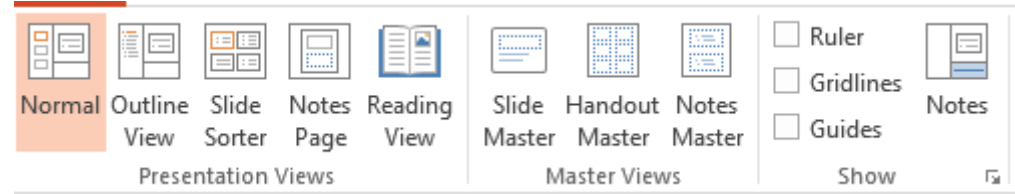




Add or change the layout of slides

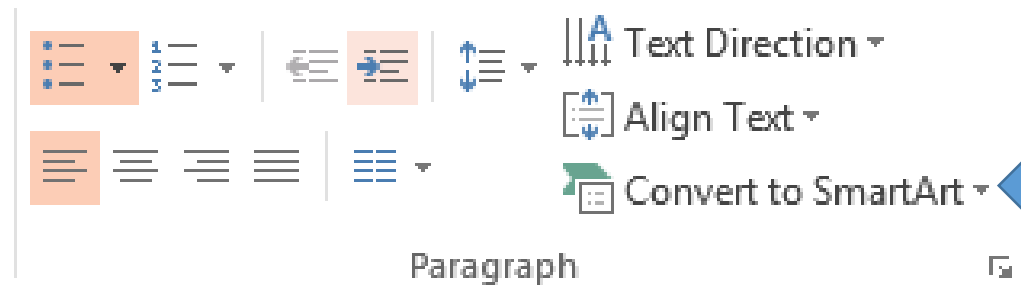
The different "Views"



Clears all formatting



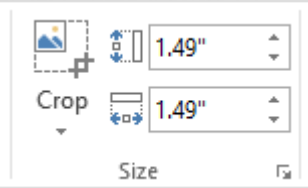
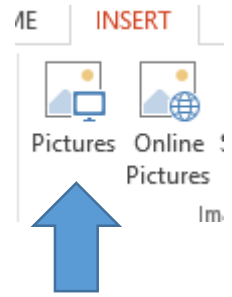
Format painter



