

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

S Ben Porath



Microsoft Powerpoint 2quick Reference Guide:

If you ally craving such a referred **Microsoft Powerpoint 2quick Reference Guide** ebook that will manage to pay for you worth, acquire the completely best seller from us currently from several preferred authors. If you want to droll books, lots of novels, tale, jokes, and more fictions collections are furthermore launched, from best seller to one of the most current released.

You may not be perplexed to enjoy every books collections Microsoft Powerpoint 2quick Reference Guide that we will unconditionally offer. It is not approximately the costs. Its nearly what you obsession currently. This Microsoft Powerpoint 2quick Reference Guide, as one of the most functioning sellers here will utterly be in the midst of the best options to review.

<https://staging.conocer.cide.edu/results/book-search/fetch.php/Ge%20Nx8%20User%20Manual.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

In today's digital age, the availability of Microsoft Powerpoint 2quick Reference Guide books and manuals for download has revolutionized the way we access information. Gone are the days of physically flipping through pages and carrying heavy textbooks or manuals. With just a few clicks, we can now access a wealth of knowledge from the comfort of our own homes or on the go. This article will explore the advantages of Microsoft Powerpoint 2quick Reference Guide books and manuals for download, along with some popular platforms that offer these resources. One of the significant advantages of Microsoft Powerpoint 2quick Reference Guide books and manuals for download is the cost-saving aspect. Traditional books and manuals can be costly, especially if you need to purchase several of them for educational or professional purposes. By accessing Microsoft Powerpoint 2quick Reference Guide versions, you eliminate the need to spend money on physical copies. This not only saves you money but also reduces the environmental impact associated with book production and transportation. Furthermore, Microsoft Powerpoint 2quick Reference Guide books and manuals for download are incredibly convenient. With just a computer or smartphone and an internet connection, you can access a vast library of resources on any subject imaginable. Whether you're a student looking for textbooks, a professional seeking industry-specific manuals, or someone interested in self-improvement, these digital resources provide an efficient and accessible means of acquiring knowledge. Moreover, PDF books and manuals offer a range of benefits compared to other digital formats. PDF files are designed to retain their formatting regardless of the device used to open them. This ensures that the content appears exactly as intended by the author, with no loss of formatting or missing graphics. Additionally, PDF files can be easily annotated, bookmarked, and searched for specific terms, making them highly practical for studying or referencing. When it comes to accessing Microsoft Powerpoint 2quick Reference Guide books and manuals, several platforms offer an extensive collection of resources. One such platform is Project Gutenberg, a nonprofit organization that provides over 60,000 free eBooks. These books are primarily in the public domain, meaning they can be freely distributed and downloaded. Project Gutenberg offers a wide range of classic literature, making it an excellent resource for literature enthusiasts. Another popular platform for Microsoft Powerpoint 2quick Reference Guide books and manuals is Open Library. Open Library is an initiative of the Internet Archive, a non-profit organization dedicated to digitizing cultural artifacts and making them accessible to the public.

Open Library hosts millions of books, including both public domain works and contemporary titles. It also allows users to borrow digital copies of certain books for a limited period, similar to a library lending system. Additionally, many universities and educational institutions have their own digital libraries that provide free access to PDF books and manuals. These libraries often offer academic texts, research papers, and technical manuals, making them invaluable resources for students and researchers. Some notable examples include MIT OpenCourseWare, which offers free access to course materials from the Massachusetts Institute of Technology, and the Digital Public Library of America, which provides a vast collection of digitized books and historical documents. In conclusion, Microsoft Powerpoint 2quick Reference Guide books and manuals for download have transformed the way we access information. They provide a cost-effective and convenient means of acquiring knowledge, offering the ability to access a vast library of resources at our fingertips. With platforms like Project Gutenberg, Open Library, and various digital libraries offered by educational institutions, we have access to an ever-expanding collection of books and manuals. Whether for educational, professional, or personal purposes, these digital resources serve as valuable tools for continuous learning and self-improvement. So why not take advantage of the vast world of Microsoft Powerpoint 2quick Reference Guide books and manuals for download and embark on your journey of knowledge?

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 web-based 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.

Find Microsoft Powerpoint 2quick Reference Guide :

[ge nx8 user manual](#)

[gateway zx190 manual](#)

[ge oec 6800 service manual](#)

[gattaca questions worksheet answers](#)

[gc pathfinder class achievements teachers guide](#)

[gay blades english edition](#)

[gauteng health department nurse training intake for 2016](#)

[gator 150 scooter owners manual](#)

~~[gcse english practice paper](#)~~

[gattopardo il giuseppe tomasi di lampedusa](#)

~~[ge computer hardware user manual](#)~~

~~[gauteng department of education preparation examination 2014 10601](#)~~

[gcse maths leaked paper 2014](#)

~~[ge motor control wiring diagrams](#)~~

[gbp chemistry 901 review answers](#)

Microsoft Powerpoint 2quick Reference Guide :

