

## Apply themes to your presentation

1. Click the **Design** tab, then click **More** in the **Themes gallery**.
2. Move the mouse over the available themes to see how the look of the slides will change.
3. Click on the theme you would like to apply to all slides.
4. The **Variants** group shows different versions of each theme. Click **More**  to see the available colours, fonts and effects.



## Change the slide background

1. Click the **Design** tab, then click **Format Background** in the **Customize** group.
2. The **Format Background** pane is displayed. Select the fill you wish to apply, e.g. gradient fill.
3. Click **Apply to All** to apply it to all slides, or **Reset Background** to cancel the changes.



## Rehearse timings

You can save the timings for each slide and animation during a presentation. Saving the timings will create a self-running presentation.

1. Click the **Slide Show** tab, then click **Rehearse Timings** in the **Set Up** group.
2. The slide show will start. You will see a counter in the top left corner.
3. At the end of the presentation, a dialog box is displayed showing the total time for the slide show. Click **Yes** to save the timings, or **No** to discard them.

**Note:** To run the presentation without recording it, press the **F5** key to start from the beginning, or **Shift+F5** to start from the current slide. Alternatively, click the **Slide Show** tab and select **From Beginning** or **From Current Slide** in the **Start Slide Show** group.

If you would like to set up an appointment with one of the Computer Skills Trainers, please email [cst@beds.ac.uk](mailto:cst@beds.ac.uk).

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# Computer Skills Training

## PowerPoint Fundamentals for Digital Narrative



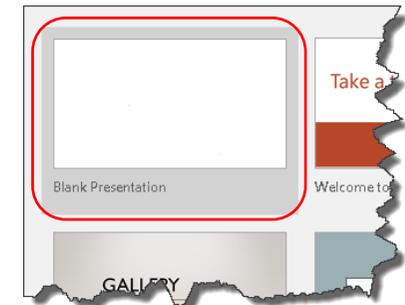
Microsoft Office

PowerPoint 2016/365

[lrweb.beds.ac.uk/digital-narrative](http://lrweb.beds.ac.uk/digital-narrative)

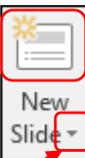
## Create a new presentation

1. Open **PowerPoint 2016**.
2. Click **Blank Presentation** to create a basic presentation. Alternatively, select one of the predefined themes.



## Add a new slide

1. Click the **Home** tab, then click on the top of **New Slide** to add a slide with the same layout as the previous one. Alternatively, press **Ctrl + M**.
- OR**
- Click on the arrow next to **New slide** to select the slide layout.



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## Save a new document

1. Click the **Save** icon located in the top left corner of the window. 
2. The **Save As** menu is displayed. Click **Browse** to open the **Save As** dialog box, and select where you want your document saved e.g. your USB stick. 
3. Type a suitable name for your document in the **File name:** field, then click **Save**.

**Note:** Once you save your file on your computer, the **Save** icon will save changes to the open document. If you would like to save it to a new location or with a new name, click the **File** tab, then click **Save As**.

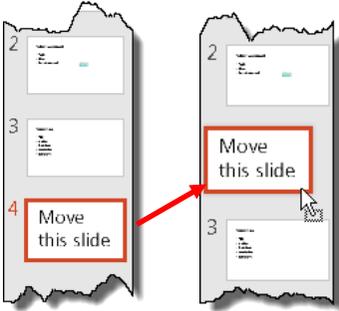
## Change slide layout

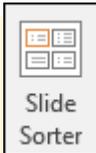
1. To change the layout of the active slide, click the **Home** tab, then click **Layout**. 
2. Click the layout you would like to apply.

## Delete slides

1. Click the miniature of the slide you want to delete in the **Navigation Pane**. 
2. Press the **Delete** key on your keyboard.

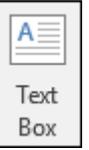
## Move slides

1. Click and hold the mouse over the miniature of the slide you want to move in the **Navigation Pane**. 
2. Still holding down the left mouse button, drag the slide to the new location.
3. The other slides will move out of the way. When you are happy with the slide's location, let go of the left mouse button.

**Note:** If you have many slides, you may find deleting and moving them easier in **Slide Sorter** view. Click the **View** tab, then click **Slide Sorter** in the **Presentation Views** group. 

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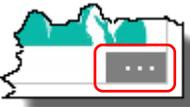
## Insert a text box

1. Click the **Insert** tab, then click **Text Box** in the **Text** group. 
2. Position your mouse where you would like the text box to appear. Click and drag to draw the text box.

## Insert an image

1. On the **Insert** tab, click **Picture** in the **Images** group to insert a picture that is saved on your computer. The **Insert Picture** dialog box appears.
2. Browse to the location where the picture is saved, click on it then click **Insert**.

### OR

1. If you would like to find a picture online, click **Online Picture** in the **Illustrations** group. 
2. Type in your keywords into the **Bing Image Search** box.
3. Click the three dots in the bottom right corner of and image to see information about it. Click the web address to open the source of the image. 

**Note:** Make sure you save this web address in order to be able to reference the image.

4. Click the picture or pictures you like and click **Insert**.

## Resizing an image

1. Click on the image you would like to resize. Circular sizing handles appear around it. 
2. Click on a handle and drag to change the size. Use a corner handle to keep the image proportions.

## Moving an image

1. Move your mouse over the image you want to move. The mouse pointer will change and look like this:  move.
2. Click and drag the image to a new location.

**Note:** You can also move other objects like text boxes this way.