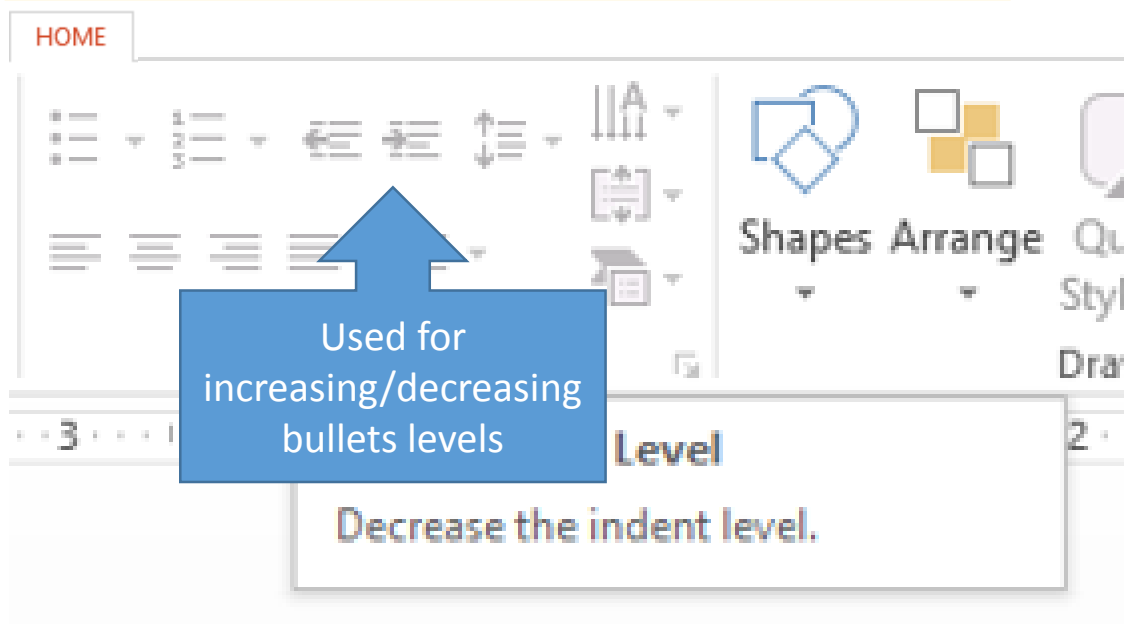
Converts text



Cropping Pictures



Bullets



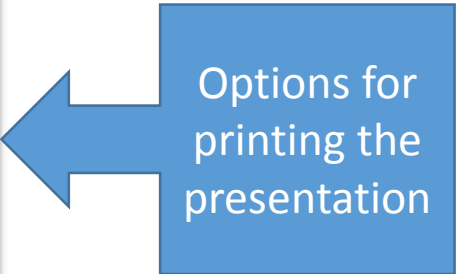
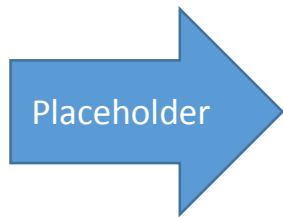
Used for increasing/decreasing bullets levels

Level 2
Decrease the indent level.

Print Options

Placeholders

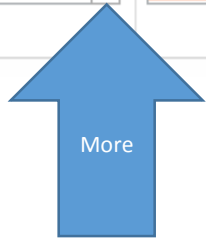
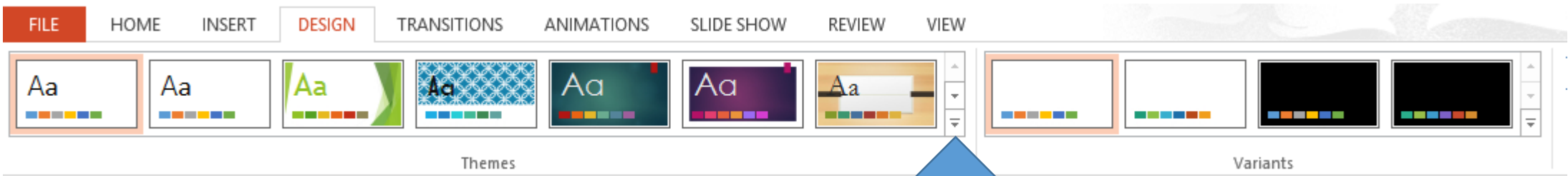
The screenshot shows the 'Print' dialog box in Microsoft PowerPoint. At the top, there is a 'Print' button and a 'Copies' dropdown set to '1'. Below this is the 'Printer' section, showing 'HP LaserJet Professional P 1...' as the selected printer, with a 'Ready' status and a link to 'Printer Properties'. The 'Settings' section includes a 'Print All Slides' dropdown set to 'Print entire presentation', a 'Slides' input field, and a 'Print Layout' dropdown set to 'Full Page Slides' (with the option 'Print 1 slide per page' visible). Underneath, there are 'Print Layout' options: 'Full Page Slides' (selected), 'Notes Pages', and 'Outline'. A 'Handouts' section offers various slide layouts: '1 Slide', '2 Slides', '3 Slides', '4 Slides Horizontal', '6 Slides Horizontal', '9 Slides Horizontal', '4 Slides Vertical', '6 Slides Vertical', and '9 Slides Vertical'. At the bottom, there are checkboxes for 'Frame Slides', 'Scale to Fit Paper' (checked), 'High Quality', and 'Print Comments and Ink Markup'.



The diagram illustrates a slide layout with several placeholders. At the top is a large rectangular box labeled 'Click to add title'. Below it are two smaller rectangular boxes, each labeled 'Click to add text'. In the center of each text box is a set of icons representing a chart, a document, and a globe. A blue arrow labeled 'Content Placeholder' points upwards from the bottom right towards the text boxes.

Note: To delete a placeholder you must first select the placeholder box and then delete.

