

# PowerPoint 2016: Getting Started with Microsoft PowerPoint 2016

In this lesson, you will learn how to work within the PowerPoint environment, using tools including the Ribbon, Quick Access Toolbar, and Backstage view.

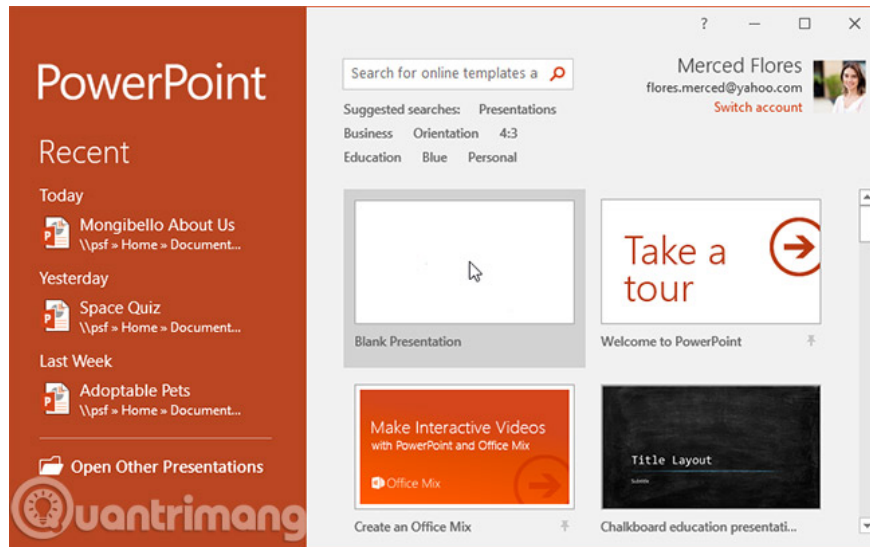
PowerPoint is a presentation program that allows you to create dynamic slide presentations. These presentations can include animations, images, videos, and more. In this lesson, you will learn how to work within the PowerPoint environment, using tools including the Ribbon, Quick Access Toolbar, and Backstage view.

## Learn about PowerPoint 2016

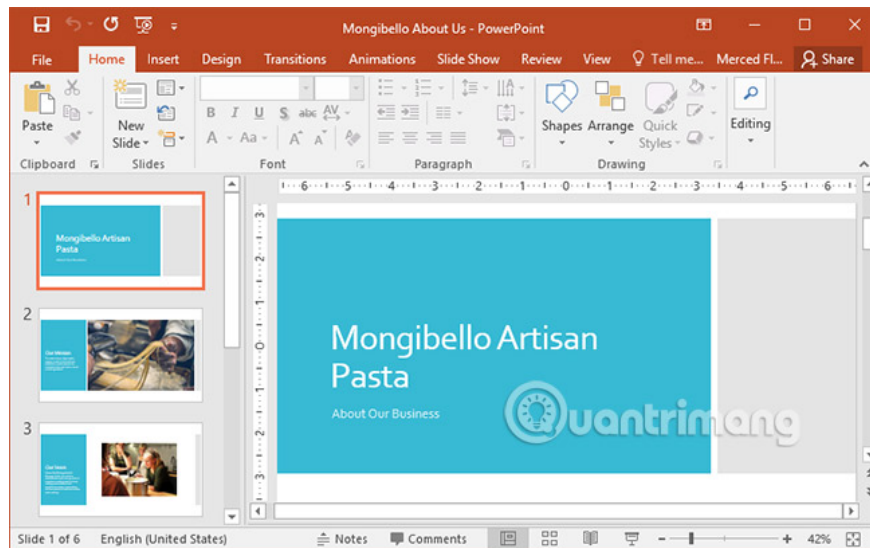
PowerPoint 2016 is similar to PowerPoint 2013 and PowerPoint 2010. If you've used those versions before, you'll find PowerPoint 2016 familiar. But if you're new to PowerPoint or have more experience with older versions, you should first take some time to familiarize yourself with the PowerPoint 2016 interface.

### PowerPoint interface

When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you can create a new presentation, choose a template, and access your recently edited presentations. From this **Start Screen**, locate and select **Blank Presentation** to access the PowerPoint interface.



Click the buttons on the screen below to familiarize yourself with the PowerPoint interface.

