

The Best of PowerPoint

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CCH Learning:

Hello everybody and welcome to today's webinar, The Best of PowerPoint. I'm Susannah Gynther from Wolters Kluwer's CCH Learning. I will be your moderator for today. Just a few quick pointers before we get started. If you're having sound problems, and can actually hear this, please toggle between audio and phone. Hopefully you can see these details on the screen regardless. If you're looking for your PowerPoint for today's session, it's been saved in the handout section on your GoTo Webinar panel. Just a reminder that shortly after the session, you will receive an email letting you know that e-learning recording is ready to be viewed.

You can ask questions at any point during the presentation by sending them through the questions box. I'll collate those questions, and ask them at the Q&A towards the end of today's presentation. CCH Learning also offers a subscription service, which many people have termed Netflix for professionals. It provides members with access to our entire library of recordings as well as live webinars for a competitive flat fee. That's for over 500 hours of content. For CPD purposes, your viewing is logged automatically. Your presenter today is Waqar Awan, applications trainer from Lumify Work. Coming from the domain of data analytics, Waqar is an engaging trainer.

He's able to offer a wide range of Microsoft end user and project management training. He has extensive experience delivering training in a variety of formats including classroom, video conference, webinar, and one-to-one sessions. Excuse me. I will now hand you over to Waqar to begin today's presentation.

Waqar Awan:

Good afternoon, everybody, and welcome to... Just bear with me for a second. Welcome to our amazing PowerPoint session this afternoon. The topics we are going to be looking in today is we are going to start by giving you a little overview of PowerPoint as a platform and its features, and then we are going to move towards the mindset or the process you need to have while you are creating PowerPoint slides. Then we are going towards showcasing you the PowerPoint user interface. The demo, we'll do a little demo there, and then we'll move towards working with slides in Microsoft PowerPoint, selecting the PowerPoint design, adding text to the slides in Microsoft PowerPoint, and then adding tables to the slides in PowerPoint. Then we'll move towards working with images and graphical objects.

So, we would have very few slides, but a lot of demo to showcase some of the features of Microsoft PowerPoint. Let's move to our next slide. So, what is a PowerPoint? PowerPoint is a presentation software developed by Microsoft. Now, there are a lot of presenting software available in the market. Now, PowerPoint is one of the pioneers and very well established in regards to creating effective presentations. It is a versatile tool used for creating dynamic and visually appealing slideshows for various purposes. So, you can go ahead and start creating slideshows regardless of what purpose it is for. Whatever the purpose is, we have the right template and the features available in Microsoft PowerPoint.

What are the key features? Well, we can go ahead and create slides, right? PowerPoint allows users to create individual slides each acting as a canvas for presenting information, and these slides could be customised. The features of the slides can be animated as per your requirement as well, so pretty cool feature in regards to animation. Another component of PowerPoint is multimedia integration. We can incorporate text, images, charts, graphs, and multimedia elements to enhance presentations. We can have videos embedded within the slides. We

can have charts created with data coming from Microsoft Excel. We can have images integrated within the slides, which we may have downloaded from internet or our setting on our desktop.

We can also have voiceovers. This is another feature as a part of multimedia integration. We've got heaps of design options available. We can look into the templates themes which are already available for us to use straight away. So if we are running short of time, we can pick up a template, change the colouring as per the requirement of our organisation, and we are good to go. While you start moving towards creating PowerPoint slides, there is a list of things or a pattern you need to follow, a process I would say. There is working, working with slides, inserting layout, sections, duplicating, and hiding slides. Selecting, selecting a PowerPoint design, picking up the right PowerPoint design. Adding, adding text to slides, and inserting tables. Working, working with images, inserting from file or online platform, formatting images. Adding, adding slide transitions, animating, animating slide content. So, all is to be done.

There is not a linear process. It's not a linear process. There are things you would do and go back, and do it again, back and forth process. It keeps on going, but the critical thing, what needs to be remembered while you are creating PowerPoint slide, is to look into your audience to understand who your audience is. What is the requirement of your audience? What is the content you are actually trying to showcase to your audience? That is the key element that needs to be considered before you start doing anything else. So, the next slide reference towards going to PowerPoint as a platform, and we'll start going towards there. So, I'll move to my PowerPoint platform, and we'll start looking into user interface as a part of our demo.

