

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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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

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web open water 3 cage dive is a 2017 australian found footage survival horror film directed and written by gerald rascionato

and released by lionsgate as part of the open water film series although the film is a stand alone sequel and only connects to the other films in theme not continuity it follows a trio of americans on vacation in australia who are also

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web may 29 2004 tnl fazlasiyla stres yaratan geren fragmani bile caninizi yakan film down tamamı dv kamera ile gerçek mekanda çekilmiş olan film deniz korkum olmasına rağmen rahat duramayıp izleyeceğim kesin

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web also called the sunken palace it is the largest cistern from istanbul s byzantine era still standing and something that james bond fans might recognize from the film from russia with love the underground chamber has over 330 distinctive marble and granite columns believed to have been salvaged from nearby buildings the most famous being

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web the bosphorus cross continental swim turkish boğaziçi kıtalararası yüzme yarışı is an annual open water swimming event between the continents europe and asia held annually at bosphorus istanbul turkey

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web aug 20 2004 open water directed by chris kentis with blanchard ryan daniel travis saul stein michael e williamson based on the true story of two scuba divers accidentally stranded in shark infested waters after their tour boat has left

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web the open water film series consists of american distributed standalone survival horror and natural horror shark thriller movies inspired by the real life disappearance of tom and eileen lonergan the overall plot centers around individuals who are stranded in the ocean and must fight to survive the hours alone

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