



WICHITA STATE  
UNIVERSITY



# POWERPOINT FEATURE SHOWCASE

Academic Resources Conference

August 2020

WSU Microsoft Office Training

For a full listing of training sessions on Microsoft Office products, visit myTraining in myWSU.



**myTraining** For Employees: Instructor Led, Online & Materials

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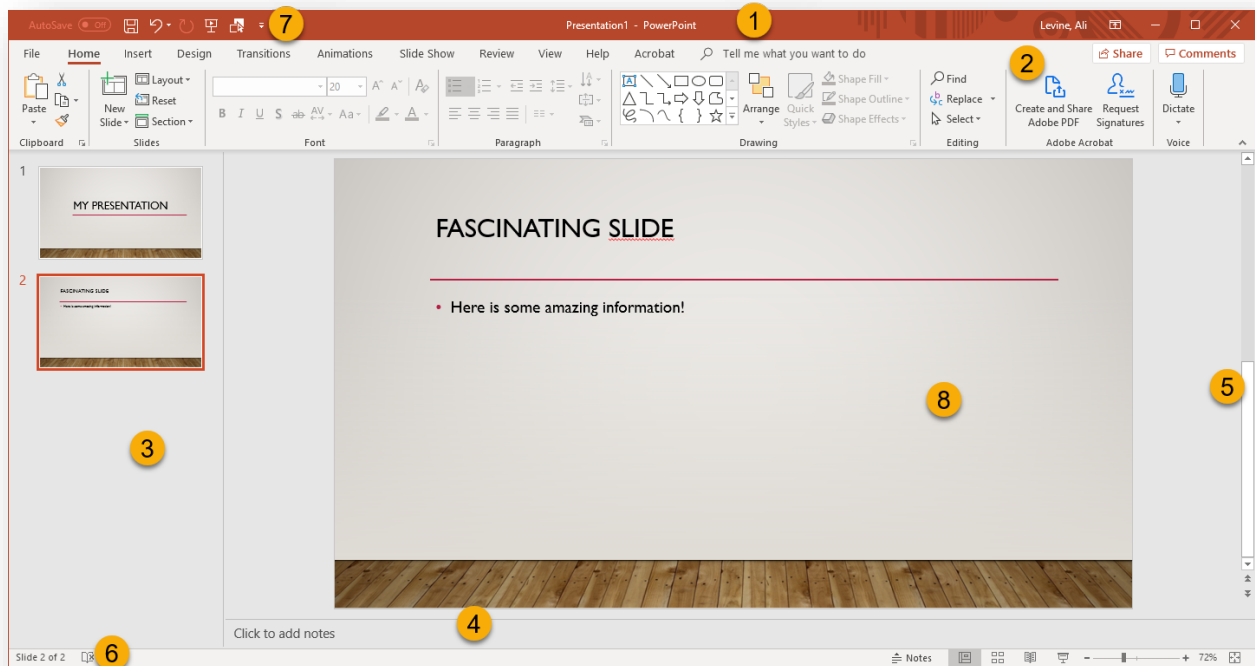
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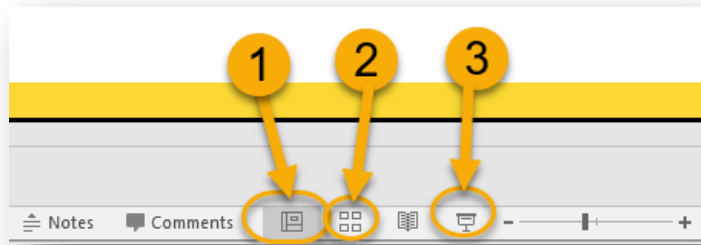
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# POWERPOINT NAVIGATION



1. **Title Bar:** identifies the name of the current presentation
2. **Ribbon:** contains most of the commands needed for working with a PowerPoint presentation. The ribbon is divided into tabs according to groups of commands.
3. **Thumbnails:** enables quick navigation.
4. **Notes Pane:** for creating speaker notes for the presentation.
5. **Scroll Bars:** Along the right side and bottom. Use the scroll bars to display areas of the view the window is not displaying.
6. **Status Bar:** Displays information regarding the Design of the current presentation as well as the current slide number.
7. **Quick Access Tool Bar:** Quick commands that can be customized.