Bear with me for a second. Let me open up a fresh copy of PowerPoint. I have a copy open here. Just bear with me for a second. Let me adjust the screen a little bit, and there we are. I'm going to open up a blank new copy. There's some data here already. I don't want to go that far. I just want to show you how it looks like when you open up PowerPoint the first time. I'm going to press control N on my keyboard, and I get a fresh copy of PowerPoint. I'm going to turn off the designer just for now. Great. Okay, so I'm going to start from the top left-hand side, and then we are going to move across and see what these UIs offers us. Then we are going to start looking at the tabs and the functionalities within each tab.

I'm going to go right at the bottom here. I'm going to show you what information is there at the bottom, and then we are going to start maybe creating slides, or adding text pictures, formatting, and adding some SmartArt feature. The first on the top left-hand side option you have is you have an option of auto save. Now, if your PowerPoint is part of Microsoft 365 product as a part of your organisation, you may have access to OneDrive, and if you do, you can enable auto save. Meaning, the document would be saved automatically on your OneDrive as a copy. In my case, I haven't attached it or linked it with my OneDrive. So if I press on, you can see it's going to ask me, "Hey, how do you turn auto save?"

So if I want to attach it with my work OneDrive, I can double click, and press okay, and it would be saved, and my auto save would be turned on. Meaning, by mistake, if I turn or close this document without saving it, I would have an option of retrieving the document, because of auto saving. Okay, cool. Now, what we have on the top left-hand side as we pass on after the auto save is a quick access toolbar. Now, this quick access toolbar is an area where you can pin the function you use most often. Now, how do you pin a function? Well, you can click on this dropdown arrow here, and you can look at list of functions over here, which are provided by default.

By default, we have automatically save have been turned on, so that's the first function. Then we have got the save with a floppy disc sign that has been selected. Then we have undo, redo, and start from the beginning. All these three functions have been selected. If I want to get rid of all of these functions, I would unselect it by just clicking on them, and you can see my auto save is gone. Then I can click on save again. Then save is gone as well, and I can untick undo, redo, and start from the beginning. If I want to add more items here, I can just select them,

and they get added on my quick access toolbar. The advantage of having items or the functions you use quite often on a quick access toolbar is you're able to reach and access them.

If the function you use quite often is butted somewhere in one of these tabs, you can bring that function here. How do you do that? Let's find a function. I'm just going to randomly go to any of this. For example, inserts, so insert, I insert a text box quite often. I don't want to go to insert, and then click on text box. I want to have a little function sitting on the top of my PowerPoint presentation that is allowing me to quickly access a text box. So, how do we pin that function on the top? Well, first, we need to know where that function sits. The function is sitting in insert tab, and if we go down in the text group, and within the text group, we have a function called text box. So, let's go find that function.

How do we find that function? We click on this dropdown arrow, and then we would go in for more commands. While we are in more commands, we are going to select the commands from a tab which is insert, right? While we are in insert, we have got a lot of functions over here. It's going to take us a little bit of time to find that specific function, but rest assured that function is right here. So, you can see text box. I'll click on text box, and then I'll go to app. Give me a second, app. So, the insert text box has been added to my customised quick access toolbar, and when I press okay, you'll see that function go on the top. There we go. So, that's one of the examples. That will really help you save time, okay? That's one of the functions. Cool.

Now, if we go to now quick access toolbar dropdown, you can see that the function which we have added would essentially show over here. So if we want to get rid of it, we would go to more commands, insert text box, remove, press okay, and it would be gone, okay? At times, the function we add does show in this default list, but if it doesn't, in our case it didn't show, normally, it does. If it doesn't show, don't panic. Go to more command, and click that function, and remove it from our quick access toolbar. Let's close this, and then go to our dropdown arrow again. Now, we have an option of having this quick access toolbar above the ribbon, or we can have it below the ribbon as well.

