LEARNING MADE EASY

2nd Edition

Microsoft® 365

PowerPoint®

for dummies®

A **Wiley** Brand

Expand your creativity and productivity with Copilot

Enliven your presentations with animations, charts, and graphs

Engage your audience with compelling slide designs

Doug Lowe

Microsoft® 365 PowerPoint®

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Microsoft® 365 PowerPoint® For Dummies®, 2nd Edition

Contents at a Glance

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Introduction

Welcome to *Microsoft 365 PowerPoint For Dummies,* 2nd Edition, the book written especially for people who are lucky enough to use the latest and greatest version of PowerPoint and want to find out just enough to finish that presentation that was due yesterday.

Did you give up on PowerPoint a long time ago because all your presentations looked like they'd been recycled from the '90s? Have you often wished that you could create presentations that drive home your point with simple and concise illustrations that don't look silly, cheesy, or just plain awful? Do you find PowerPoint too difficult to use? Do you long for the good old days of flip charts and dry-erase markers?

If you answered yes to any of these questions, you're holding the perfect book right here in your formerly Magic Marker–stained hands. Help is here, within these humble pages.

This book talks about PowerPoint in everyday — and often irreverent — terms. No lofty prose here. I have no Pulitzer expectations for this book. My goal is to make an otherwise dull and lifeless subject at least tolerable — and maybe even kind of fun.

About This Book

This isn't the kind of book that you pick up and read from start to finish as though it were a cheap novel. If I ever see you reading it at the beach, I'll kick sand in your face. This book is more like a reference — the kind of book you can pick up, turn to just about any page, and start reading. It has 25 chapters, each covering a specific aspect of using PowerPoint — such as printing, animating your slides, or using clip art.

You don't have to memorize anything in this book. It's a need-to-know book: You pick it up when you need to know something. Need to know how to create an organization chart? Pick up the book. Need to know how to override the slide master? Pick up the book. After you find what you're looking for, put it down and get on with your life.

Within this book, you may note that some web addresses break across two lines of text. If you're reading this book in print and you want to visit one of these web pages, simply key in the web address exactly as it's noted in the text, pretending as though the line break doesn't exist. If you're reading this as an e-book, you've got it easy — just click the web address to be taken directly to the web page.

Foolish Assumptions

I make only three assumptions about you:

- ❯❯ You use a computer.
- ❯❯ It's a Windows computer, not a Mac. PowerPoint requires at least Windows 10. (PowerPoint works on Macs as well, and it works almost the same. But this book is designed primarily for Windows users.)
- ❯❯ You use or are thinking about using PowerPoint.

Nothing else. I don't assume that you're a computer guru who knows how to change a controller card or configure memory for optimal use. These types of computer chores are best handled by people who like computers. My hope is that you're on speaking terms with such a person. Do your best to stay there.

Icons Used in This Book

As you're reading all this wonderful prose, you occasionally see icons in the margins. They draw your attention to important information, and here's what they mean:

Pay special attention to this icon — it tells you that some particularly useful tidbit is at hand (perhaps a shortcut or a way of using a command that you may not have considered).

Danger! Danger! Danger! Stand back, Will Robinson! You won't cause death or destruction to anyone with PowerPoint, but this icon warns you of anything that could cause you to lose work or otherwise want to tear your hair out.

Did I tell you about the memory course I took? Paragraphs marked with this icon simply point out details that are worth committing to memory.