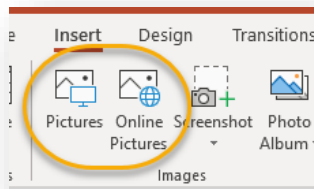
## View Buttons



1. **Normal View:** This view can be used for most slide development.
2. **Slide Sorter:** View most of the slides in the presentation at once.
3. **Slide Show:** Display the slide show. This view removes all the toolbars and development objects and displays the slide at full screen size.

## IMAGES

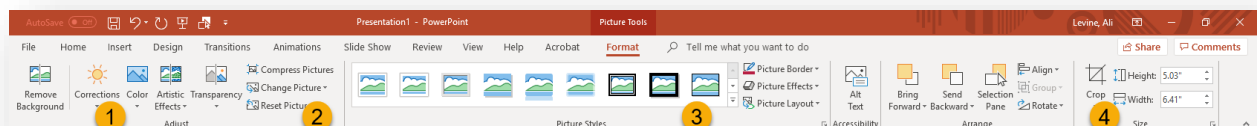
Images may be inserted through the quick buttons in the content section of certain slides, or through **Insert Tab** → **Images Group**.



There are a couple options:

1. **Pictures:** Inserts a picture from the local computer
2. **Online Pictures:** searches Bing for Creative Commons Pictures

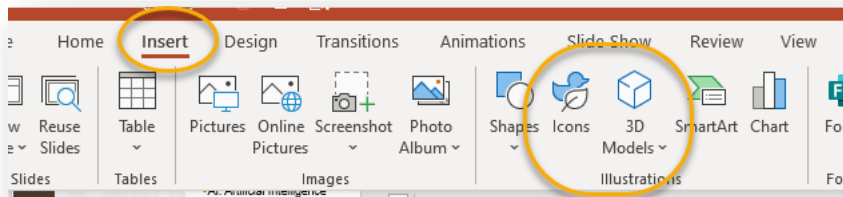
Once an image is inserted, the **Picture Tools** contextual tab appears (also called **Picture Formatting**). In this tab, there are options to:



1. Correct and alter color and apply artistic effects
  2. Compress large pictures, reset an image that has had alterations applied
  3. Apply a picture style
  4. Crop an image
- ✓ Images can also be created from the **Insert Tab → Illustrations Group**, or from the quick button in the Content section of certain slides (e.g. Title and Content).

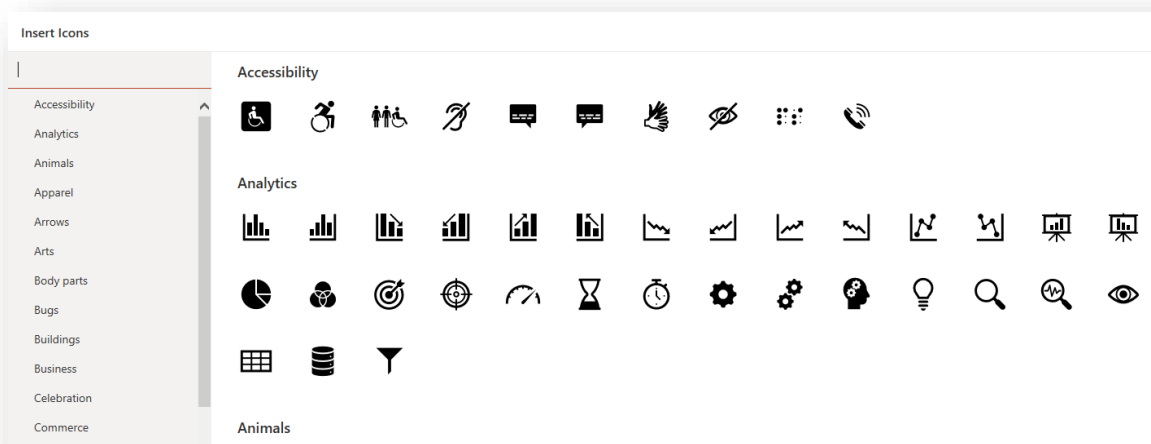
## ICONS AND 3D MODELS

Both of these features will be found on the **Insert** tab in the **Illustrations** group.



