

Intro to PowerPoint 2016

Key Points and Tips

All text in PowerPoint has to be added using **Text Boxes**. All shapes are added using the **Shapes** function

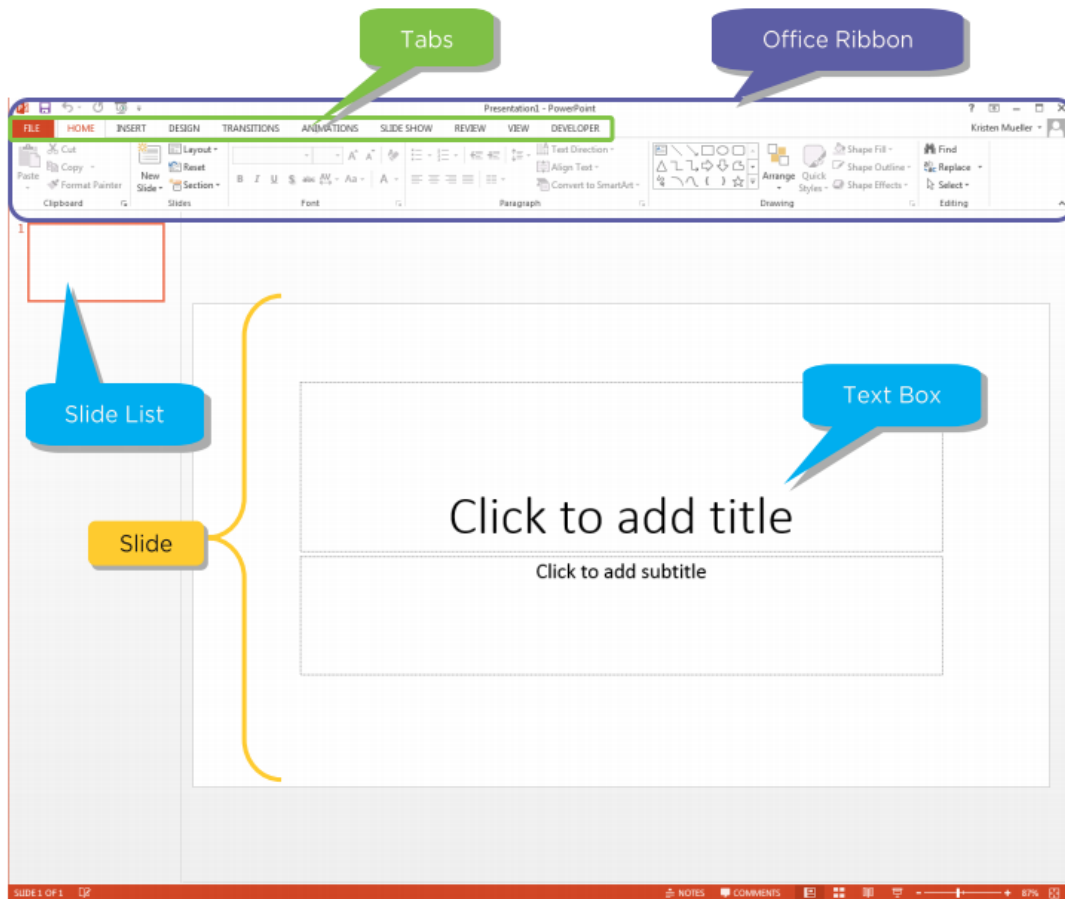
To **duplicate a slide**, right click on the slide from slide list and duplicate

Hover over any icon to learn more about what it does

For commonly used functions, right click on the icon and **add to quick access toolbar**

To save a new or revised file, make sure to **Save As and name the file**

Use the **Tell Me** search at the top of the screen to quickly find functions



Animations and Transitions

Animations: the way objects on a slide appear or disappear (pictures, shapes and text)

Transitions: the way that the current slide disappears and the next slide appears

Animations and transitions can be manual or set to a specific time. Go to Animations tab > Animation Pane to manage all animations on each slide.

