

PowerPoint® 2019 Introduction

TEACHUComp, INC.®

...it's all about you

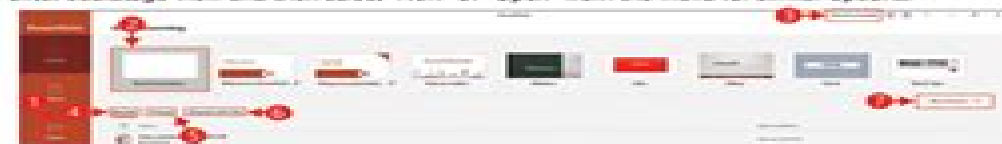
Quick Reference Guide

Comprehensive video training & instruction manuals available at www.teachucomp.com

Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new presentation. The Start Screen launches when starting PowerPoint without a presentation. If a presentation is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window. The Ribbon is divided into tabs. Within these tabs are different groups of commands that perform various functions, accessed through the use of buttons, boxes, and menus.



Interface Basics

Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in the lower-right corner of a button group, if available.

Using the File Tab & Backstage View

1. To **open "Backstage View" and perform file management**, click the "File" tab at the left end of the Ribbon.
2. To **see additional options for a command**, click on a command in the left section of "Backstage View".

Using the Quick Access Toolbar

1. To **change the Quick Access Toolbar's location**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon".
2. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
3. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
4. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK." To **remove a command**, select it on the right and click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either "Mouse" or "Touch."

Using the Status Bar

The Status Bar runs along the bottom of the program window. It contains presentation view buttons and the Zoom Slider.

To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Presentation Views

1. Click one of the "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Presentation Views" group.
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Presentations

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To **create a new presentation**, click the BLANK presentation thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. To **find online templates**, click a "Suggested searches" link or type in the "Search for online templates and themes" text box and press "Enter" and click the "Start searching" button.
3. To **view custom templates**, click the "Personal" link.
4. To **pin templates to the "Featured" list**, hover over the template and click the "Pin to list" button.

Saving Presentations

To **overwrite a presentation that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To **save a presentation for the first time or to save with a different name or location**:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," or other location, such as a SharePoint Server for some Office 365 subscribers).
3. Click a folder name or the "Browse" button.
4. Navigate to the location where you want to save the file in the "Save As" dialog box.
5. Type a name in the "File name" text box and click the "Save" button.

Saving Presentations as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the document in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "File Type" drop-down, and click the "Publish" button.

Opening Presentations

Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View. To **pin a recent presentation to the "Pinned" list for easy access later**, hover over the file and click the "Pin this item to the list" push pin. To **un-pin**, click it again.

To **open a presentation**:

1. Click to select a "Recent" or "Pinned" file.
- Or,
1. Click to select the file's location ("This PC," "OneDrive," or other location).
2. Click a recent folder or the "Browse" button.
3. Navigate to the file in the "Open" dialog box.
4. Click to select the file and click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but can contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Presentations

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left.
2. Select "Recent" in the "Open" area.
3. Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsaved Presentations" button.
4. Select the presentation in the "Open" dialog box in the "UnsavedFiles" folder.
5. Click the "Open" button.

TeachuComp, Inc.
Computer Software Training & Continuing Education



Microsoft Powerpoint 2quick Reference Guide

Robert R. Redfield



Microsoft Powerpoint 2quick Reference Guide:

Delve into the emotional tapestry woven by Emotional Journey with in Experience **Microsoft Powerpoint 2quick Reference Guide** . This ebook, available for download in a PDF format (Download in PDF: *), is more than just words on a page; itis a journey of connection and profound emotion. Immerse yourself in narratives that tug at your heartstrings. Download now to experience the pulse of each page and let your emotions run wild.

https://staging.conocer.cide.edu/book/publication/fetch.php/Na_Step_Working_Guide_Questions.pdf

Table of Contents Microsoft Powerpoint 2quick Reference Guide

1. Understanding the eBook Microsoft Powerpoint 2quick Reference Guide
 - The Rise of Digital Reading Microsoft Powerpoint 2quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint 2quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 2quick Reference Guide
 - Personalized Recommendations
 - Microsoft Powerpoint 2quick Reference Guide User Reviews and Ratings
 - Microsoft Powerpoint 2quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Powerpoint 2quick Reference Guide Free and Paid eBooks
 - Microsoft Powerpoint 2quick Reference Guide Public Domain eBooks
 - Microsoft Powerpoint 2quick Reference Guide eBook Subscription Services
 - Microsoft Powerpoint 2quick Reference Guide Budget-Friendly Options