At the moment, it's above the ribbon. If I want to have it below the ribbon, I'll go and click over here, and you can see it's gone below the ribbon. I can put it back above the ribbon by going and clicking saying, "Show above the ribbon." It's gone above. At times, your quick access toolbar is not visible. It's gone. You don't see anything. What do I mean by that? Meaning, if you click on this dropdown arrow, and if somebody has clicked on hide quick access toolbar, you don't see quick access toolbar. You would be searching where it is. Now, you can bring your quick access toolbar back. How do we do that? Well, in that case, you can go to file, and then go to options. While you are in options, go to quick access toolbar. Then right over here, underneath says, "Show quick access toolbar."

You can specify where do you want to see. Above the ribbon, right on the top, this is where I want to see, and press okay. Now, quick access toolbar has returned back. This is the name of the document which you have saved. At the moment, it's been saved as presentation two, so whatever the document you open up, the name of the document would show up over here, and it's showing me that it's a PowerPoint document. Now, if I want to search a function, I can search it from here. If I know it by heart the name of the function, I can search it from here as well. If I want to quickly forward a copy to somebody, I can type the name of the person as well. At this moment, if we want to pass it on to Michael, my colleague, I can click on this arrow here, and then share, and then I can go ahead and share a copy with them.

I can share it through OneDrive. I can share a PDF copy straight away from here by clicking on PDF, but please make sure that when I click on PDF, I would have my Outlook that would open up. You would see my Outlook would open up, and it's open up on one of these windows I have opened on the left-hand side. That Outlook has opened up and attached that presentation really quickly as a PDF copy. So, I have to save this presentation in a

folder. I'll convert it as a PDF, and then drag and drop it in this dialogue box. I don't have to do it. It's just one button or click of the button away. Try to use that functionality as much as you can, because it does save time.

Now, if I want to share a word copy or some other form of a copy, let's click on that, and you can have a PowerPoint presentation. There is a PowerPoint presentation copy that could be sent as well. So if I click on that, look, a PowerPoint presentation copy is attached, and I can forward it to anybody I want. So, this is an integration with your Outlook, one of the beauty of using Microsoft products, Microsoft 365 products, which are well integrated with each other. Let's close this window. If you go on the right-hand side, you'd be able to see the account you are using to access PowerPoint. At the moment, I've got a couple of accounts here. You can add additional accounts, and use that specific account to use Microsoft PowerPoint platform.

You have got these three buttons here, self-explanatory, minimise, resize, close. If we go at the bottom, we have got a nice record button over here, record narration, animation, transitions, et cetera, and laser pointer. We can also present it in Teams as well. So if I click over here, it's asking me to save the document, and it will load in Teams, and I would be able to present the document in Teams. There. It is slightly beyond the scope of this course, but it is doable. You can add comments. If I click on the comments, you can see I can add additional comments over there, there, and these comments would be added to each slide.

If I want to maintain a level of communication, or want to pass information down what I feel about the components of the file to my colleagues, I can do that here. Please be aware, any comment which is added to the slide there is you can see a little sign or item that appears on the top left-hand side as well. On the left-hand side, you can see there's one comment. People can reply to this comment. I can edit the comment as well. So, this really helps us to communicate. Now, if you want to share your file, you can share it from here as well. You can share. It's exactly the same thing what we were doing from here, right? You can share it from here as well.

Again, it will open up the Outlook copy, or you can also go ahead and share the link, right? You can send the link of this PowerPoint. For a link, it is really important for you to save your document or PowerPoint file on OneDrive for it to create the link. Now, start looking into the tabs. We have got file, home, insert, draw, design, transitions, animation, slideshow, record, review and help. We are going to start with file, so let's click on file. So when we click on file, we can see that we have an option of... We are on home screen, home tab. We have an option of opening new PowerPoints. We have previous PowerPoints, which we opened in the past.

We have also a list of PowerPoint slides, which I have opened in the past as well. I can reopen these PowerPoint slides by clicking on one of these PowerPoint slides. If there is a PowerPoint slide, which I use quite often, I can go ahead and pin that PowerPoint slide by pressing the pin button. Then I can select the pin tab from here. This slide, for example, if I use this slide quite often, I can pin it, and I can use it. I don't have to dig in within the folders, and trying to figure out where that file is. I have already pinned it. When we are on the home tab, we have an option of opening new PowerPoint slides. If we go to the new tab, we also have an option of opening new PowerPoint slides.