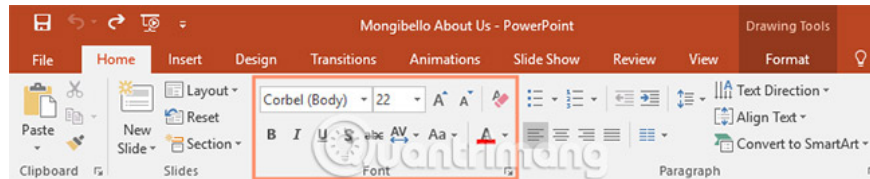


## Working with the PowerPoint environment

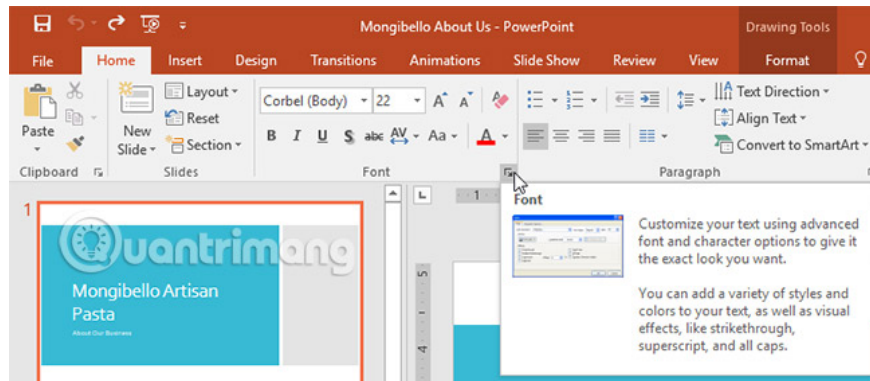
The Ribbon and Quick Access Toolbar are where you'll find commands to perform common tasks in PowerPoint. The Backstage view gives you various options for saving, opening files, printing, and sharing your document.

### Ribbon

PowerPoint uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. For example, the **Font** group on the **Home** tab contains commands for formatting text in your document.

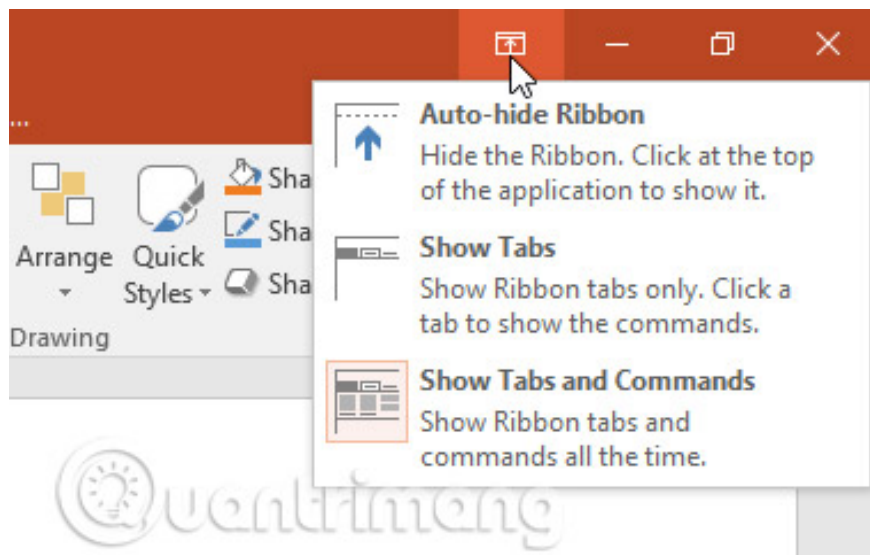


Some groups also have a small arrow in the bottom right corner, which you can click to access more options.



## Show and hide the Ribbon

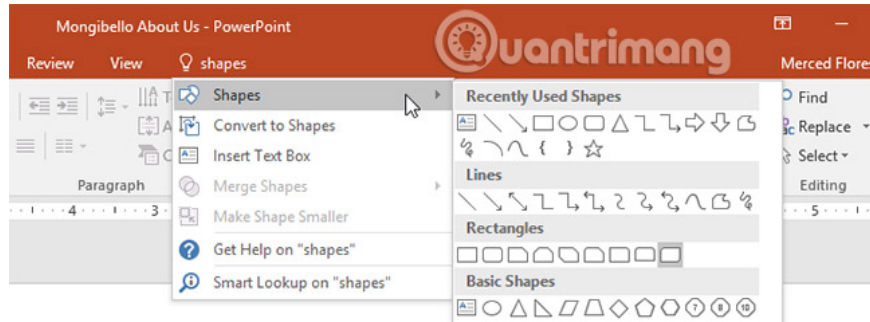
The Ribbon is designed to be responsive to your current task, but you can minimize it if you find it's taking up too much screen space. Click the **Ribbon Display Options** arrow in the upper right corner of the Ribbon to display the drop-down menu.



