PowerPoint: Mac 2011

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Getting Started with PowerPoint: Mac 2011

Workbook Gallery

The PowerPoint Workbook Gallery has many built-in templates that can make getting started with PowerPoint easy. You can browse through the templates using the categories on the left, or you select a recent presentation to get started.

The workbook gallery can be hidden by checking this box. Opening Excel will then just open a blank workbook.
The Standard Toolbar

The standard toolbar contains buttons for commonly performed tasks in Excel.

1 - New presentation
2 - New from template
3 - Open a presentation
4 - Save this presentation
5 - Print
6 - Cut
7 - Copy
8 - Paste
9 - Format Painter
10 - Undo
11 - Redo
16 - Show/Hide Toolbox
17 - Show/Hide Media Browser
18 - Zoom
19 - Help

The Formatting Toolbar

The formatting toolbar can also be added to the Excel window by selecting View > Toolbars > Formatting.
The Ribbon

The Ribbon moves some of the more commonly used functions to the foreground, while increasing the visibility of some lesser known but practical functions. Buttons that were previously found in toolbars and panels are now grouped into different Tabs that sort them according to their assigned tasks. The tabs vary from program to program, but the organization remains the same.

Note: Some buttons and shortcuts on the ribbon may be hidden, depending on the width of the Excel window.
Contextual Tabs

Some tabs appear only when certain items are selected.

Shape and Text (Format Tab)

Tables and Table Layout

Charts

Format Picture
Themes

After creating a new presentation, the overall design can be changed using the Themes tab. Once a theme is selected, the colors, fonts, and backgrounds can be changed using the Theme Options.

Choose Create Theme Colors to create your own color theme.

Slide Masters

To create your own theme, or to insert items that should appear on every slide (logos, names, etc.) use the Master Views found on the Themes tab.

Use the first slide to apply changes to every slide in the presentation.

Use the separate layout masters to make changes for only certain layouts.
Adding New Slides

To insert new slides, click on the Home tab. Clicking the New Slide button will insert a Title and Content slide by default. Do insert a slide with a specific layout, click the dropdown arrow next to the button.

Right-clicking, ⌘+Clicking, or two-finger clicking on a slide thumbnail will bring up a context menu that also contains new slide options.

The insert menu also contains new slide options.

Working with Text

Text boxes, by default, in PowerPoint show as bulleted lists. First-level bullets can be changed to second level by indenting using the Increase Indent and Decrease Indent buttons in the paragraph group or by pressing Tab on your keyboard. Press Shift+Tab to decrease an indent or move bullet points up a level.
Inserting Images

Inserting images into PowerPoint can be done by using one of the content buttons on a new content slide, by selecting Insert Menu > Photo, or by clicking on the Picture button in the Insert group on the Home tab.

When an image is selected, sizing handles appear around the frame, the Format Picture tab appears, and the crop, fill, and fit buttons appear below the image. The green handle at the top of the frame will rotate the image, the corner handles will scale an image proportionally, and the side handles will stretch or warp an image.
Inserting Tables

Tables can be inserted by using one of the content buttons on a new content slide, by selecting Insert Menu > Table, or by clicking on the Picture button in the Insert group on the Home tab.

The New button in the Tables tab will open a window that will allow you to select the number of columns and rows. Using Insert > Table will open the insert table dialog.

Use the options available in the Tables and Table Layout tabs to edit the styles or format the table. The Table Layout tab only appears when a table is selected.
Adding Animation

Click on the **Animations Tab** add animations to objects and text on slides. Animations are divided into entrance, emphasis, exit, and motion paths. Click on an objects or select multiple objects, and select an effect to apply the animation.

Clicking on the animation order numbers next to objects will activate the **Animation Options** buttons.

Each effect has a varying set of options. The Fly-In effect allows the direction to be changed.

Clicking the **Reorder** button will open the Toolbox. If there are many animations on one slide, the tool box can prove very helpful for making multiple changes simultaneously.

Second level bullets enter with first level bullets by default. If animation numbers are the same, they will occur at the same time. Different numbers indicate different numbers of clicks. Selecting a second level heading and changing the “Start” time to “On Click” will allow these two bullet points to come in separately.
Transitions

Click on the Transitions Tab add transitions between the slides. Like animations, some transitions have options that can be changed.

Use the Advance Slide option to advance slides automatically after a certain length of time or on mouse click.

The Apply to All Slides button will apply the same transition to all slides in the presentation.

Playing Presentations

The Slide Show Tab contains the controls to start a slide show, presenter tools, and settings.

Press F5 on the keyboard to start a slide show from the beginning, and Shift+F5 to start a slide show from the currently displayed slide.

Rehearse will play and time the slide show as you rehearse your presentation. At the end you will have the option to save the slide timings so that the show will advance automatically. Timings can be removed in the Advance Slide section of the Transitions Tab.
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