Now, by default, we can open up a blank PowerPoint slide, but we have got a lot of themes available as well to use to open up the slide. Now, if you like the colour or scheme of any of these themes, you can go ahead and open it. Opening that file with a specific theme is very simple. Let's open up. Let me have a look at a simple one, which doesn't take much time. Let's have a look at this one. Okay, let's create. Now, we have a PowerPoint slide, and adds it. So, this is a design. This is a design of PowerPoint. Meaning that if we want to insert a new slide, we can go to insert. We can go ahead and new slide, and all the new slide designs, which we have available, matches with this theme, because this is the master copy, so it wouldn't match up with this theme. It is all length, right?

So if I want to create a new content with captions slide, I can click on that. You can see it follows the same colour, same theme. All right, so we have got a lot of themes available, and you can search for a lot of themes over here. There's plenty of themes available, and it makes life really easy to select the theme very quickly. So, how do you select the themes? Well, you can type in the templates, so by default, presentation themes, education chart, diagram, business, infographics. There is lot of content over here which you can use. Cool. If you click on open, it takes us, again, one of the elements which we find in home. So, open is no different than this piece, which is right at the bottom.

So if you go on open, you would be to see the sources of data. I have got SharePoint. I've got OneDrive. I've got information coming from this laptop and also the files which I have opened in the past. You can also see right on the top the pinned file. This is the pinned PowerPoint document. If I want to unpin it, just go ahead and click on the pin again, and it gets unpinned. Anything you want to pin on the top would sit on the top. That means you can access that document really quickly. We can focus on the folders as well, and it'll take us back to the folders view as well. The presentation is more to the end of the hierarchy, and these are essentially the files which are sitting in the folder.

If you want to search for a new file, you can always go to PC. You can look within the documents, click on that, and then you can go to the respective folder where your files are sitting, and click and select the files. As we move down, we would go to info tab. So, what is an info tab? Info tab gives you metadata about a presentation, meaning it gives us information about the properties of the PowerPoint. You can look at the size of the PowerPoint. You can see how many slides are there. You can also see how many hidden slides are there as well. You can go ahead and add a title to the PowerPoint slide. This title is not the name of the file, but this title is something you don't want to show up as the name of the file, but an underlying metadata.

You can add the title here. You can add the tags there. You can add category. You can also see when this document was created. This was created earlier, last modified into 2020. So, this is one of those templates which we were using was last modified in 2020. We created it today. Meaning, we created on our computer today. When it was last printed, that information would pop out here as well. When you look at the name of the authors, if I want to add a new name over here, I can add it as well. You can see the names are the names of people which are within the organisation. Cool. So, that is what we can do, and we can add it from the global address list as well.

If we go on the left-hand side, we had an option of restricting access or encrypting our PowerPoint slides with a password. So if we click on encrypt with a password, and then we can put in the password and press okay. Plus, please make sure that you do remember the password, and don't forget it, because it's really hard to retrieve the document if you have forgotten the password or lost the password. Now, I will not go ahead and save it as a password, but it's very simple. You can type in, and press okay twice, and it would save it. Then every time you open this document, you will need to put password. So, that's a good way if you want to share a document with somebody, and you want to give a password with a group of people, so they are only able to access the document.

You can go ahead and look for the issues and stuff. This is beyond the scope of this course, but you can look at the inspecting the documents in terms of their hidden properties, and if the document is accessible to the people with special needs, and also if the document is compatible with previous formats or previous softwares. You can look in the revision history. Right at this moment, there's no revision history, because I've just created the document. Just in case if you haven't turned the auto save, if you didn't turn the auto save, and you closed the document, there is a way to manage to retrieve the unsaved document, but it's not a guarantee. So, where do you go? You'll go in the information. Then you'll go on manage presentation, and then you'll go to recover unsaved presentation.