### Icons

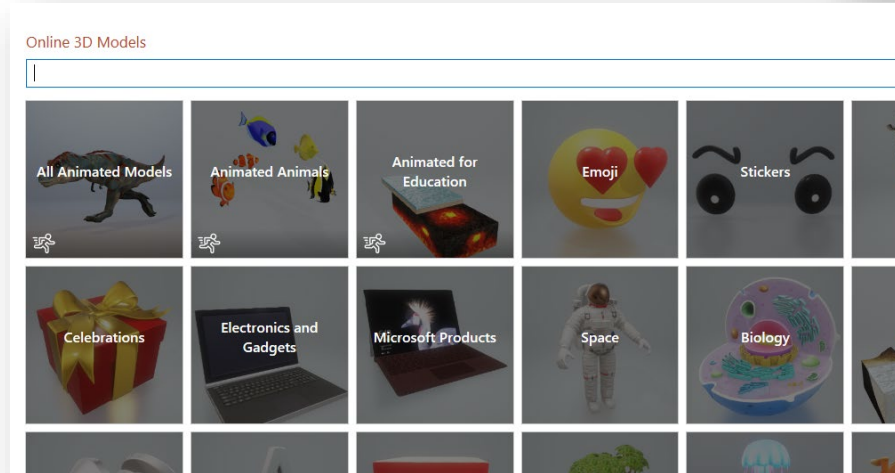
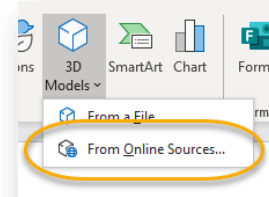
If you select icons, you will be able to browse by category or search (upper left) by a specific term.



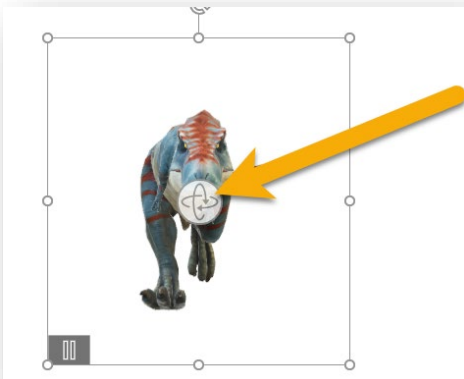
## 3D Models

3D models are available both with and without animation.

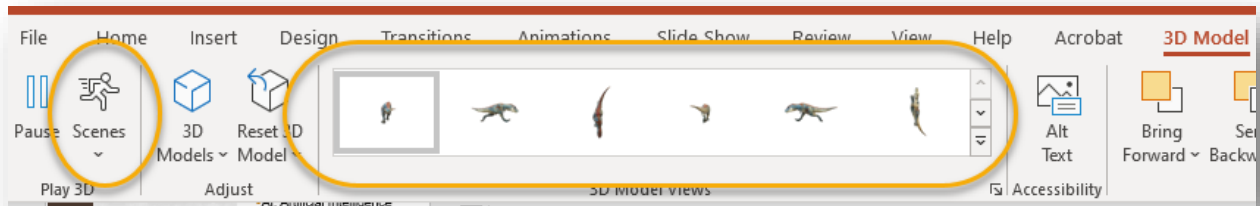
- ✓ Click on the dropdown for **3D Models** and select **From Online Sources** to see available options.
- ✓ Notice you may also enter a search term if you are looking for something specific.



Once you insert a 3D model, it can be rotated either by clicking and dragging on the circle in the center of the image:



...or by making adjustments in the ribbon. Notice that animated 3D models may also have different **Scene** options.

