

Guide de démarrage rapide

Vous utilisez PowerPoint 2016 pour la première fois ? Suivez ce guide pour découvrir les notions de base.

Barre d'outils Accès rapide

Gardez les commandes les plus utiles à portée de main.

Explorez le ruban

Découvrez les possibilités de PowerPoint en cliquant sur les onglets de ruban et en explorant les outils disponibles.

Découvrez les commandes contextuelles

Sélectionnez du texte, des images et d'autres objets dans une présentation pour afficher des onglets supplémentaires.

Trouvez ce dont vous avez besoin

Recherchez des commandes PowerPoint, obtenez de l'aide ou effectuez une recherche sur Internet.

Partagez votre travail avec d'autres personnes

Invitez d'autres personnes à afficher et à modifier des présentations dans le cloud.

Naviguez et organisez

Cliquez sur une miniature de diapositive pour y accéder ou faites glisser une diapositive pour la déplacer vers le haut ou le bas de la liste.

Ajoutez des notes et des commentaires

Suivez les commentaires en affinant votre feuille de notes et accédez facilement aux éléments importants pendant votre présentation.

Faites glisser des objets

Contrôlez facilement le placement des zones de texte, des images et d'autres objets que vous avez sélectionnés.

Affichez ou masquez le ruban

Cliquez sur l'icône en forme d'épingle pour afficher le ruban ou cliquez sur la flèche pour le masquer à nouveau.

Démarrez le diaporama

Cliquez sur l'icône pour commencer votre présentation à partir de la diapositive en cours, ou cliquez sur l'onglet Diaporama sur le ruban.

Modifiez l'affichage

Cliquez sur les boutons de la barre d'état pour basculer entre les options d'affichage, ou utilisez le curseur de zoom pour agrandir l'affichage de la diapositive à votre convenance.

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Liyong Dong



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Illustrated Course Guide: Microsoft Office 365 & PowerPoint 2016: Introductory, Spiral bound Version David W. Beskeen,2016-09-15 Loved for its visual and flexible approach to building computer skills the ILLUSTRATED COURSE GUIDE MICROSOFT OFFICE 365 POWERPOINT 2016 INTRODUCTORY is the ideal resource for learning Microsoft PowerPoint 2016 regardless of the reader s experience level Each two page spread focuses on a single skill making information easy to follow and absorb The ILLUSTRATED COURSE GUIDE divides Microsoft PowerPoint 2016 concepts and skills into three manageable levels Introductory Intermediate and Advanced making it perfect for mastering critical PowerPoint skills in any learning environment Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Microsoft PowerPoint 2016 Step by Step** Joan Lambert,2015-12-22 Now in full color The quick way to learn Microsoft PowerPoint 2016 This is learning made easy Get more done quickly with PowerPoint 2016 Jump in wherever you need answers brisk lessons and colorful screenshots show you exactly what to do step by step Get easy to follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content or look up specific procedures Create attractive electronic presentations and printed publications Incorporate professional design elements Use built in tools to capture and edit graphics Include audio video and animated elements Supercharge your efficiency by creating custom slide masters and layouts Present data in tables diagrams and charts **Microsoft PowerPoint 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)** TeachUcomp Inc,2017-01-16 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in PowerPoint 2016 When you need an answer fast you will find it right at your fingertips with this Microsoft PowerPoint 2016 Quick Reference Guide Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts *Microsoft Office PowerPoint 2007 Visual QuickStart Guide* Negrino,1900 This is the eBook version of the printed book Microsoft PowerPoint is nearly ubiquitous in today s world from business to schools to clubs to organizations PowerPoint presentations are everywhere you turn To get up and running quickly and to learn to create the best looking presentations the ones that stand out in terms of content and visual appeal readers need Microsoft Office PowerPoint 2007 for Windows Visual QuickStart Guide PowerPoint presenter extraordinaire Tom Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they Microsoft PowerPoint 2016 Made Easy Harold L. Fisher (Jr.),2016-03-23 What is this book about This book consists of an introduction of the features and functionality of MS PowerPoint 2016 The learner will create and edit presentations using various commands saving documents and properly exiting a software application program What kind of materials are included This book includes step by step instructions hands on activities and assessments Why should I learn Microsoft PowerPoint 2016

Microsoft PowerPoint is the most widely used application by students and employees alike because it is easy to use. Research shows that Microsoft Office is the only software package called out within the top 20 skills needed across all occupations. Microsoft Office is No 3 on the list of skills most required and Microsoft PowerPoint and Word are No 11 and No 13 most required skills. Therefore, in order for you to compete in today's workforce, it is important for you to obtain skills in Microsoft Office. Goals: Understand and recognize the basic structure of the Microsoft PowerPoint 2016 software application; Navigate and perform common tasks in PowerPoint such as opening, viewing, editing, saving, and configuring the application; Format text and pictures; Perform repetitive operations efficiently using tools such as design tools, transitions, and animations; Enhance slides by adding backgrounds and customizing slide shows; Create PowerPoint as video and embedding videos; Insert graphic objects into a presentation including charts, shapes, action buttons, and pictures; Format the overall appearance of slide layouts; Add sound, resizing slides, and create banners. Target Learners: This book is intended for individuals who want to learn basic PowerPoint 2016 skills such as creating, editing, and formatting presentations; inserting pictures and creating animated bullets; and employing a variety of best practices for presenting a PowerPoint presentation according to industry standards.