Vertebrate Life (9th Edition) Widely praised for its comprehensive coverage and exceptionally clear writing style, this best-selling text explores how the anatomy, physiology, ecology, and ... Vertebrate Life (9th Edition) - Hardcover Widely praised for its comprehensive coverage and exceptionally clear writing style, this best-selling text explores how the anatomy, physiology, ecology, and ... Vertebrate Life, Books a la Carte Edition (9th Edition) Widely praised for its comprehensive coverage and exceptionally clear writing style, this best-selling book explores how the anatomy, physiology, ecology, and ... Vertebrate Life - F. Harvey Pough, Christine M. Janis, John ... The Ninth Edition features dozens of new figures and photos, updated information from molecular data and evolutionary development, and expanded discussions on ... Vertebrate Life by F. Harvey Pough; ... The Ninth Edition features dozens of new figures and photos, new end-of-chapter discussion questions, thoroughly updated information from molecular data and ... Vertebrate Life (9th Edition) | Wonder Book Vertebrate Life (8th

Edition). By Heiser, John B. Hardcover. Price \$7.52. Free Shipping. Vertebrate Life. Vertebrate life | WorldCat.org Vertebrate life ; Authors: F. Harvey Pough (Author), Christine M. Janis, John B. Heiser ; Edition: 9th ed View all formats and editions ; Publisher: Pearson, ... Vertebrate Life (9th Edition) by Pough, F. Harvey, Janis ... Vertebrate Life (9th Edition) by Pough, F. Harvey, Janis, Christine M., Heiser, ; Item Number. 194876291663 ; Book Title. Vertebrate Life (9th Edition) ; ISBN. 9780321773364 - Vertebrate Life by F. Harvey Pough The Ninth Edition features dozens of new figures and photos, updated information from molecular data and evolutionary development, and expanded discussions on ... 9780321773364: Vertebrate Life (9th Edition) Vertebrate Life (9th Edition) ISBN 9780321773364 by Pough, F. Harvey; Ja... See the book Sell/Buy/Rent prices, more formats, FAQ & related books on ... Impressive: How to Have a Stylish Career: Clements, Kirstie You may only have one shot at getting your stylish foot in the door of the so-called glamour industries. Impressive's secrets will arm you for success. Read ... Impressive: How to have a stylish career by Kirstie Clements Apr 1, 2015 — Read 2 reviews from the world's largest community for readers. How do you get your dream job? How do you shine once you have landed it? Impressive: How to have a stylish... book by Kirstie Clements Impressive: How to Have a Stylish Career ... \$26.57 Save \$7.42! List Price: \$33.99. Format: Paperback. Condition: New. Impressive: How to have a stylish career by Kirstie Clements ... Impressive: How to have a stylish career by Kirstie Clements (English) Paperback ; grandeagleretail (901734) ; Breathe easy. Returns accepted. ; Fast and reliable. Impressive : how to have a stylish career / Kirstie Clements Impressive : how to have a stylish career / Kirstie Clements ; Notes: Includes bibliographical references and index. ; Subject: Fashion -- Vocational guidance ... How to Get A Job As A Stylist Nov 3, 2022 — Let's talk about the fascinating career of a stylist and how to get a job as one. Know the qualifications and skills needed for the job. How to Have a Stylish Career by Clements, Kirstie - 2015 We have 4 copies of Impressive: How to Have a Stylish Career for sale starting from \$10.68. Impressive by Kirstie Clements | How to Have a Stylish ... Impressive's secrets will arm you for success. ... Kirstie Clements is an author, columnist, journalist, speaker and former editor in chief of Vogue Australia. How To Become a Stylist for a Celebrity Dec 12, 2022 — Consider completing freelance projects and work independently to style other people who may be lower-profile celebrities or public figures. This ... How to Become a Fashion Stylist & Build a Career in Fashion Tons of Free PMP® Practice Questions Another set of 180 PMP exam practice questions as a downloadable pdf file. ... 10 free questions, dedicated to the 2021-version of the exam by Christopher Scordo. 7000+ Best Free for PMP Sample Questions [PMBOK 5] Here's a list of more than 7000 best free sample questions based on PMBOK® Guide, 5th Edition for the PMP certification exam from more than 60 sources around ... Looking for PMP Exam Prep e-book by Christopher Scordo Oct 14, 2016 — ... PMP Exam Prep e-book by Christopher Scordo. Do you need ... free download by PMI members: PMP Exam Prep: Questions, Answers, & Explanations by Christopher Scordo. Top Free PMP Exam Questions & Practice Tests of 2023 Free PMP exam questions: Practice online mock tests free of cost. Find sample questions simulators and downloadable pdf. PMP Exam Prep Christopher Scordo PDF

PMP Exam Prep—Questions, Answers & Explanations, 2013 Edition ... questions and answers carefully, then you should be able to piece together which is the ... PMP Exam Prep: Questions, Answers, & Explanations PMP Exam Prep: Questions, Answers, & Explanations: 1000+ Practice Questions with Detailed Solutions [Scordo, Christopher] on Amazon.com. *FREE* shipping on ... By Christopher Scordo - PMP Exam Prep Questions ... By Christopher Scordo - PMP Exam Prep Questions, Answers, & Explanations: 1000+ PMP ... Download app for iOS Download app for Android. © 2023 Goodreads, Inc. PMP Exam Prep Questions-Answers and Explanations ... PMP Exam Prep Questions-Answers and Explanations 2013 Edition · Author / Uploaded · Ritu ... PMP Exam Prep: Questions, Answers, & Explanations Look inside this book. PMP Exam Prep: Questions, Answers, & Explanations: 1000+ Practice Questions with. Christopher Scordo. PMP Exam Prep: Questions, Answers ... PMP Practice Exam 1 | Free PMP Exam Questions This PMP practice exam includes 50 challenging questions with detailed explanations. These free PMP exam questions are great for your test prep and review.