1. **Auto-hide Ribbon:** The **Auto-hide** option displays your workbook in full-screen mode and completely hides the Ribbon. To show the Ribbon, click the **Expand Ribbon** command at the top of the screen.
2. **Show Tabs:** This option hides all command groups when they are not in use, but the tabs will remain visible. To display the Ribbon, simply click on a tab.
3. **Show Tabs and Commands :** This option maximizes the entire Ribbon. All tabs and commands will be displayed. This option is selected by default when you open PowerPoint for the first time.

## Use the Tell me feature.

If you're having trouble finding the command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for and a list of options will appear. You can then use the command directly from the menu without having to search for it on the Ribbon.

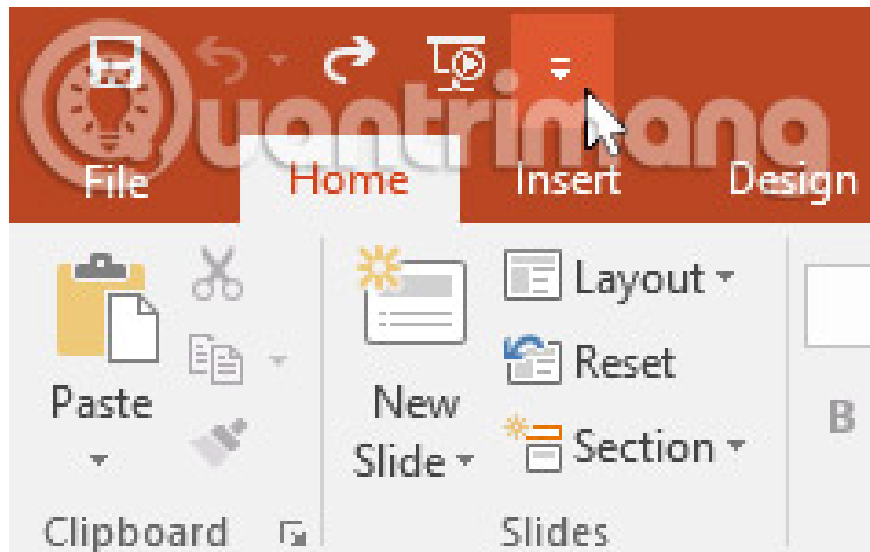


## Quick Access Toolbar

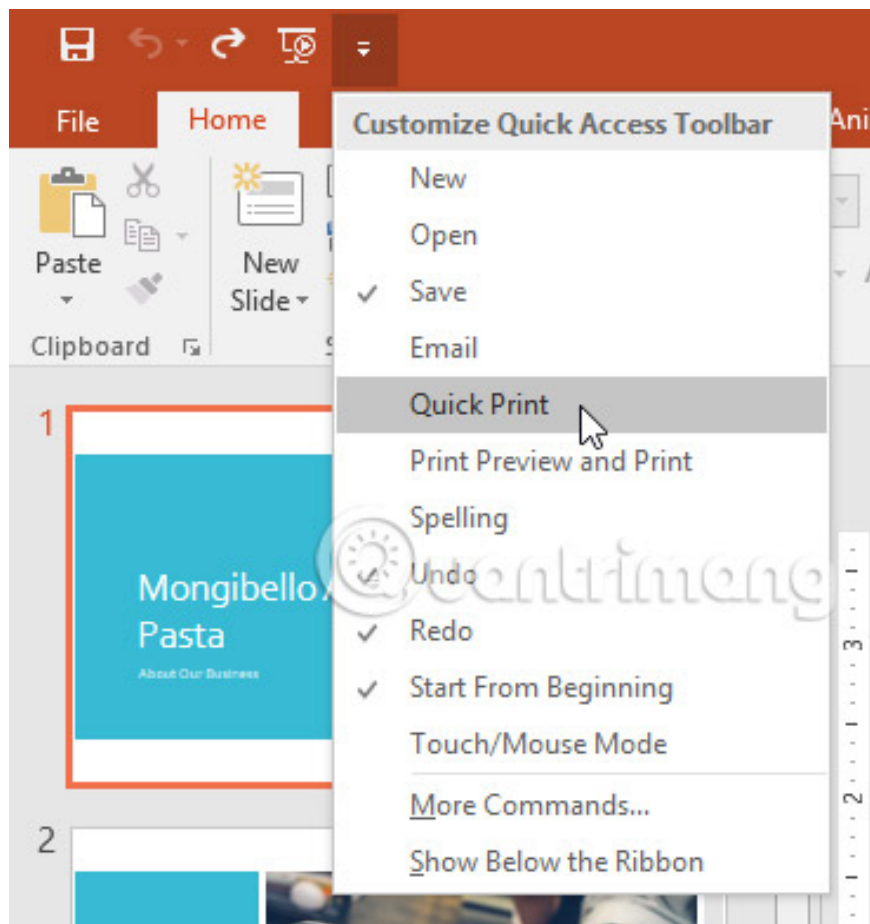
Located just above the Ribbon, the Quick Access Toolbar allows you to access common commands regardless of which tab is selected. By default, it includes the **Save, Undo, Redo**, and **Start From Beginning** commands. You can add other commands depending on your preferences.