Design Themes



Variants are additional effects for the themes

Transitions and Animations tabs

The screenshot shows the 'TRANSITIONS' tab in the PowerPoint ribbon. The ribbon includes 'FILE', 'HOME', 'INSERT', 'DESIGN', 'TRANSITIONS', 'ANIMATIONS', 'SLIDE SHOW', 'REVIEW', and 'VIEW'. The 'TRANSITIONS' group contains icons for 'None', 'Cut', 'Fade', 'Push', 'Wipe', and 'Split'. The 'Effect Options' group includes 'Sound: [No Sound]', 'Duration: 00.10', 'Apply To All', and 'Advance Slide' (with 'On Mouse Click' checked and 'After: 00:00.00'). The 'Timing' group is also visible. A blue arrow points from the 'Effect Options' group to a callout box.

Use this to edit the slide transition

The screenshot shows the 'ANIMATIONS' tab in the PowerPoint ribbon. The ribbon includes 'FILE', 'HOME', 'INSERT', 'DESIGN', 'TRANSITIONS', 'ANIMATIONS', 'SLIDE SHOW', 'REVIEW', and 'VIEW'. The 'ANIMATIONS' group contains icons for 'None', 'Appear', 'Fade', and 'Fly In'. The 'Effect Options' group includes 'Add Animation', 'Animation Pane', 'Trigger', and 'Animation Painter'. The 'Advanced Animation' group includes 'Start: On Click', 'Duration: 00.50', and 'Delay: 00.00'. The 'Timing' group includes 'Reorder Animation' (with 'Move Earlier' and 'Move Later' options). A blue arrow points from the 'Fly In' icon to a callout box.

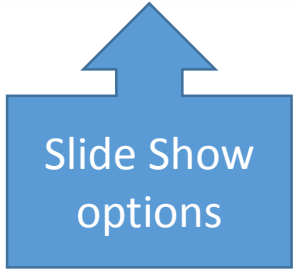
Animation order/timing

Slide Show Options

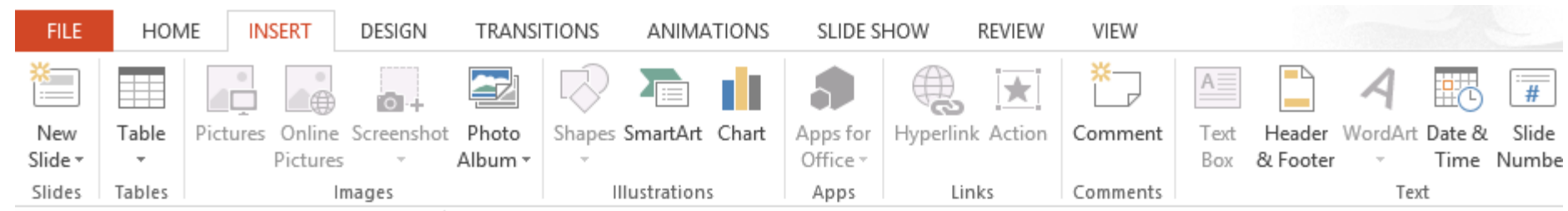
FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW o301instructor

From Beginning From Current Slide Present Online Custom Slide Show Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show Play Narrations Use Timings Show Media Controls Monitor: Primary Monitor Use Presenter View