By default, PowerPoint creates an image of the file which you are using, and save it deep inside its system. This would take us right to the folder where the possible copy could have been saved. You can see it's sitting in user, WaqarA, app data, roaming, Microsoft, and PowerPoint. These are all the folders. If there was a copy saved, you would see it with the name and some alphabets and numbers in front of it. So, the name would not be exactly the same, which you may have saved. There would be a difference. Let's cancel that, and let's go to file, and we are in info. We can go ahead and save the document. We can save as. We can print it from here.

We can look into the printing properties, et cetera. It's very straightforward. We can share it, and there's another way of sharing your document, right? Export the document as well, and we can close it. What I really want to focus in this part over here is in options. We have general options over here. If we are in general... In this dialogue box, this is the same dialogue box which you see when you go to customise your toolbar. So if you go to quick access toolbar, we are able to add or remove items to our quick access. But if you go on top to general, we'll go to this general tab where we have an option of changing general properties of Microsoft PowerPoint. I can go ahead and change the name initials. I can change my office theme to white, and press okay. I generally don't use that, because it gives me a lot of glare.

If I'm using Office products, I prefer to go to files, go to options, and then go to general, make sure my Office team is being set to dark grey, and press okay. If you're in options, these are the most important options for you to consider in general part and the quick access toolbar. There are a few advanced options available as well, which I think are slightly beyond the scope of this course, so we're not going to dig into it. Let's cancel it, and then let's move to our next tab, which is home. So, the home tab has got all the most important functions which you use quite often. We start by clipboard, slides, font, paragraph, drawing, editing, voice sensitivity, add-ons, and of course the last one, which is a clever designing feature.

If I want to start a new slide, I can go ahead and go to home, and pick up a slide pattern I want to use. I want to use a blank slide. We can go blank slide over here. I can move my slide up and down as well. They can go up and down. If I want to delete a slide, I can right click and delete the slide. If I want to have a new slide, I can also do it from here, new slide, but this is just a copy of the one above. You can also select the slide you want to make a copy of. Press control C and control V on your keyboard. You get a copy of that slide as well. If there is another way of duplicating a slide by pressing control D on your keyboard, you duplicate a slide. If you have trouble in looking at the size of the slides you have, you can increase or decrease the size of this pan.

This is your new slide which is in your slide pan, but let's focus a little bit on our format painter. What is the function of a format painter? Now, a format painter allows us to copy the format of a writing to another piece of writing. For example, if I'm using this text, and if I've highlighted this text over here, and I have changed it to a specific format, which is pretty hard to find, it can take a little bit of time, and also a colour, which I have picked up more colours, some really funky colour. Let's see this one here. All right. So if I want to copy this in this text, it would take me a bit of time to figure it out what exact formatting has been applied to this text. So, what I can do is instead of writing it on a piece of paper, the list of formatting that's been applied, I can actually select the text, click on format painter, apply it across the other text as easy as this.

Now, this format painter is a feature in all of your Microsoft products, so Microsoft Excel, Microsoft Word, Microsoft Outlook. We also have clipboard, right? So, what is a clipboard? A clipboard keeps a copy of things you are, well, basically copying. Earlier, I copied this item over here. I can copy a few more pieces of writing. Let's say I've highlighted this, and as soon as I press control C, that gets highlighted and gets copied. If I want to go to another piece of text, I want to highlight this one, and copy this one. You can see all these three texts have been copied. If I want to open up a new document or a new file, and this doesn't need to be a blank file, I'm going to delete this, and I'm going to go to new slides.

I'm going to add a slide with a name title and content, and I want to paste these points in this piece over here. I can go ahead and click on this bullet point, click on the writing I want to paste, and press paste. It would get pasted. I can paste the second one, and then I can paste the third one. It still sits over there. If I want to paste it on another platform, I can also do that. For example, I have opened up Microsoft Word really quickly. Here we are on Microsoft Word, and Microsoft Word also have the functionality of clipboard. So, let's click on this bottom right arrow, and you can see the three items I copied in PowerPoint are also sitting over here, and I can paste them here.