### How to add commands to the Quick Access Toolbar:

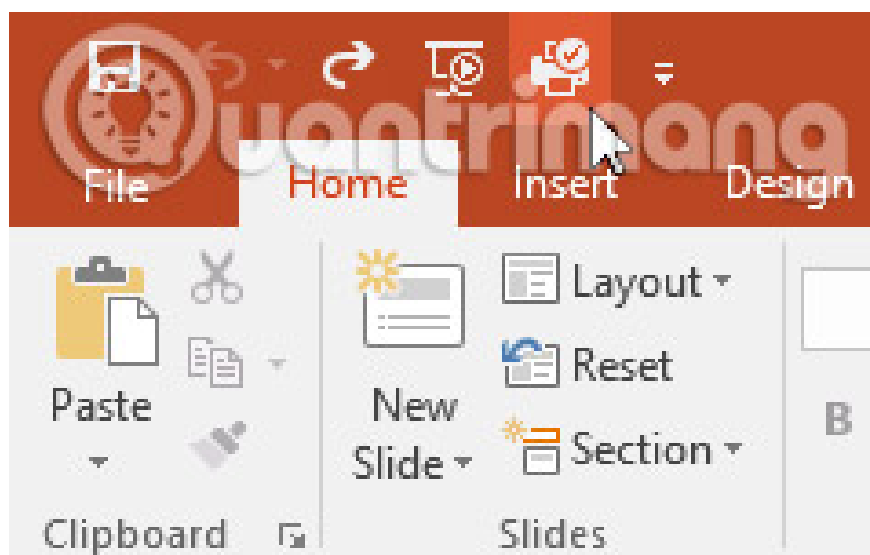
1. Click the drop-down arrow to the right of the Quick Access Toolbar.



2. Select the command you want to add from the drop-down menu. To select more commands, choose **More Commands**.

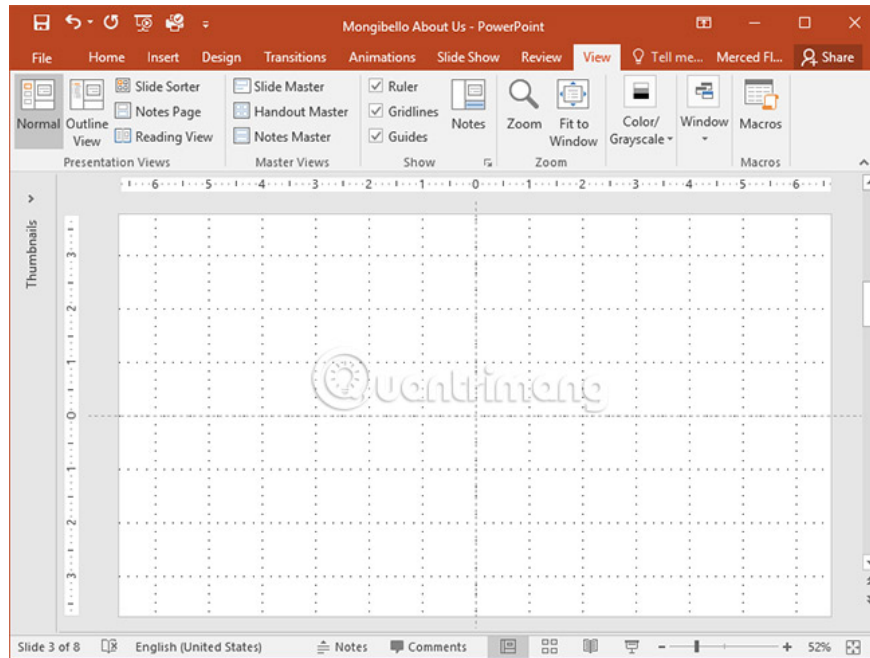


3. This command will be added to the Quick Access Toolbar.



### **Ruler, guides, and gridlines**

PowerPoint includes several tools to help organize and arrange the content in your presentation, including **Ruler**, **Guides**, and **Gridlines**. These tools make aligning objects in your presentation easier. Simply click the checkboxes in the **Show** group on the View tab to show and hide these tools.