6. Navigating Microsoft Powerpoint 2quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 2quick Reference Guide Compatibility with Devices
 - Microsoft Powerpoint 2quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2quick Reference Guide
 - Highlighting and Note-Taking Microsoft Powerpoint 2quick Reference Guide
 - Interactive Elements Microsoft Powerpoint 2quick Reference Guide
8. Staying Engaged with Microsoft Powerpoint 2quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 2quick Reference Guide
9. Balancing eBooks and Physical Books Microsoft Powerpoint 2quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 2quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Powerpoint 2quick Reference Guide
 - Setting Reading Goals Microsoft Powerpoint 2quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Powerpoint 2quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Powerpoint 2quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

Microsoft Powerpoint 2quick Reference Guide Introduction

Microsoft Powerpoint 2quick Reference Guide Offers over 60,000 free eBooks, including many classics that are in the public domain. Open Library: Provides access to over 1 million free eBooks, including classic literature and contemporary works. Microsoft Powerpoint 2quick Reference Guide Offers a vast collection of books, some of which are available for free as PDF downloads, particularly older books in the public domain. Microsoft Powerpoint 2quick Reference Guide : This website hosts a vast collection of scientific articles, books, and textbooks. While it operates in a legal gray area due to copyright issues, its a popular resource for finding various publications. Internet Archive for Microsoft Powerpoint 2quick Reference Guide : Has an extensive collection of digital content, including books, articles, videos, and more. It has a massive library of free downloadable books. Free-eBooks Microsoft Powerpoint 2quick Reference Guide Offers a diverse range of free eBooks across various genres. Microsoft Powerpoint 2quick Reference Guide Focuses mainly on educational books, textbooks, and business books. It offers free PDF downloads for educational purposes. Microsoft Powerpoint 2quick Reference Guide Provides a large selection of free eBooks in different genres, which are available for download in various formats, including PDF. Finding specific Microsoft Powerpoint 2quick Reference Guide, especially related to Microsoft Powerpoint 2quick Reference Guide, might be challenging as theyre often artistic creations rather than practical blueprints. However, you can explore the following steps to search for or create your own Online Searches: Look for websites, forums, or blogs dedicated to Microsoft Powerpoint 2quick Reference Guide, Sometimes enthusiasts share their designs or concepts in PDF format. Books and Magazines Some Microsoft Powerpoint 2quick Reference Guide books or magazines might include. Look for these in online stores or libraries. Remember that while Microsoft Powerpoint 2quick Reference Guide, sharing copyrighted material without permission is not legal. Always ensure youre either creating your own or obtaining them from legitimate sources that allow sharing and downloading. Library Check if your local library offers eBook lending services. Many libraries have digital catalogs where you can borrow Microsoft Powerpoint 2quick Reference Guide eBooks for free, including popular titles. Online Retailers: Websites like Amazon, Google Books, or Apple Books often sell eBooks. Sometimes, authors or publishers offer promotions or free periods for certain books. Authors Website Occasionally, authors provide excerpts or short stories for free on their websites. While this might not be the Microsoft Powerpoint 2quick Reference Guide full book , it can give you a taste of the authors writing style. Subscription Services Platforms like Kindle Unlimited or Scribd offer subscription-based access to a wide range of Microsoft Powerpoint 2quick Reference Guide eBooks, including some popular titles.

