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Microsoft PowerPoint 2016 Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office programs who want to use PowerPoint to create and present slide presentations and printed materials The content of the book is designed to be useful for people who have previously used earlier ver-

Microsoft Office PowerPoint 2016 for Windows

The Microsoft PowerPoint 2016 Interface There are a number of prominent changes to the look and functionality of Microsoft PowerPoint 2016 Let us have a look at its latest interface Figure 1 - The Interface 1 Quick Access Toolbar - Allows you to keep shortcuts to ...

Introduction to Microsoft PowerPoint 2016

Introduction to Microsoft PowerPoint 2016 Viewing a Presentation When you create a Blank Presentation in PowerPoint, the workspace opens in

Normal view Normal view is divided into three areas: 1) Slide Pane - shows the full layout of a slide 2) Thumbnails - shows slide thumbnails 3) Notes Pane - used to input text relevant to a specific slide

Microsoft PowerPoint 2016 Intermediate Quick Reference

Microsoft® PowerPoint 2016 Intermediate Quick Reference Guide Animations Tab & Pane Transitions and Animations a Slide Transition: Select the slide(s) where you want to add a transition Click the Transitions tab on the ribbon and click the More button in the Transition to This Slide group Select the transition you want to use

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Microsoft® PowerPoint Quick Reference Basic Skills The PowerPoint Program Screen The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close Create a New Presentation: Click the File tab, select New, and click Blank Presentation Or, press Ctrl + N

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Introduction to Microsoft Word 2016 Screen Elements Title Bar Z File Menu: The File tab will bring you into the Backstage View The Backstage View is where you manage your files and the data about them - creating, opening, printing, saving, inspecting for hidden metadata or ...

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preferences The following explains how to customize the Quick Access Toolbar: 1 Click the drop-down arrow in the Quick Access Toolbar (See Figure 9) 2 In the Customize Quick Access Toolbar drop-down menu, click the command(s) you wish to add or remove from your Quick Access Toolbar (See Figure 9) 3 Click More Commands (See Figure 9)

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Microsoft Outlook 2016 For Mac An Easy Beginners Guide

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Introduction to Microsoft Office 2016: Word

documents This class introduces users to Microsoft Word 2016 NOTE: Experienced users may benefit from this tutorial, as 2016 is different from

previous versions Opening Word 2016 First, we will need to open Word 2016 This can be done by double-clicking on the Word 2016 icon on the desktop or, In Windows 10, 1 Open the Start Menu 2