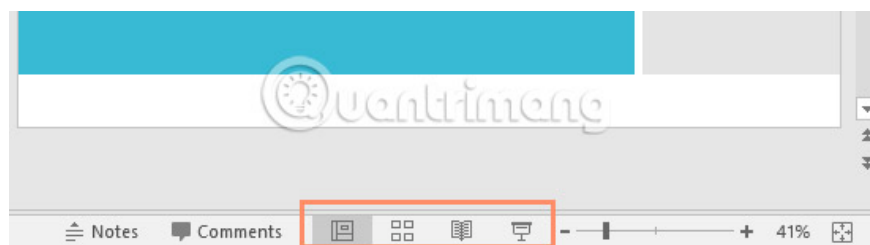


## Zoom and other view options

PowerPoint offers a variety of viewing options, changing how your presentation is displayed. You can choose to view your presentation in **Normal view**, **Slide Sorter view**, **Reading view**, or **Slide Show view**. You can also zoom in and out to make your presentation easier to read.

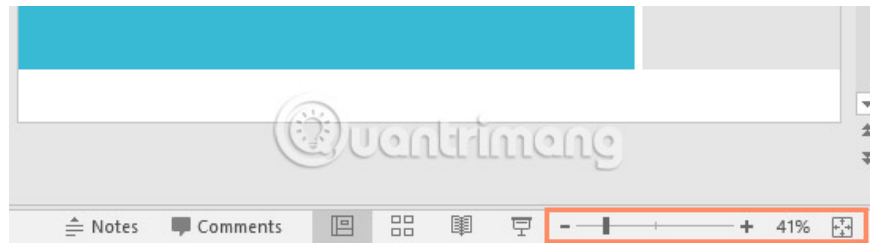
## Switch slide view

Switching between different slide views is easy. Simply locate and select the desired slide view command in the bottom-right corner of the PowerPoint window.



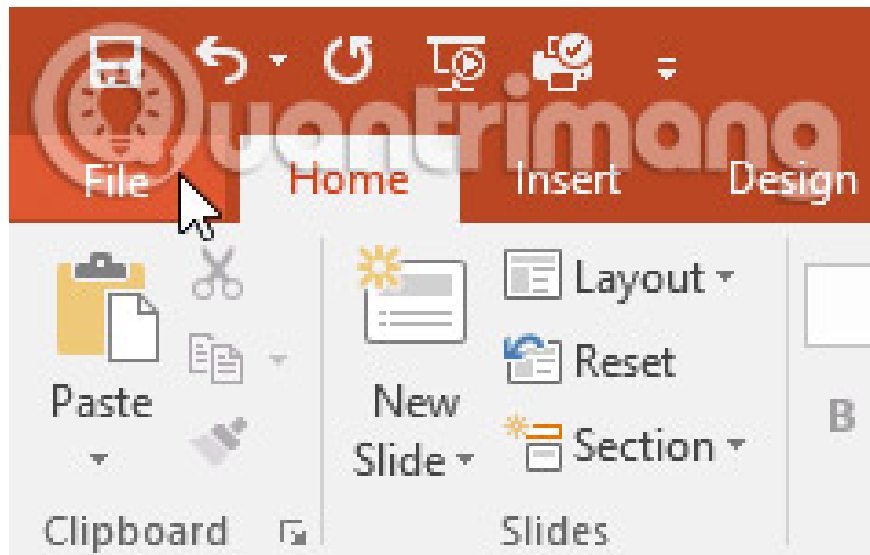
## Zoom in and zoom out

To zoom in or out, click and drag the zoom control slider in the bottom-right corner of the PowerPoint window. You can also select the + or - commands to zoom in or out. The number next to the slider shows the current zoom ratio, also known as the zoom level.

