click **View** tab > under Master Views, Click **Slide Master**
2. under the **Background** group Click **Background Style**
3. Select the one of your choice.

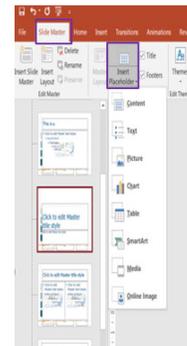
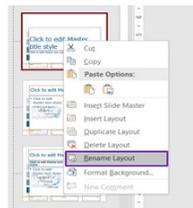


Manage Presentations > Modify slide masters, handout masters, and note masters

To modify slide layout:

1. Click **View** tab > under **Master Views**, Click **Slide Master**
2. Under the **Master layout** group > Click **Insert Placeholders** > Select any of the placeholders

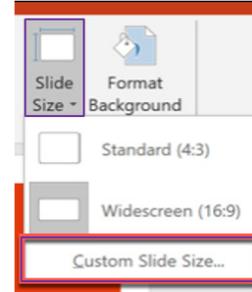
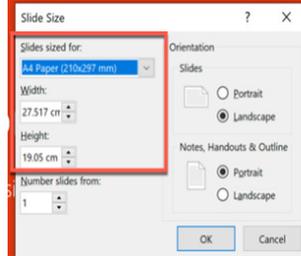
Right Click on the slide in the **Thumbnail**> Select **Rename Layout** and type a name > Click **Rename**



Manage Presentations > Change presentation options and views

To change Slide Size:

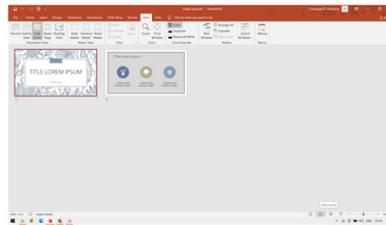
1. Click **Design** tab > under **Customize**> Click **Slide Size** > Click **CustomSlide Size**
2. Type the desired size in **Width, Height, Number Slides** > Click **OK**.



Manage Presentations > Change presentation options and views

To View the Presentation:

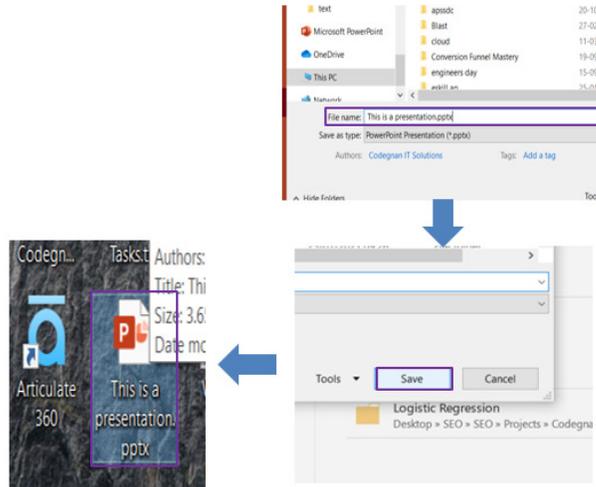
- Click **View** tab > under **Presentation Views** > Click **Slide Sorter**



Manage Presentations > Save and share PowerPoint Presentations

To Save the Presentation:

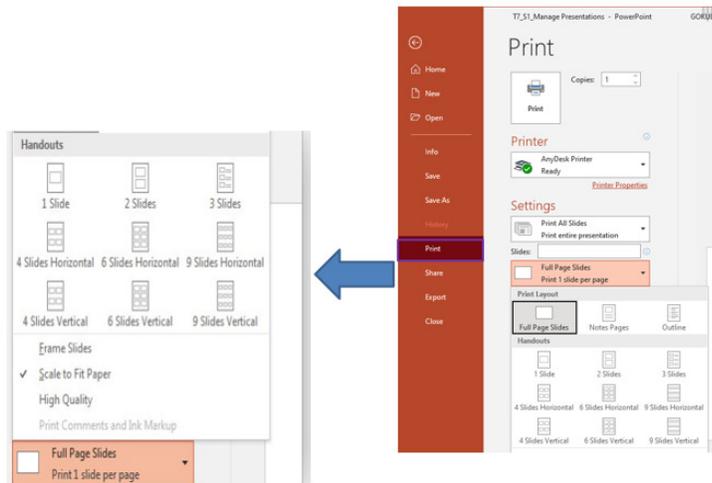
- Click **File** tab > Click **Save as** > Click desired folder > Select **File name** box> Type preferred file name> Click **Save**.