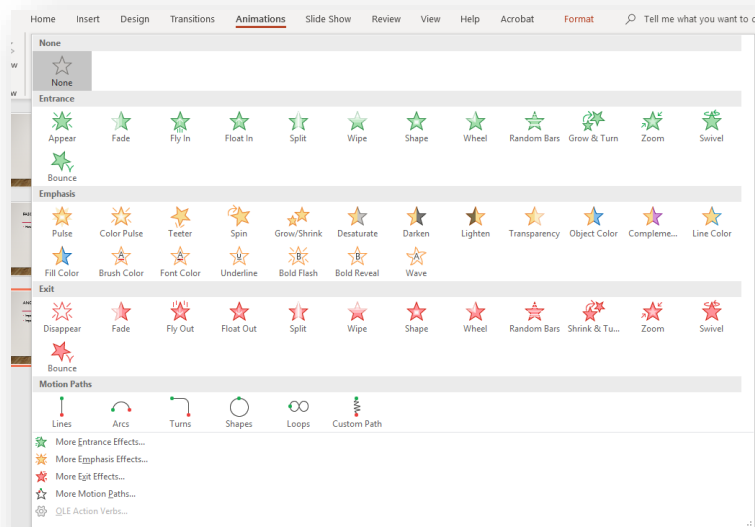


## ANIMATIONS

### Applying Animations to Objects

Applying animations to objects is a great way to bring a presentation to life. An animation can be applied to any object in PowerPoint; text, images, tables, etc. To do so:

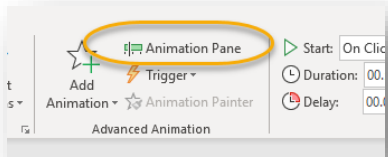
1. Select the object.
2. Go to the **Animations** tab in the ribbon.
3. Explore the options in the dropdown menu.
  - A. **Entrance** animations are actions the objects will perform upon entering the presentation.
  - B. **Emphasis** animations happen after the object is already present.
  - C. **Exit** animations happen as the object leaves the slide.





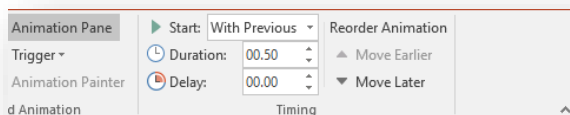
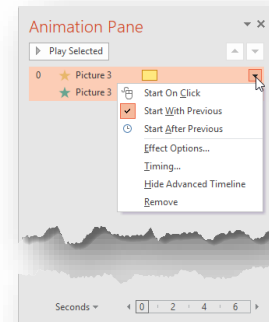
## Adjusting Animations

The **Animation Pane** offers a greater degree of control over animations. In the **Animations** Tab, click on **Animation Pane** to access this pane.



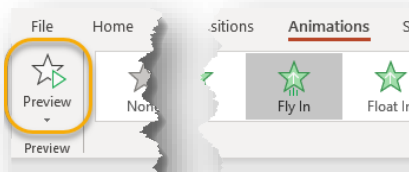
From the **Animation Pane**, users can:

1. Quickly view the animations assigned to a slide.
2. Adjust the order of the animations (via drop down)
3. Decide how to activate the animation; by mouse click, or after a certain amount of time.
4. Choose a duration of time.
  - ✓ Keep in mind that it is possible to adjust timing (speed up or slow down) animations, along with many other options, in the Animations Tab.



## Preview Animations

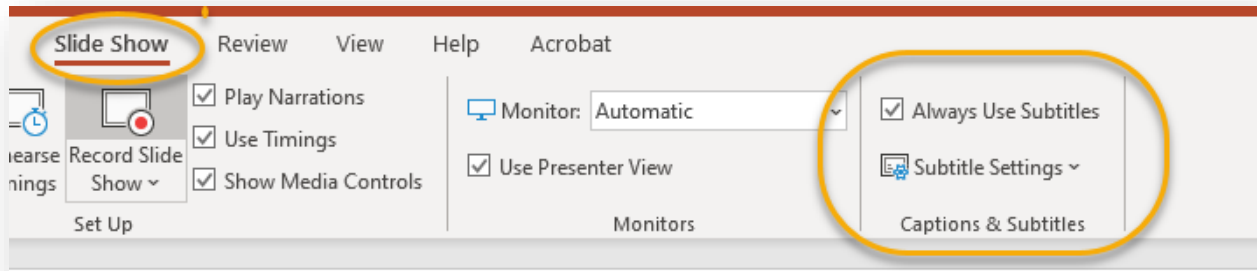
At any time, preview animations for a slide, by clicking **Preview** in the **Animations** Tab.