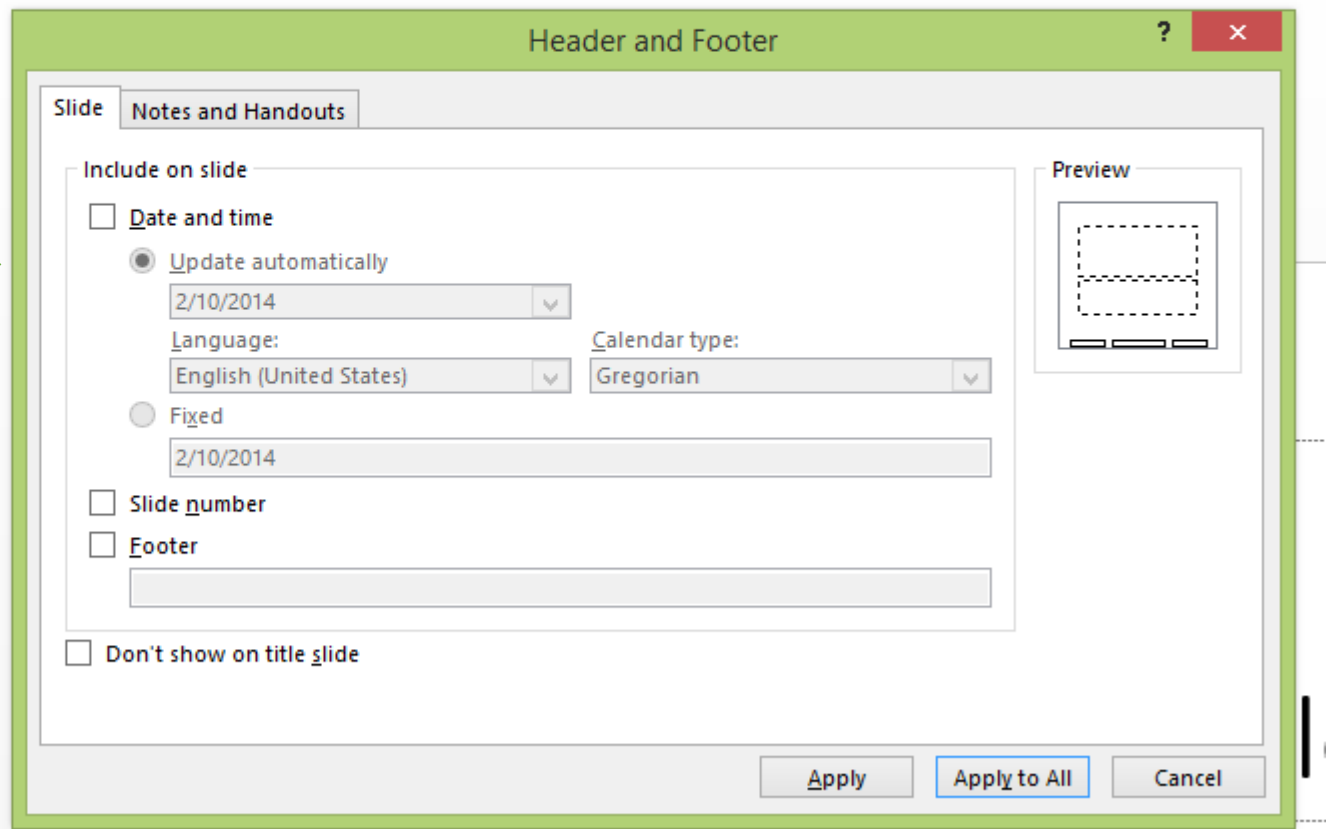
Start Slide Show Monitors



Header and Footer



1 Header and Footer options. Note there are two tabs. One for "Slide" and the other "Notes and Handouts"



Click to add subtitle

INSERT - Video Options

The ribbon includes tabs for FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, VIEW, FORMAT, and PLAYBACK. The PLAYBACK tab is active, showing options like Video Shape, Video Border, Video Effects, Bring Forward, Send Backward, Selection Pane, Align, Group, Rotate, Crop, and Size. A blue arrow points to the 'Poster Frame' button in the 'Adjust' group.

The slide shows a video player on the left, highlighted with a red box, and a video frame on the right. A blue arrow points from the 'Poster Frame' button in the ribbon above to the video player.

This page shows the **Video Tools** for editing your videos. You can use the “**poster frame**” to set any part of the video as the poster frame or cover photo. The “**playback**” tools allows you to change the on screen playback.

The ribbon shows the VIDEO TOOLS tab with the PLAYBACK sub-tab active. It includes options for Fade Duration (Fade In: 00.00, Fade Out: 00.00), Start (On Click), Loop until Stopped, Play Full Screen, Hide While Not Playing, and Rewind after Playing. A blue arrow points to the video player in the slide below.

The slide shows a video player on the left, highlighted with a red box, and a video frame on the right. A blue arrow points from the 'PLAYBACK' sub-tab in the ribbon above to the video player.