Fundamentals of PowerPoint 2016 Kevin Wilson, 2018-06-22. We've all been there before, staring at a computer screen with no idea what to do. Don't worry, *Fundamentals of PowerPoint 2016* is here to help. We'll guide you through the ins and outs of Microsoft PowerPoint; we'll take a look at the ribbon menus and where to find all your tools, and how to find your way around a PowerPoint presentation. We'll go through creating presentations, adding titles, text, graphics, photos, and other images. We'll do all multimedia such as videos, audio narrations, special effects, animations, motion paths, and slide transitions. Finally, a look at working with PowerPoint documents, opening, saving, and exporting presentations, as well as printing handouts, setting up projectors, wireless presenting, and more.

PowerPoint 2016 Michel Martin, Mediaforma, 2015-12-10. Pourquoi cet eBook? Écrit dans un langage clair et précis, cet eBook vous donne toutes les instructions nécessaires pour exploiter efficacement PowerPoint 2016 de sa prise en main à l'utilisation de ses fonctions avancées. Peu importe si vous êtes débutant ou si vous avez déjà utilisé une version précédente de PowerPoint, vous trouverez dans ce manuel un ensemble de pratiques qui deviendront vite une seconde nature pour vous. Voici quelques-uns des sujets traités: Ajouter des objets aux diapositives; Appliquer des effets spéciaux aux images et aux vidéos; Comprendre et utiliser le masque des diapositives; Mise en forme globale ou spécifique des diapositives; Convertir un trac main levée en une forme; Trouver facilement ce que vous recherchez dans le ruban; Effectuer des recherches dans Bing sans quitter PowerPoint; Coordonner une présentation; Personnaliser le ruban et la barre d'outils; Accès rapide; Ajouter de nouvelles fonctionnalités dans PowerPoint; Plans conceptuels. Enfin, un manuel directement opérationnel. Qui est l'auteur? Michel Martin est ingénieur en informatique, auteur de très nombreux ouvrages et MVP Microsoft Most Valuable Professional depuis 2004.

PowerPoint 2016 For Dummies Doug Lowe, 2015-10-19. Get up and running with PowerPoint 2016. Does using PowerPoint make you want to pull your hair

out PowerPoint 2016 For Dummies takes the pain out of working with PowerPoint offering plain English explanations of everything you need to know to get up and running with the latest version of the software With full color illustrations and step by step instructions it shows you how to create and edit slides import data from other applications collaborate with other users in the Cloud add charts clip art sound and video and so much more PowerPoint is the world s de facto presentation software used and supported in over 60 countries The time has never been better to take advantage of the latest software to make killer PowerPoint presentations From adding special effects to your presentations to working with master slides and templates this hands on friendly guide is the fast and easy way to make PowerPoint work for you Presented in full color to better illustrate the powerful presentation features of the software Helps you take advantage of all of PowerPoint s new features Available in conjunction with the release of the next version of Microsoft Office Written by bestselling author Doug Lowe If you re a new or inexperienced PowerPoint user who spends more time trying to figure out how the software works than you do actually working on your presentations PowerPoint 2016 For Dummies is just what you need to gain back hours of your work day and make professional impactful presentations *Microsoft Powerpoint 2016 Reference Guide* Padraic P. Keohane,2016-09-21 Learn the fundamentals of Microsoft PowerPoint You will see how to create a presentation add animations and transitional effects as well as run the show Read how to handle multimedia such as videos add hyperlinks and advanced animations combine presentations and use templates Written for Windows [Microsoft PowerPoint for Beginners 2021](#) Matt Vic,2021-08-13 An Easy Pathfinder to PowerPoint 2021 No other software or tool is designed to help you for creating and designing a presentation that will be a center of attraction to the viewer and outstanding PowerPoint to the audiences except PowerPoint it won t just help you to create a presentation but also allow you to display such a presentation An Easy Pathfinder to PowerPoint 2021 is amazingly structured to give you the ever needed skills and experiences for creating and designing the best among of the best presentation It will open your insight to the hidden secret for fabricating an outstanding presentation that is capable of capturing the interest and attention of all levels of viewers An easy Pathfinder to PowerPoint 2021 is designed to help you with PowerPoint presentations in the following areas Description and packages of Microsoft office 2021 version Benefits of choosing Office 2021 over other versions Launching into PowerPoint 2021 application and studying of its User Interface Starting a new presentation and adding a new slide to the presentation Handling PowerPoint slides such as selecting moving copying and deleting Create and edit a photo album presentation Decorating slide background with an in built theme or self customizing slide background Solid fill gradient fill and so on Switching to and editing slide master view Entering and improving the look of the text in text placeholder and text boxes Arranging your information with a bulleted and numbering list Procedures for constructing an inspiring presentation like audio and video clips voice narration recording animation transition and so on Rehearsing and timing to fore preview the presentation to have a hint about the likeness of the actual presentation Starting the presentation couple with diverse ways