## LIVE SUBTITLES

Live Subtitles are a very exciting new feature to appear in PowerPoint. This is a huge win for accessibility, and an amazing example of AI magic in Microsoft. This may not yet be in your ribbon, but it will be soon.

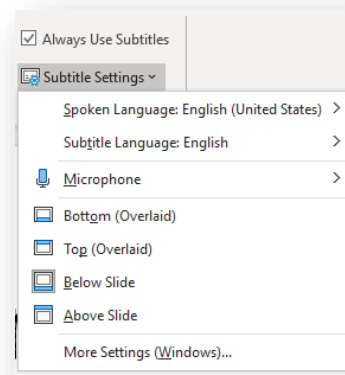
1. Go to the **Slide Show** tab, **Captions and Subtitles** group
2. Select **Always Use Subtitles**



3. Select the **Subtitle Settings** dropdown to see a list of additional options.

Note you have the ability to translate a spoken language to a different subtitle language. This is not a perfect science, but is continuously being honed and developed by our friends at Microsoft.

- ✓ **Important:** you need to have a microphone on the computer you are presenting on in order for subtitles to work.

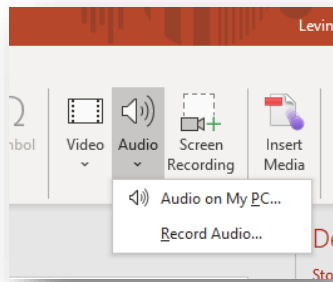


## RECORDING OPTIONS

There are a variety of options to incorporate recordings into a presentation in PowerPoint. For these options, be sure you have a working microphone and camera in your computer or plugged into your computer.

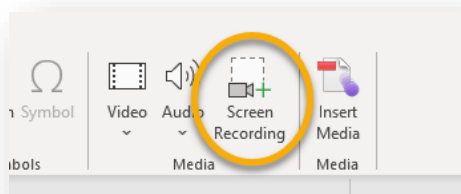
### Record Audio

On the **Insert** tab, **Media** group is the ability to record audio in a specific slide.



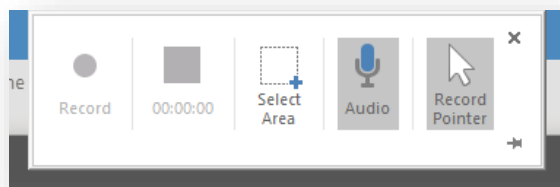
## Screen Recording

To the right of the Record Audio button (above) is the ability to create a screen recording. This will allow you to create demonstrations within a presentation.



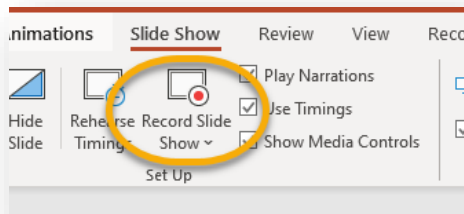
Once selected, you will see some additional options, including the ability to:

- ✓ Select the area to record
- ✓ Turn audio recording on or off
- ✓ Turn the pointer visual on or off