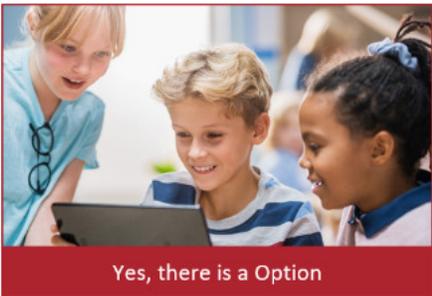
Manage Presentations > Save and share PowerPoint Presentations

To Print the Presentation:

- Click **File** tab > Click **Print** > Click **Full Page Slides**.



Is there any Option to Share with my friend

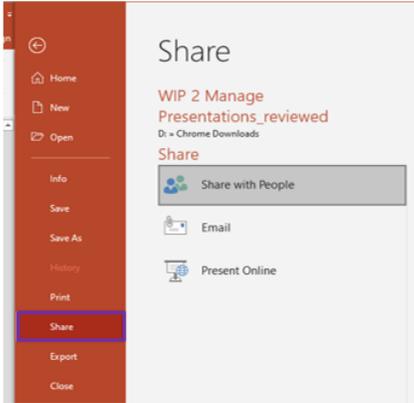


- 1. Just email and send it.
- 2. File sharing services.
- 3. Slide hosting services.
- 4. Embed Code.

Manage Presentations > Save and share PowerPoint Presentations

To Share the Presentation:

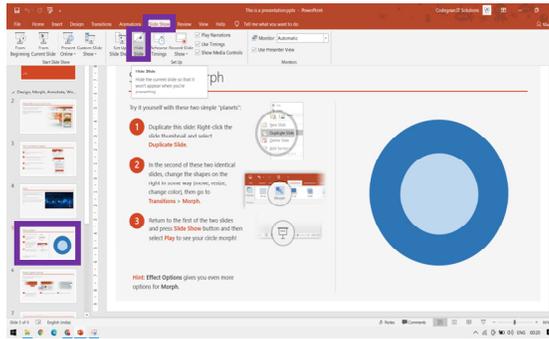
- Click **File** tab > Click **Share** > Click desired way to share.



Just E-mail it:
A good old method that never fails. Aside from just picking the target address, attaching the file and clicking the Send button, you may want to automate and customize emailing to your needs.

To Hide unwanted Slide:

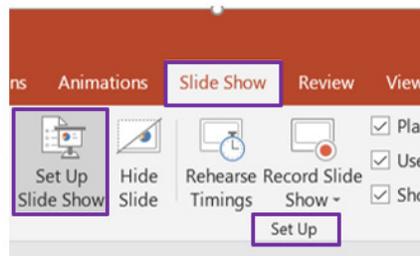
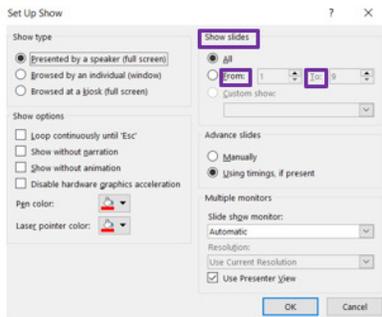
1. Select the slide that you want to hide
2. Click **Slide Show** tab > under **Set Up** group > Click **Hide Slide**
3. To show the slide, right click on the slide > Click **Hide slide**