So, you can copy around 25 items, and you can have those items copied, at the moment, two items, and this was the title I copied earlier. The story is same, and your Outlook and Excel does the same thing. If you want to clear things you have copied, go and press clear all, and then close your clipboard, and let's go back to our other platform, which is PowerPoint. Let's close this here as well. Let's close these slides, some of these slides, and I want to close multiple slides. I'm going to select the first slide. I'm going to press control shift, and go all the way down. It'll take the slide down. If I want to select the multiple slides, I can press shift and down arrow. I will end up selecting multiple slides, and I can press right click and delete slides.

Let's add a new slide with title and content. Over here, I can go ahead. This is a text box, and in this text box, I can populate with information. I can resize it, make it up and down. I can change the colour of it by going to the text colours, and I can change it from here. I can make it bold, italics, highlight, underline, increase the size of the text by highlighting and increasing the size of the text. I can also make bullet points and numeric bullet points, et cetera. Well, in this text box, at the bottom text box, I can also add text. That is not a problem, but what other things can I add? Well, I have an option of adding multiple things over here. One is stock images. So, this inserting images, pictures, icons, SmartArt, info tables, 3D objects, insert videos, tables, et cetera, these are all inserting options. You can also find them here in inserts.

You can see they're sitting around here in illustrations. Let's see. If I want to insert a stock image, I can click on that. It would take me to stock images, and I can pick up an image of what I want to use. I can select them. By the way, you also have an option of icons. Call out people. You have stickers you can add. You can add videos. It takes a bit of time. You can add actual videos in there. You can search for the videos. You can add illustrations, and you can add cartoon people. So, let's add an illustration insert. Well, I'm adding two things. It takes a bit of time. Then they are landed on top of each other. Well, if items land on top of each other, you can go and ungroup them, and press okay. Once they have been ungrouped, you can go ahead and move them around as well.

At the moment, since they were part of the same text box, they are unable to ungroup at the moment. So, let's go back and add one item. I'm going to do undo. I'm going to add undo to my quick access toolbar, and let's go back to the state we were before, and let's only add one item, so they don't get grouped. Illustrations, we've got a picture of a fox, I believe, or dog, I guess. There you go. Another cool thing is that you also have a designer tab over here that would allow you to see some of the design options the system provides, so which is also pretty good. You can and also insert shapes, text boxes. If you want to insert more text boxes, you can insert text box, and type in information there. There's the demo.

Insert, so you have an option of shapes, icons. We put a few of those. You also have an information of adding 3D models. You can use stock 3D models, which are already available, let's say animated 3D models. We'll pick up a simple animated 3D model, and press insert. It takes a little bit of time to insert a 3D model. We can change the model, right? Model does play and stop as well. At the moment, since we are recording, it's probably a possibility that it's not doing it because it's screen recording, but it would move as well. It would do the transitions. So, let's go on insert. You also have an option, so let's go and start a new slide. I'll go right at the bottom of this slide over here, and go ahead and insert a new text and content slide.

You can also insert a SmartArt. So, a SmartArt, which is also over here, this is a diagram representation of tasks, activities, processes, hierarchies, et cetera. So if I want to create a cycle, I can create a cycle over here, and I can populate the text. If I want to get the read... I want to have less bullet points. I can go back, and I would have less bullet points. The best thing to add text is from here. If I want to change the design or the colouring, I can go and click on change colouring, and pick up the colouring, which I like. So really quickly, you can create these visuals, SmartArt visuals for your presentation.

Now, while you are in insert, you can go ahead and insert charts or tables. So, how do we do that? Well, let's click on chart, and then you have a lot of option of charts available here. We've got column chart, line chart, pie chart, bar chart, et cetera. Let's quickly create a pie chart, and we want to have a 3D pie chart, and press okay. You must be wondering, "Hey, we can create a pie chart, but where is the data?" Well we get a little snippet, a little Excel thing on the top, and we can tweak the data in there. So for example, if it is about cities, London, Paris, Zurich, Auckland, okay, and you can see we are changing the legends. We can change the values here as well, so let's put 40, 20, 20.

