



University Information  
Technology Services

Microsoft Office  
PowerPoint 2016 for Windows

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Introduction to PowerPoint

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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# University Information Technology Services

## Microsoft Office: PowerPoint 2016 for Windows

### Intro to PowerPoint

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## Introduction

Microsoft Office PowerPoint 2016 is a presentation software application that aids users in the creation of professional, high-impact, dynamic presentations. Slides are the building blocks of a PowerPoint presentation. By using slides, the focus is not only on the speaker, but on the visuals (slides) as well.

## Learning Objectives

After viewing this booklet, you will be able to:

- Become familiar with PowerPoint's interface
- Create a new presentation and save it
- Add slides to a presentation
- Delete and Rearrange slides
- Apply a design theme
- Work with themes and background styles
- Use the various PowerPoint views
- Enter and edit text
- Insert graphics and other objects
- Play the slideshow
- Print handouts

## Best Practices for Creating Presentations

Slide layout, font, color scheme, and content are the main components to developing a great presentation. Follow the guidelines below to create a good presentation:

- Identify the critical information that needs to be presented and include it in your presentation.
- Use no more than six bullet points per slide.
- Keep bullet points short and to the point. Incomplete sentences are okay.
- Minimize the number of font types used in your presentation.
- Keep font sizes consistent.
- Do not make all of the text uppercase.
- For contrast, use a light-colored font on a dark background and vice versa.
- Use bold formatting to make appropriate words stand out.
- Minimize the use of italics. They are more difficult to read.
- Do not vary the look of one slide greatly from the next. Consistency is key.
- Identify text that can be represented pictorially and use appropriate graphics in its place.
- Remove unnecessary graphics that are not relevant to the information presented.
- Use consistent colors and font size on each slide.
- Do not use unusually bright colors.
- Do not clutter the slides with too many graphics.
- Use graphics and transitions sparingly.

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