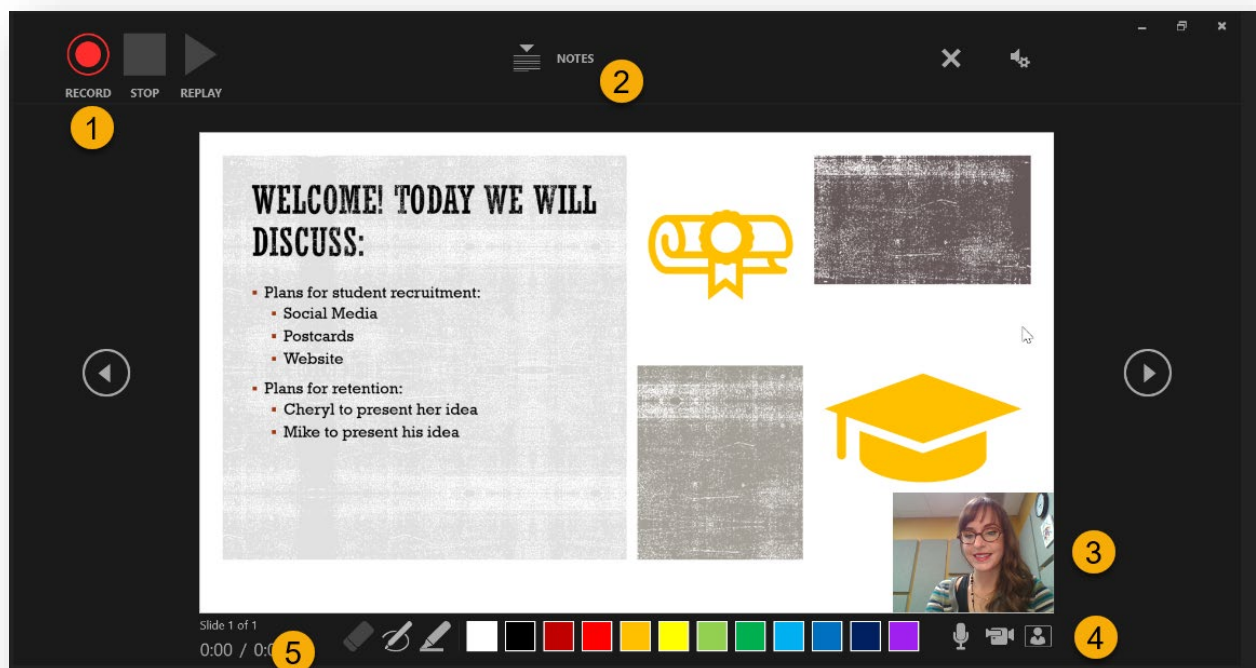


## Record Slide Show

Here is a feature that has existed for a while, but saw a major improvement in 365: **Record Slide Show**. This feature lives on the **Slide Show** tab, **Set Up** group.

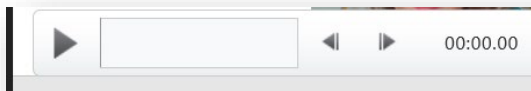


Once selected, you are presented with a powerful mission control center for recording your slide show.



1. **Record:** start or stop recording
2. **Notes:** if relevant, view any notes attached to the presentation
3. **Video Yourself:** if you have a front facing camera, you can record yourself within the presentation.
4. **Mic and Camera Controls:** turn these features on or off
5. **Markup:** markup the screen while recording.

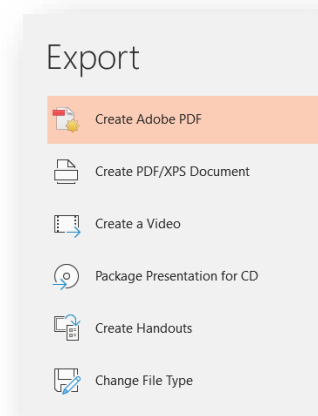
Once you are finished recording, the slide will contain the recording you created, and a play button and slider at the bottom.



You may also be interested in the **Export** options, if your end goal is to export this recording into a video or other format.

## EXPORT OPTIONS

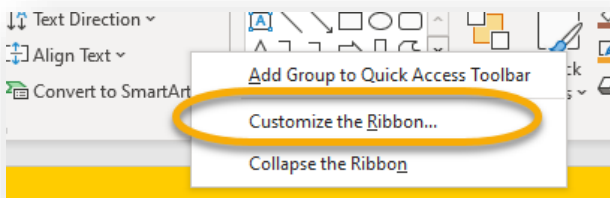
There are several options available for exporting a document in PowerPoint. Most frequently used export options are PDF and Video. To access the Export options go to **File → Export**.