We can go ahead and create charts very quickly. We can copy and paste data. So for example, if you have Excel workbook where you have got a lot of data there, you can copy and paste it here very quickly, and you would have new charts created within Excel worksheet, so within PowerPoint. If you have a table and you want access to the data or the data, you can go and select edit data, and you'll have... A little dialogue box would open up over here. If you want to have a full-blown Excel workbook open, you can go ahead and click on edit data, edit data in Excel. Then you would have Microsoft Excel would open up, and it is opening on my other screen here. You'll have the whole Excel worksheet would open up.

Let's go on insert part. Like I mentioned, you can add charts. You can also do drawing by pin if you have a pin, and you will have an option of designing, right? I showed you some templates. So if you're using a template, you probably don't need to design it a lot, but maybe change the colour a little bit like this. It also gives you some more options on the left-hand side, and you can add transitions between the slides as well. So, how do you add a transition? Let's go to the second slide, and if I want the second slide to be morphed, I can click on that, and got it. Then you can see a transition has been applied. If I want my third slide to be cut, you can see with a star, the transition has been applied. We can have a lot of transitions.

The transitions are between the slides, and the animations are applied to specific things. For example, I want this to be animated in a way that it appears. I can reduce the size of the animation, or increase it, start by clicking, et cetera. You can see now this is getting animated, and if I press okay, it's coming appears straight away. We have a fade. We've got fly in, float. We have got split, wipe, so you can pick up the one you want, okay? You can change the duration of transition or animation. You can add additional animation, and you can change the trigger. You can change the trigger. Trigger by default is set for click, and you can change the trigger as to when the animation starts.

Now, if you have created your slideshow already, you can go ahead and start playing your slideshow. So, you can start it from the beginning or from the current slide. Now, the shortcut for starting from the beginning is F5, and starting from the current slide is from shift F5. If I want to start it from this slide, I'll press control shift F5, shift F5, and it would do that. Now, I already am presenting one of the slides already. I think that is being open, but let's see if... Yeah, there it is, so you guys can see. It is from the beginning. I can also press F5. It would take it right at the beginning as well. If I could exit, let's do an exit here.

Let's do an exit, and then do shift F5. It's taking it from the second screen. Okay, cool. I'll press click on my computer. You can see the next animation has come in. Cool. You can record as well from the current slide from the beginning, and you can also change your automatic monitor and stuff. Another thing which is quite useful to know is how to add a table. So, just bear with me for a second. Let me double check something. There we go.

How to add a table? Adding a table is pretty straightforward. So, I just want to add... Let's get rid of this one. I want to go to insert new slide, just add a table. So, we have an adding a table option over here as well. If you go in insert, you have a table option over here as well.

You can select the number of columns and the number of rows within the table, and then you can pick up the table design. So as soon as the table gets picked up, you have an option of picking up table design on the top. So, if this table design or colour meets your requirement, by all means, you can use that. By default, the system is pretty intelligent to pick up the right colour that may fit with your theme. But if you want to change it, you can change it to a different colour if you wish. Now, you can go ahead and tweak these table, header rows, banded rows, et cetera if you wish to, but by default, they are set by the specific style pattern. If you want to spend time, you can always do that. Okay, cool.

We've covered elements of your home tab. We looked into the clipboard, the slides, the layouts, font. Paragraphing is very similar to what you do in Microsoft Word, et cetera. In insert, we looked into adding new slides. Reusing the slide is very similar to just duplicating, so control D, so adding table, pictures. Another which is pretty cool thing, and it just came in now is having screenshot. Now, if you have a slide, if you want to insert you having a slide, and you want to have a screenshot included here of one of your screens, which you have. You can go ahead and click on screenshot. You can see I've got five screens open here, and I can pick up a screen, let's say, just one, and look, the screenshot one click away.

As soon as I put the screenshot, a picture has come in, the designer has got the prompt and say, "Hey, I've got some cool options of designing." So, that gets added in as well. So insert and then you can photo album, et cetera. That's some additional stuff, but you guys got to know how to add shapes, icons, 3D models, SmartArt, chart, okay? There's also just people with keen eyes get to know that there's power BI integration now as well, which is becoming really, really powerful. It's a bit beyond the scope of this programme, but it's pretty cool to have such a level of powerful feature included here. Then we looked into transitions, animations, and we looked into the slideshow from the beginning by pressing F4, and from the current slide by pressing shift F5.