FAQs About Microsoft Powerpoint 2quick Reference Guide Books

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer webbased readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, quizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. Microsoft Powerpoint 2quick Reference Guide is one of the best book in our library for free trial. We provide copy of Microsoft Powerpoint 2quick Reference Guide in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Microsoft Powerpoint 2quick Reference Guide. Where to download Microsoft Powerpoint 2quick Reference Guide online for free? Are you looking for Microsoft Powerpoint 2quick Reference Guide PDF? This is definitely going to save you time and cash in something you should think about. If you trying to find then search around for online. Without a doubt there are numerous these available and many of them have the freedom. However without doubt you receive whatever you purchase. An alternate way to get ideas is always to check another Microsoft Powerpoint 2quick Reference Guide. This method for see exactly what may be included and adopt these ideas to your book. This site will almost certainly help you save time and effort, money and stress. If you are looking for free books then you really should consider finding to assist you try this. Several of Microsoft Powerpoint 2quick Reference Guide are for sale to free while some are payable. If you arent sure if the books you would like to download works with for usage along with your computer, it is possible to download free trials. The free guides make it easy for someone to free access online library for download books to your device. You can get free download on free trial for lots of books categories. Our library is the biggest of these that have literally hundreds of thousands of different products categories represented. You will also see that there are specific sites catered to different product types or categories, brands or niches related with Microsoft Powerpoint 2quick Reference Guide. So depending on what exactly you are searching, you will be able to choose e books to suit your own need. Need to access completely for Campbell Biology Seventh Edition book? Access Ebook without any digging. And by having access to our ebook online or by storing it on your computer, you have convenient answers with Microsoft Powerpoint 2quick Reference Guide To get started finding Microsoft Powerpoint 2quick Reference Guide, you are right to find our website which has a comprehensive collection of books online. Our library is the biggest of these that have literally hundreds of thousands of different products

represented. You will also see that there are specific sites catered to different categories or niches related with Microsoft Powerpoint 2quick Reference Guide So depending on what exactly you are searching, you will be able to choose ebook to suit your own need. Thank you for reading Microsoft Powerpoint 2quick Reference Guide. Maybe you have knowledge that, people have search numerous times for their favorite readings like this Microsoft Powerpoint 2quick Reference Guide, but end up in harmful downloads. Rather than reading a good book with a cup of coffee in the afternoon, instead they juggled with some harmful bugs inside their laptop. Microsoft Powerpoint 2quick Reference Guide is available in our book collection an online access to it is set as public so you can download it instantly. Our digital library spans in multiple locations, allowing you to get the most less latency time to download any of our books like this one. Merely said, Microsoft Powerpoint 2quick Reference Guide is universally compatible with any devices to read.

Find Microsoft Powerpoint 2quick Reference Guide :

na step working guide questions

narrative essay about high school life

names of 2015 olevel shona november setbooks

n3 electrotechnology notes

naming and drawing alkanes worksheet

narco 141 adf manual

~~n2 electrical engineering 2014 previous question papers~~

napoleacuteron bonaparte tome

nash bridges episode guide

names for students selected for form five baobabs 2015

~~n4 question paper and memo for maths~~

n3 technical matric supervision industry exam papers

nakamichi mr 2 user guide

naadac desk reference and study guide

nab study guide

Microsoft Powerpoint 2quick Reference Guide :

Macroeconomics by Colander, David C. - 7th Edition The seventh edition has been significantly revised to make it simpler,