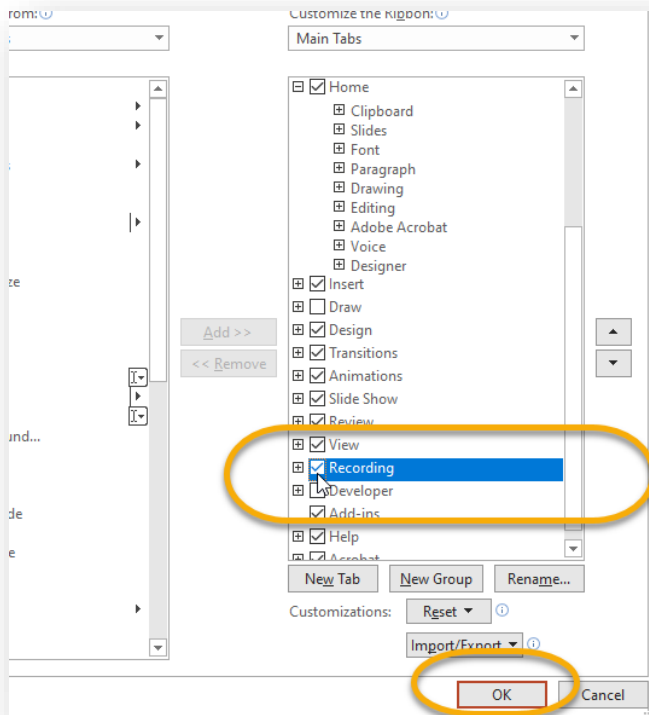
## ENABLE RECORDING TAB

You have likely noticed that recording options are scattered throughout the PowerPoint ribbon. If you will be doing a lot of recording you might save some time by enabling a special tab that brings all the features together: The **Recording** tab.

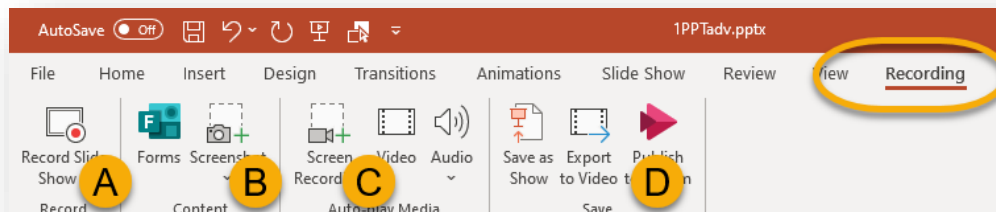
1. Right click anywhere on the ribbon and select **Customize Ribbon**.



2. On the **Main Tabs** pane that appears on the right, check the box next to **Recording** and click **OK**.



3. A new tab will appear in the ribbon called **Recording**, with all the recording tools placed neatly together, including:



- A. Record Slide Show
- B. Screenshot
- C. Screen Recording/Video Audio
- D. Export to video

## SHORTCUTS

### Frequently Used Shortcuts

Frequently used Microsoft shortcuts	Key Command
Open a document	Ctrl+O
Create new	Ctrl+N
Save a document	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Close a document	Ctrl+W

### Formatting Shortcuts

Formatting	Key Command
Italicize text	Ctrl+I
Bold text	Ctrl+B
Underline Text	Ctrl+U
Strikethrough	Ctrl+5
Align Left	Ctrl+L
Align Center	Ctrl+E
Align Right	Ctrl+R

### Presentation Commands

During Presentation	Key Command
Next Slide	Page down or Enter or Mouse Click, or Right Arrow
Previous Slide	Page up or Left Arrow
Stop Show	Esc
See list of key commands	F1
Start Show	F5, or Slide Show Button

## WSU MICROSOFT OFFICE POWER USER PROGRAM

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