You can record your PPT over here as well. You can also change how your presentation would go. It's been set in automatic, but you can pick up the monitor you want to use as the main presenting screen. That is pretty much it. We are right at the end of the session. I'm going to pass it back to Susannah, and I'm happy to answer any questions you may have regarding Microsoft PowerPoint.

CCH Learning:

Thank you very much for that, Waqar. We will be spending the next few minutes taking questions. Just a reminder to please type them into the questions' pane. To give you some time to type those up, I will mention our upcoming webinars. Coming up next week, we're looking at our cybersecurity update for February. We'll also be discussing SME loans. You might have a burning question about aged care, so please join our Q&A session where you can provide the questions. We're also kicking off FBT 2024 with our salary packaging essentials for a new year. You may wish to improve your performance and client outcomes by building high-trust relationships, and you can also look at avoiding the tax and super pitfalls between having a contractor or an employee.

If you are interested in any of these, or in fact any of our sessions, please head to the CCH Learning website, see if any of them are right for you. Let's have a little look at our questions. Now, I have a question here from Jamie. Jamie is asking, "What is the name of the shape that you create to add text?"

Waqar Awan:

Jamie, excellent question. The name of the shape which you use to add text is called Text Box.

CCH Learning:

Excellent. That was quite straightforward there. Excellent. So, thank you for that, Waqar. Thank you. I hope that helps you, Jamie. We also have a question from Sarah. Sarah is asking, "What is the name of the predefined graphics and diagrams in Microsoft PowerPoint?"

Waqar Awan:

Excellent question. Again, the preset diagrams and illustrations are everybody's favourites, SmartArt. They are absolutely amazing. I have been using SmartArt since the first time I wrote my paper like assessment in 2004, and they have been there and very useful tool.

CCH Learning:

Thank you for that one Waqar. I hope that helps you there, Sarah. I also had a question from Michelle. Michelle was asking, can you record a voiceover to go over your PowerPoint?

Waqar Awan:

Yes, you can do that. You can do a voiceover over your PowerPoint, where you would go, and if you can give me the control for a second. Thank you very much. Let me select the right screen. That is the one I got. That is the one. So, the voiceover, now, people get confused with this dictate thing. Though this dictate is absolutely amazing because it has a microphone, you'll be like, "Oh my god, maybe I record here." No, this is just basically... It's a very powerful thing where you can actually talk, and it would dictate and write. The voiceover stuff starts from here.

Over here, you would look into from the current slide from... You can do the screen recording. You can start with the screen recording. You can see it has started already, and it does the audio recording as well. So. My apologies/ this is where you record your audio, et cetera. Okay, thank you very much.

CCH Learning:

Thank you for that, Waqar. I hope that helps you, Michelle. I also just had a question from George. George was just asking, "Can you set it to run so that you don't have to keep clicking to move through the slides, so it runs automatically?"

Waqar Awan:

Yes, you can do that. You can absolutely do that. So when you go in the transitions part, in the transitions part, you can change the duration at the moment, and then you can untick this part, which is click on the mouse. What it does, it would give a specific time for the slide, and then it'll move to the next slide. So, you can work this out by going to transition and within the timing part. So, that is where the magic would happen.

CCH Learning:

Thank you very much for that, Waqar. I hope that helps you there, George. Well, I'm just going to take that back, because that does bring us to the end of our questions for today. So in terms of next steps, I would like to thank you all. I'd just like to remind you all to please take a moment to provide your feedback when exiting. We have asked you a couple of questions about today's webinar, so it's really important for us to hear your opinions. It's also a reminder that shortly after today's session, you will be emailed when enrolled into the e-learning

recording, which can be watched multiple times. You have access to the PowerPoint, transcript, and CPD certificate.

I would very much like to thank Waqar for the session today, and to you, the audience for joining us. We hope to see you back online for another CCH Learning webinar very soon. Please enjoy the rest of your day. Thank you very much.