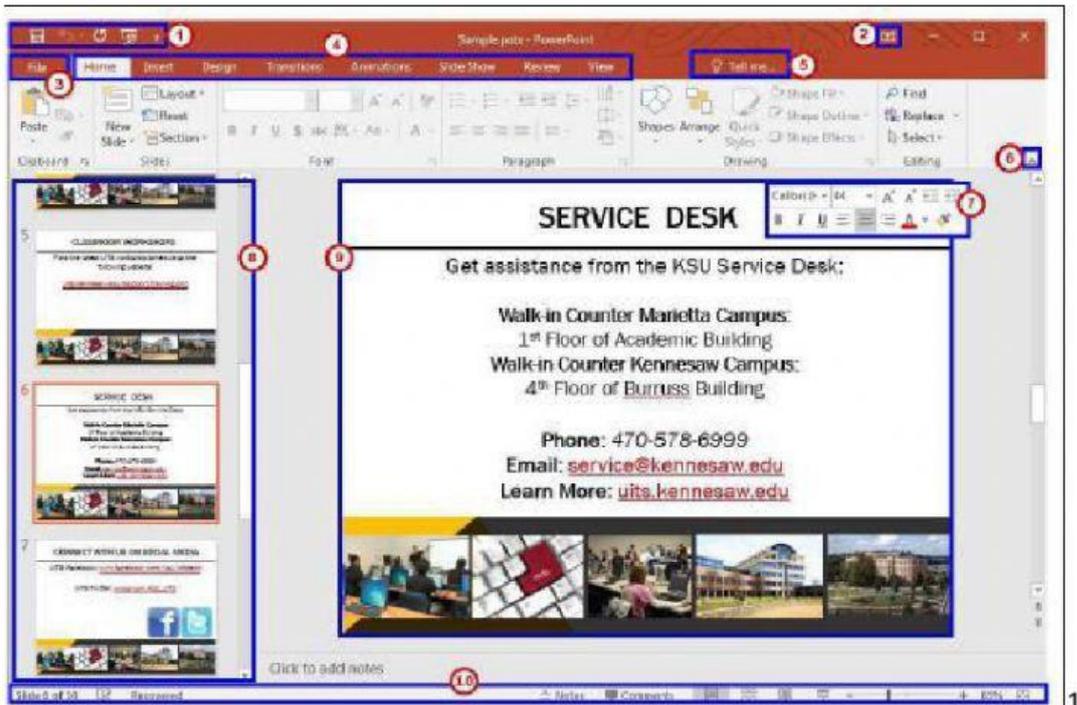# Lesson1   Introduction to PowerPoint.

Welcome to the Microsoft PowerPoint Course. We are using the 2016 edition. If you using a later or earlier edition some features maybe different.

Let us look at the interface of PowerPoint 2016. 1

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.

The Ribbon

The Ribbon is a panel that contains functional groupings of buttons and drop-down lits organised by tabs. The ribbon is designed to help you quickly find the commands that you need to complete a task. **2**

The ribbon is made up of a set of tabs that pertain to the different functionalities of PowerPoint, such as designing slides, inserting media onto slides,or applying animation.Each tab is further divided into logical group(of buttons) such as the Font group shown in **2**.

There are also "contextual tabs," that appear, depending on what you are working on. E.g. If you have inserted pictures, the Picture Tools tab appears whenever a picture is selected. **3**


The Quick Access Toolbar

The Quick Access Toolbar is a small toolbar at the to left of the application windows that you can customize to contain the button for the functions that you use most often. **4**


To customize the Quick Access Toolbar

1. Click the drop-down arrow on the far right.

2. *Click* on any listed command to add it to the *Quick Access Toolbar*.

3. *Click* **More Commands** - to choose from a comprehensive **list of commands**. 4

4
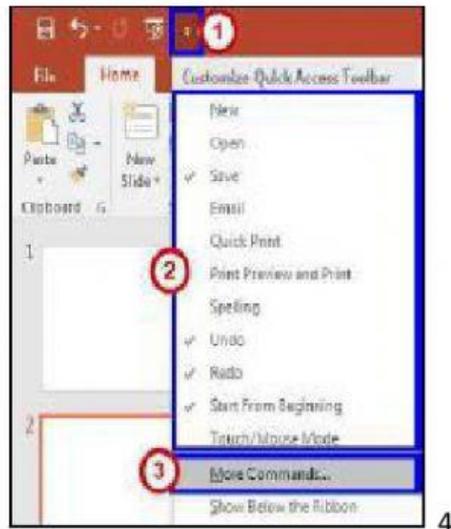
4.Select a command from the list by clicking on it.