shorter, more organized and more applicable to the real world. By David C. Colander - Economics: 7th (Seventh) ... By David C. Colander - Economics: 7th (Seventh) Edition. 4.0 4.0 out of 5 stars 8 Reviews. By David C. Colander - Economics: 7th (Seventh) Edition. David Colander | Get Textbooks Macroeconomics Study Guide(7th Edition) by David Colander, Douglas Copeland, Jenifer Gamber, John S. Irons Paperback, 320 Pages, Published 2007 by Mcgraw ... Macroeconomics - 7th Edition - David C. Colander Title, Macroeconomics - 7th Edition. Author, David C. Colander. Published, 2008. ISBN, 0077365984, 9780077365981. Export Citation, BiBTeX EndNote RefMan ... COLANDER | Get Textbooks Macroeconomics(7th Edition) by David Colander Paperback, 576 Pages, Published 2007 by Mcgraw-Hill/Irwin ISBN-13: 978-0-07-334366-2, ISBN: 0-07-334366-8 ... Macroeconomics Study Guide by Colander, David ... Find the best prices on Macroeconomics Study Guide by Colander, David C. at BIBLIO | Paperback | 2007 | McGraw-Hill/Irwin | 7th Edition | 9780073343723. David Colander Other Books. MICROECONOMICS, 7th ed. (2008) by David Colander. Written in an informal colloquial style, this student-friendly Principles of Economics textbook ... Macroeconomics by David Colander Sep 1, 1993 — Colander emphasizes the intellectual and historical context to which the economic models are applied. The seventh edition has been ... Macroeconomics by David C. Colander (2007, Trade ... Product Information. Written in an informal colloquial style, this student-friendly Principles of Macroeconomics textbook does not sacrifice intellectual ... Solutions manual for statistics for engineers and scientists ... May 25, 2018 — Solutions Manual for Statistics for Engineers and Scientists 4th Edition by William Navidi Full download: ... (PDF) Solutions Manual to accompany STATISTICS FOR ... Solutions Manual to accompany STATISTICS FOR ENGINEERS AND SCIENTISTS by William Navidi Table of Contents Chapter 1 (c) Answers will vary. 5. (a) N 0 27 0 ... (PDF) Solutions Manual to accompany STATISTICS FOR ... Solutions Manual to accompany STATISTICS FOR ENGINEERS AND SCIENTISTS Fourth Edition. by Meghan Cottam. See Full PDF Statistics for Engineers and Scientists Solutions Manual william-navidi-solutions-manual/ Solutions Manual to accompany. STATISTICS FOR ENGINEERS AND SCIENTISTS, 4th ed. Prepared by. William Navidi PROPRIETARY AND ... Statistics For Engineers And Scientists Solution Manual Textbook Solutions for Statistics for Engineers and Scientists. by. 5th Edition. Author: William Cyrus Navidi, William Navidi. 1288 solutions available. William Navidi Solutions Books by William Navidi with Solutions ; Student Solution Manual for Essential Statistics 2nd Edition 0 Problems solved, Barry Monk, William Navidi. Navidi 2 Solutions Manual solutions manual to accompany statistics for engineers and scientists william navidi table of contents chapter chapter 13 chapter 53 chapter 72 chapter 115. (PDF) Statistics for Engineers and Scientists- Student Solution ... Solutions Manual to accompany STATISTICS FOR ENGINEERS AND SCIENTISTS Third Edition by William Navidi Table of Contents Chapter 1 . Solutions Manual for Statistics for Engineers and Scientists Solutions Manual for Statistics for Engineers and Scientists, William Navidi, 6th Edition , ISBN-13: 9781266672910ISBN-10: 1266672915. Instructor solutions manual pdf - NewCelica.org Forum The Instructor Solutions manual is available in PDF format for the following textbooks. The Solutions Manual includes full

solutions to all problems and ... English Translation Of Pobre Ana Bailo Tango.pdf View English Translation Of Pobre Ana Bailo Tango.pdf from A EN MISC at Beckman Jr Sr High School. English Translation Of Pobre Ana Bailo Tango Yeah, ... Pobre Ana (Poor Anna) with English Translation! - Chapter 5 Read Chapter 5 from the story Pobre Ana (Poor Anna) with English Translation! by Wolfe225 (That One Girl) with 89610 reads.- Patricia, your bedroom is dirty ... Pobre Ana (Poor Anna) with English Translation! - Chapter 1 Read Chapter 1: from the story Pobre Ana (Poor Anna) with English Translation! by Wolfe225 (That One Girl) with 132691 reads.want this book to be updated? Pobre Ana Balio Tango Summaries Flashcards Poor Ana. Then, Ana went to Mexico with her school. She learned to appreciate her life there. Tap the card to flip. Pobre Ana. Bailó tango | Spanish to English Translation Pobre Ana. Bailó tango toda la noche y ahora le duelen las piernas.Poor Ana. She danced the tango the whole night and now her legs hurt. Pobre Ana bailo tango (Nivel 1 - Libro E) (Spanish Edition) Ana of the first novel in the series, Pobre Ana, is featured in this one too. Now 16, Ana goes to Buenos Aires, where she fulfills her dream to learn to ... Pobre Ana bailo tango Simpli-Guide A must for the teachers using Pobre Ana bailó tango in class!This Simpli-Guide is simply a guide to using the book in your classes. Pobre Ana bailó tango Book on CD - Blaine Ray Ana, the main character in this story, is the same one from Pobre Ana. In this story the school gives her the opportunity to travel again, this time to Buenos ... Copy of Pobre Ana Bailo Tango Capítulos 3 y 4 Pobre Ana Bailó Tango Capítulos 3 y 4 Cognates:As you read, make a list of at least 10 words that mean the same and look / sound-alike in English and ... Pobre Ana bailo tango (Book on CD) (Spanish Edition) Ana of the first novel in the series, Pobre Ana, is featured in this one too. Now 16, Ana goes to Buenos Aires, where she fulfills her dream to learn to dance ...