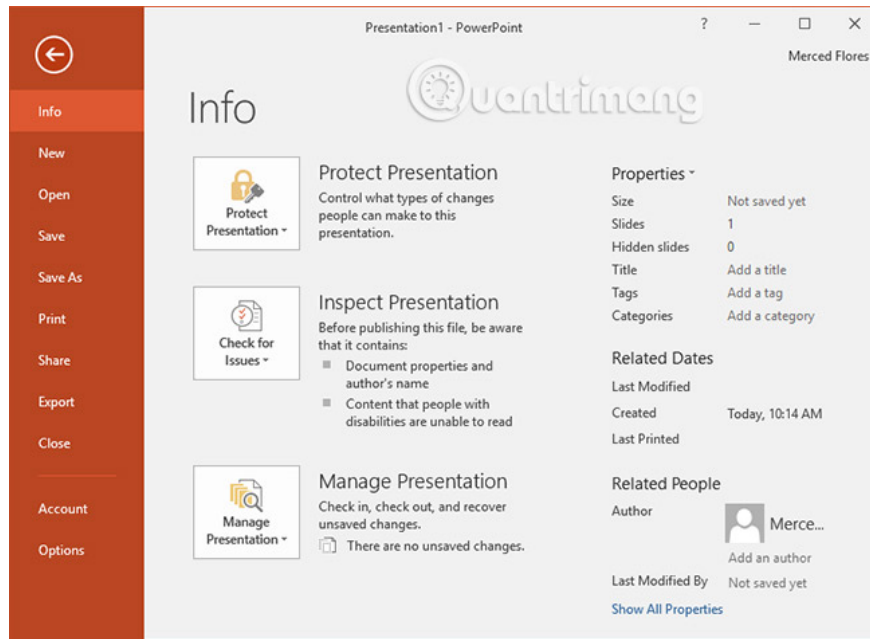


## Backstage View

The **Backstage** view gives you various options for saving, opening, printing, and sharing your presentation. To access the Backstage view, click the **File** tab on **the Ribbon**.

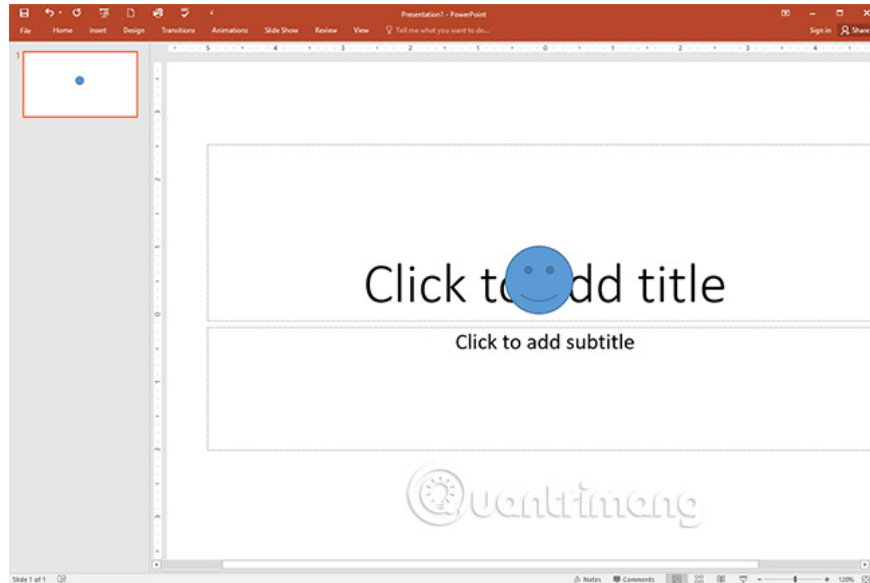


Click the interactive buttons below to learn more about using the Backstage view.



## Practice!

1. Open PowerPoint 2016 and create a blank presentation.
2. Change the **Ribbon Display Options** to **Show Tabs**.
3. Click the drop-down arrow next to the Quick Access Toolbar and add the **New**, **Quick Print**, and **Spelling commands**.
4. In the **Tell me tab**, type **Shape** and press **Enter**.
5. Choose a shape from the menu and double-click it somewhere on your slide.
6. Display the **Ruler** tool if it is not already displayed.
7. Zoom in on the presentation to 120% size.
8. When you're finished, your presentation will look like this:



9. Change the **Ribbon Display Options** back to **Show Tabs and Commands**.

See more:

1. A compilation of useful keyboard shortcuts in PowerPoint.
2. Create beautiful slides for your PowerPoint presentation with these 8 tips.
3. PowerPoint presentation techniques

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