5. *Click* the **Add** button.

6. Repeat steps 4 & 5 to add **additional commands**.

7. *Click* on the **OK** button to confirm your selection. **5**

5
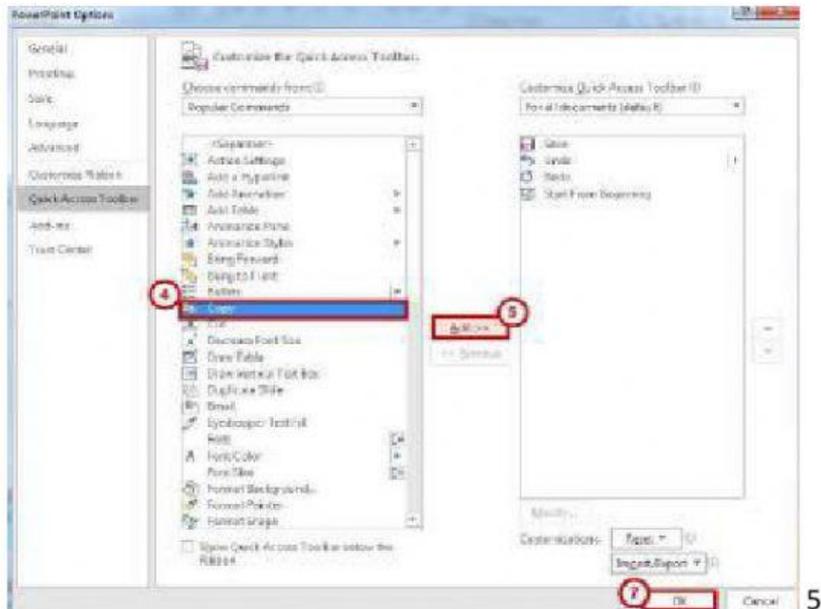
Tell Me

The **Tell Me** feature 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*.
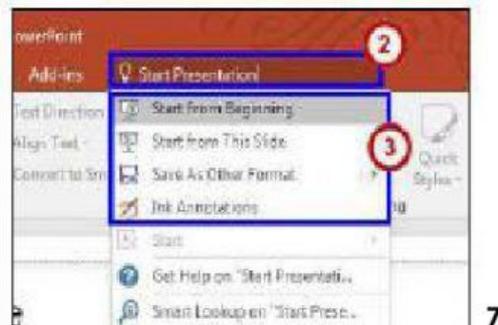
Search for Features

1. *Click* the **Tell Me** box. **6**

6

2. Type the feature you are looking for.

3. In the *Tell Me* drop-down, you will receive a list of features based on your search. *Click* the **Feature** you were looking for. **7**

7

4. You will either be taken to the *feature* or a dialog box of that feature will open.

Get Help with PowerPoint
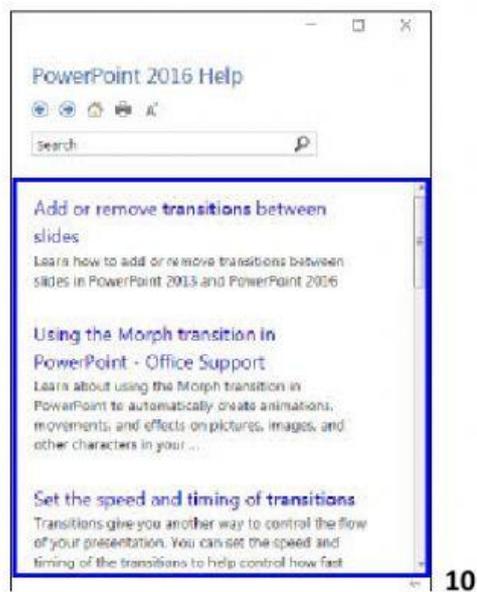
1. *Click* the **Tell Me** box. **8**

8

2. *Type* the feature you want help with.

3. In the *Tell Me* **drop-down**, *click* **Get Help** on "feature" . **9**

9

4. In the *PowerPoint 2016 Help* dialog box, you will get a list of help topics based on your search.

Click the **Topic** you wanted help with. **10**

10

Questions

1. **Name 4 of the features and what they are for on the Interface?**

2. **How do you customize the Quick Access Toolbar?**

3. What can you do with the Tell Me feature?