Animations Tab & Pane

- **Preview Slide Animations**: View and edit the animation timeline for animations on the current slide.
- **Show/Hide Animation Pane**: Hide or show the Animation Pane.
- **Copy/Paste Animations**: Copy animations to the clipboard.
- **Animation Order**: View the order of animations applied.
- **Transition/Animation Indicator**: Indicate the transition or animation currently being previewed.

**Transitions and Animations**

- **Apply 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.
- **Modify a Transition**: Click the Transitions tab on the ribbon and click the Effect Options button. Select an effect option in the menu.
- **Apply an Animation**: Select the text or object you want to animate and click the Animations tab on the ribbon. Click the Animation Styles button and select an animation you want to use. Click the Add Animation button to add additional animations to the same object.
- **Modify an Animation**: Click the Animations tab on the ribbon and click the Effect Options button. Select an option for the applied animation.
- **Copy Animations**: Select an object with an animation applied. Click the Animations tab and click the Animation Painter button. Select the object you want to apply the animation to.
- **Display the Animation Pane**: Click the Animations tab on the ribbon and click the Animation Pane button. View and edit the timeline for animations on the current slide.

**Formatting and Themes**

- **Change the Font**: Select the text you want to change, click the Font list arrow on the Home tab, and select a new font.
- **Change the Font Size**: Select the text you want to change, click the Font Size list arrow on the Home tab, and select a new font size.
- **Change the Font Color**: Select the text you want to change, click the Font Color list arrow, and select a new color.
- **Modify the Slide Background**: Click the Design tab on the ribbon and click the Format Background button. Make the desired changes in the Format Background pane.
- **Apply a Presentation Theme**: Click the Design tab on the ribbon. Click the More button in the Themes group and select a theme.
- **Modify Theme Elements**: Click the Design tab on the ribbon and click the More button in the Variants group. Click Colors, Fonts, or Effects to expand the menu and select a new style that coordinates with the current theme.
- **Change the Slide Size**: Click the Design tab, click the Slide Size button in the Customize group, and select a slide size.
- **Use a Presentation Template**: Click the File tab on the ribbon and select New. Select a template in the list and click Create.

**Styles**

**Animation Styles**

- **Appear**
- **Fade**
- **Fly In**
- **Float In**
- **Split**
- **Wipe**
- **Shape**
- **Warp**

**Transition Styles**

- **Fade**
- **Push**
- **Wipe**
- **Split**
- **Cut**
- **Uncover**
- **Flash**
- **Wind**
### Graphics

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insert a Text Box</strong></td>
<td>Click the Insert tab on the ribbon and click the Text Box □ button. The cursor changes to a crosshair; click and drag to place the text box on the slide.</td>
</tr>
<tr>
<td><strong>Insert a Shape</strong></td>
<td>Click the Insert tab on the ribbon and click the Shapes □ button. Select the shape you want to use in the menu. Click and drag to place the shape on the slide.</td>
</tr>
<tr>
<td><strong>Merge Shapes</strong></td>
<td>Select two or more shapes to merge. Click the Drawing Tools Format tab on the ribbon and click the Merge Shapes □ button. Select a merge option in the menu.</td>
</tr>
<tr>
<td><strong>Apply a Shape Style</strong></td>
<td>Select a shape, then click the draw Drawing Tools Format tab on the ribbon and select a style in the Shape Styles gallery.</td>
</tr>
</tbody>
</table>

### Insert a Picture Using Content Placeholders

Click a content slide’s Pictures □ or Online Pictures □ button. Navigate to the picture you want to use and select it, then click Insert.

### Insert from the Ribbon

Click the Insert tab on the ribbon, Click the Pictures □ or Online Pictures □ button. Navigate to the picture you want to use and select it, then click Insert.

### Resizing

Select a picture. Click and drag a resize handle around the outer edge to make the picture larger or smaller.

### Crop a Picture

Select the picture you want to crop. Click the Picture Tools Format tab on the ribbon and click the Crop □ button. Click and drag the crop handles to remove any unwanted areas, then click the Crop □ button again.

### Insert a Screenshot

Click the Insert tab on the ribbon and click the Screenshot □ button. Choose an open window to capture, or select Screen Clipping.

### Remove a Picture’s Background

Select a picture. Click the Picture Tools Format tab on the ribbon, then click the Adjust group, click the Corrections □, Color □, and/or Artistic Effects □ button, and select an adjustment from the menu.

### Reset Picture Formatting

Select a picture. Click the Picture Tools Format tab on the ribbon and click the Reset Picture □ button.

### Apply a Picture Style

Select a picture, then click the Picture Tools Format tab on the ribbon. Select a style in the Picture Styles gallery.

### Delete a Slide Master or Layout

In Slide Master view, select the layout you want to delete. Right-click the thumbnail and select Delete. Deleting Masters and Layouts.

### Rename a Slide Master or Layout

In Slide Master view, select the layout you want to rename. Click the Rename □ button on the Slide Master tab of the ribbon. Type a new name and click the Rename □ button.

