

PowerPoint® 2019 Introduction

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Quick Reference Guide

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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.

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User Experience Methods and Tools in Human-Computer Interaction Constantine Stephanidis,Gavriel Salvendy,2024-08-16 This book covers user experience methods and tools in designing user friendly products and servicesby encompassing widely utilized successful methods including elicitation analysis and establishment of requirements collaborative idea generation with design teams and intended users prototype testing and evaluation of the user experience through empirical and non empirical means This book Provides methods and tools tailored for each stage of the design process Discusses methods for the active involvement of users in the human centered design process Equips readers with an effective toolset for use throughout the design process ensuring that what is created aligns with user needs and desires Covers a wide array of research and evaluation methods employed in HCI from the initiation of the human centered development cycle to its culmination This book is a fascinating read for individuals interested in Human Computer Interaction research and applications

iPhone: The Missing Manual David Pogue,2015-12-11 Annotation With the iOS 8 1 software and the new iPhone 6 and 6 Plus Apple has taken its flagship products into new realms of power and beauty The modern iPhone comes with everythingcamera music player Internet flashlightexcept a printed manual Fortunately David

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InfoWorld ,2001-03-12 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Network World ,2001-03-12 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce

Human-Computer Interaction Constantine Stephanidis,Gavriel Salvendy,2024-09-28 The pervasive influence of technology continuously shapes our daily lives From smartphones to smart homes technology is revolutionizing the way we live work and interact with each other Human computer interaction HCI is a multidisciplinary research field focusing on the study of people interacting with information technology and plays a critical role in the development of computing systems that work well for the people using them ensuring the seamless integration of interactive systems into our technologically driven lifestyles The book series contains six volumes providing extensive coverage of the field wherein each one addresses different theoretical and practical aspects of the HCI discipline Readers will discover a wealth of information encompassing the foundational elements state of the art review in established and emerging domains analysis of contemporary advancements brought about by the evolution

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Disability and Accessibility in the Music Classroom Alexandria Carrico,Katherine Grennell,2022-08-29 *Disability and Accessibility in the Music Classroom* provides college music history instructors with a concise guide on how to create an accessible and inclusive classroom environment In addition to providing a concise overview of disability studies highlighting definitions theories and national and international policies related to disability this book offers practical applications for implementing accessibility measures in the music history classroom The latter half of this text provides case studies of well known disabled composers and musicians from the Western Art Music canon from the Middle Ages to the Twentieth Century as well as popular music genres such as the blues jazz R B pop country and hip hop These examples provide opportunities to integrate discussions of disability into a standard music history curriculum

Macworld ,1991 **Healthy SQL** Robert Pearl,2015-06-01 Robert Pearl a well known DBA in the SQL community explains his holistic vision of a database instance that needs regular check ups and gives the tools scripts and best practices he has collected over the years Alberto Bolchini Computing Reviews May 9 2016 *Healthy SQL* is about ensuring the ongoing performance health of a SQL Server database An unhealthy database is not just an inconvenience it can bring a business to its knees And if you are the database administrator the health of your SQL Server implementation can be a direct reflection on you It s in everyone s best interest to have a healthy SQL implementation *Healthy SQL* is built around the concept of a medical checkup giving you the tools you need to assess the current health of your database and take action to improve upon that health and maintain good performance to your business *Healthy SQL* aids in developing a rigorous routine so that you know how healthy your SQL Servermachines are and how you can keep those same servers healthy and fit for duty The book is filled with practical advice and a time tested strategy helping you put together a regimen that will ensure your servers are healthy your implementation is fully optimized your services are redundant and highly available and you have a plan for business continuity in the event of a disaster If your current environment doesn t match up with these criteria then pick up a copy of *Healthy SQL* today and start your journey on the road to a fit and tight SQL Server deployment

Design Recommendations for Intelligent Tutoring Systems Robert Sottolare,Arthur Graesser,Xiangen Hu,Keith Brawner,2015-07-05 *Design Recommendations for Intelligent Tutoring Systems* ITSs explores the impact of intelligent

tutoring system design on education and training Specifically this volume examines Authoring Tools and Expert Modeling Techniques The Design Recommendations book series examines tools and methods to reduce the time and skill required to develop Intelligent Tutoring Systems with the goal of improving the Generalized Intelligent Framework for Tutoring GIFT GIFT is a modular service oriented architecture developed to capture simplified authoring techniques promote reuse and standardization of ITSs along with automated instructional techniques and effectiveness evaluation capabilities for adaptive tutoring tools and methods Popular Science ,2007-08 Popular Science gives our readers the information and tools to improve their technology and their world The core belief that Popular Science and our readers share The future is going to be better and science and technology are the driving forces that will help make it better MacUser ,1991-05 *The Software Encyclopedia* ,1986 The New York Times Index ,2009

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