Manage Presentations > Configure and present slide shows

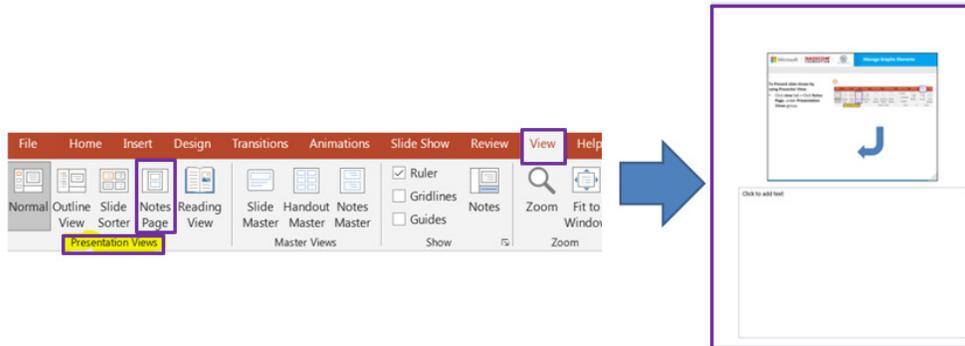
To Set Up Slide Show:

- Click **Slide Show** tab > Click **Set Up Slide Show**, under **Set Up** group.



To add notes:

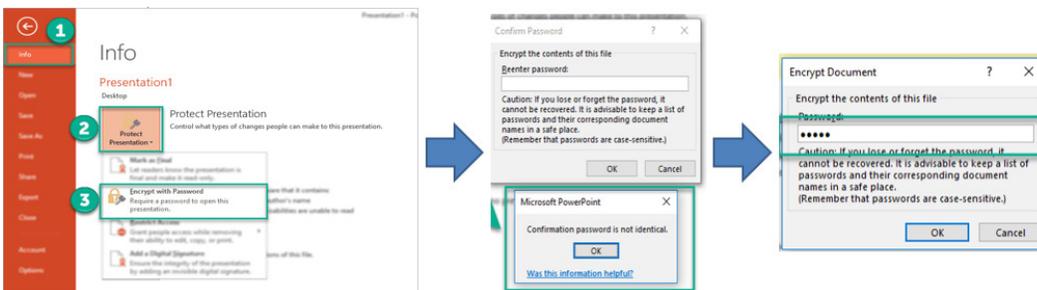
1. Click **view** tab > under **Presentation Views** group > Click **Notes Page**
2. Add your notes in the Notes area



Manage Presentations > Prepare presentations for collaboration

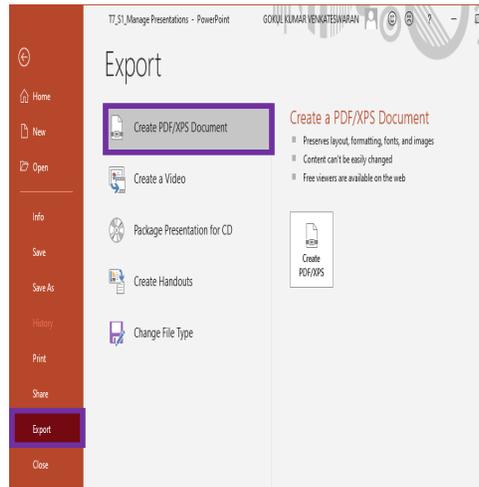
To Protect the file:

1. Click **File > Info > Protect Presentation > Encrypt with Password**
2. Type the password



To Export the Presentation:

- Click **File** tab > Click **Export** > Click desired file type



Key Takeaways

- There are multiple ways to start the PowerPoint and the easiest is to open it by typing in Windows Start
- Slide layout is used to change the layout from one to another
- Once the preferred layout is created, then it can be duplicated using duplicate slide
- The look and feel of all the slides in the presentation can be updated from master slide
- The PowerPoint presentation can be shared to other users using multiple methods such as email, direct file sharing
- Speaker notes can be added to any slide using Notes
- The presentation can be shared to other users thro' common file format.
- The PowerPoint presentation can be protected using password