### Create a Custom Slide Layout

In Slide Master view, select two existing slide layouts in the Thumbnails pane. Click the Insert Layout □ button on the Slide Master tab of the ribbon. Insert and format the desired slide placeholders.

### Modify a Master or Layout Background

While in Slide Master view, select a slide master or layout to edit. Right-click the thumbnail and select Background. Modify the options in the Format Background pane at the right, then close the pane when you’re finished making changes.

### Add a Master Footer

While in Slide Master view, select the slide layout where you want to add a footer. Click the Insert □ tab on the ribbon and click the Header & Footer □ button. Modify the footer options and click Apply.

### Insert WordArt

Click the Insert □ tab on the ribbon and click the WordArt □ button in the Text group. Select a WordArt style in the menu and replace the placeholder text.

### Insert SmartArt

Click the Insert □ tab on the ribbon and click the SmartArt □ button in the Illustrations group. Select a graphic in the dialog box and click OK.

### Insert a Chart

Click the Insert Chart □ button in a slide’s content placeholder, or click the Insert □ tab and click the Insert Chart □ button. Select a chart type in the dialog box and click OK.

### Insert a Table

Click the Insert Table □ button in a slide’s content placeholder, or click the Insert □ tab and click the Insert Table □ button. Specify the number of rows and columns for the table and click OK.

### Import Charts, Tables, or Graphics

Click the Insert □ tab on the ribbon and click the Object □ button in the Text group. Select Create from file at the left and click Browse to locate the file containing the graphic. Click OK; then click OK again.

### Self-Run Presentations

**Insert a Video:** Click the Insert □ tab on the ribbon and click the Video □ button in the Media group. Select either Online Video or Video on My PC. Locate and select the video and click the Insert □ button.

**Modify Video Playback Options:** Select a video and click the Video Tools Playback tab on the ribbon. Use the options on this tab to perform tasks such as trimming the video, adding a fade in and out, and controlling how the video behaves in a live presentation.

**Insert an Audio Clip:** Click the Insert □ tab on the ribbon and click the Audio □ button in the Media group. Select Audio on My PC to locate an existing audio clip, or Record Audio to create a custom clip right within PowerPoint.

**Insert Action Buttons:** Click the Insert □ tab on the ribbon and click the Shapes □ button. In the menu, select a button in the Action Buttons category, click and drag the cursor on the slide to place the button in the desired location.

**Record Narration and Timing:** Click the Slide Show □ tab, click Record Slide Show, and click the Start Recording □ button. The presentation starts, recording narration and timing for each slide as you move through the presentation. When you’re done recording, click the Options □ button and select End Show.

**Set up a Slide Show:** Click the Slide Show □ tab on the ribbon and click the Set Up Slide Show □ button. Modify the options in the dialog box to specify how you want the slide show to run and click OK.

### Slide Masters

**Open Slide Master View:** Click the View □ tab on the ribbon and click the Slide Master □ button.

**Edit a Slide Master Layout:** While in Slide Master view, select the layout you want to edit in the Thumbnails pane at the left. Modify existing placeholders, or add new ones using the Master Layout group on the Slide Master tab of the ribbon.

**Close Slide Master View:** While in Slide Master view, click the Slide Master □ tab on the ribbon and click the Close Master View □ button.

**Create a Custom Slide Layout:** While in Slide Master view, click in between two existing slide layouts in the Thumbnails pane. Click the Insert Layout □ button on the Slide Master tab of the ribbon. Insert and format the desired slide placeholders.

**Add a Master Footer:** While in Slide Master view, select the slide layout where you want to add a footer. Click the Insert □ tab on the ribbon and click the Header & Footer □ button. Modify the footer options and click Apply.

**Modify a Master or Layout Background:** While in Slide Master view, select a slide master or layout to edit. Right-click the thumbnail and select Background. Modify the options in the Format Background pane at the right, then close the pane when you’re finished making changes.

**Apply a Master Theme:** While in Slide Master view, select a slide master. Click the Themes □ button on the Slide Master tab and select a theme to apply to the selected master and all its layouts.

**Insert an Additional Slide Master:** While in Slide Master view, click the Slide Master □ tab on the ribbon and click the Insert Slide Master □ button.

**Rename a Slide Master or Layout:** While in Slide Master view, select a slide master or layout to rename. Click the Rename □ button on the Slide Master tab of the ribbon. Type a new name and click the Rename □ button.

**Delete a Slide Master or Layout:** While in Slide Master view, select a slide master or layout to delete. Right-click the thumbnail and select Delete Master or Delete Layout.

**Edit the Handout Master:** Click the View □ tab on the ribbon and click the Handout Master □ button. Modify the handout master using the options on the Handout Master tab of the ribbon, then click the Close Master View □ button.

**Edit the Notes Master:** Click the View □ tab on the ribbon and click the Notes Master □ button. Modify the notes master using the options on the Notes Master tab of the ribbon, then click the Close Master View □ button.
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