of moving from slide to slide Properly ending a presentation delivering Tricks and tips for delivering an exciting presentation Amazing presentation shortcuts All other forms of the presentation without face to face interaction between the presenter and the viewer for instance note and handout presentation online presentation video presentation Kiosk self running presentation and others Do well to make the most and best out of this accurate user guide for an effective exploration of PowerPoint 2021 Happy exploration **Microsoft PowerPoint 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts** - Beezix Software Services,2015-11-27 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2016 Windows Version Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Adding a New Slide Changing a Slide's Layout Switching Between Standard and Widescreen Format Custom Slide Size and Orientation Entering Text Starting a Line without a Bullet Moving Between Text Areas with the Keyboard Adding Other Text on the Slide Changing Level of Indention Text Formatting Using Presentation Views Normal View Outline View Slide Sorter View Applying Design Themes Changing Background of a Slide Adding a Header or Footer Creating Speaker Notes Using the Slide Master Suppressing Slide Master Objects Adding Clip Art and Online Images Creating a Chart Creating an Org Chart Adding and Deleting Org Chart Boxes Drawing Shapes Resizing a Shape or Picture Rotating Objects Moving a Shape Adding Text to Shapes Selecting Shapes Changing Color Fill Pattern or Line Style of a Shape or Line Using Eyedropper to Match Colors Duplicating Shapes Animating an Object Running a Slide Show Assigning Transition Effects and Timings for a Slide Show Changing Slide Show Settings Printing Also includes a list of Touch Actions Text Selection and Movement and Slide Show Shortcuts

PowerPoint Video Magic Partha Bhattacharya,2014-01 The main objective of this book is to show to the readers that almost EVERYONE can create professional videos using PowerPoint presentations The book will benefit everyone that wants to make professional videos for their needs including educators marketers and small businesses It is the goal to set you up for success and with this book you get all the ingredients you could possibly need to put together professional video Cover

PowerPoint for Beginners M.L. Humphrey, Microsoft PowerPoint is the go to software for creating presentations And it's easier than ever to use Simply choose a theme and go This guide will walk you through the basics of using PowerPoint including how to choose or change a theme add and format text format paragraphs add tables add pictures add notes to your slides and present those slides It will also cover how to print your presentation or handouts for your audience and discuss some general design best practices By the time you're done you will be able to create a clean professional presentation that will wow any audience So what are you waiting for Get started today keywords ms powerpoint microsoft ppt presentations powerpoint templates printing formatting **Microsoft PowerPoint 2016 Basics** Saritha Bathini,2016-04-05 Learn

PowerPoint 2016 by following step by step instructions PowerPoint 2016 Basics contains 238 pages of stepwise instructions covering various tools and options to create professional presentation This book provides you with brief explanations and step by step instructions to advantage of the latest version of this software It is written for new or inexperienced PowerPoint users to help them create professional and effective presentations This book is well organized so that the user will start by learning about the user interface creating and editing slides inserting pictures charts clip art audio and video and so on In addition to that you will learn to add special effects to your presentations and create master slides and templates After completing this book you will be adept in the following areas Creating and editing slides Creating Master Slides and templates Adding Pictures Adding illustrations Adding Audio and Video to slides Adding animations Reviewing Content Delivering Presentations Sharing Presentations [How to Create Powerful PowerPoint 2010 Presentations Quickly and Easily](#) Joan Mullally, Evelyn Trimborn, 2016-12-04 If you re thinking about buying or already own PowerPoint 2010 but are not sure if you can master the skills to create powerful presentations this illustrated step by step quick start guide is designed to help you create and deliver impressive high quality presentations to your target audience Go step by step through the process of creating a full featured PowerPoint presentation quickly and easily Learn how to Create a new deck Format slides Add text Add images Use animation to get your points across Engage the attention of your audience through the strategic choices that you make on each slide and much more Discover how to use your presentations to expand your brand increase your number of prospective customers and clients structure your presentations to command attention no matter what the length is of your speaking engagement or meeting use your decks to market your business on some of the most popular sites on the Internet make videos to market your business even if you re camera shy and much more Follow the steps in this guide to create your first PowerPoint 2010 deck so you can use it a variety of ways to both market your business and bring in extra income Get top tips on how to create powerful professional looking PowerPoint presentations that will impress and pave your path to success If you re eager to add more visual content such as presentations and video to your website blog and other marketing activities grab this guide today and start using PowerPoint as both a promotional tool and a whole new path to profitability *PowerPoint 365 for Beginners* M L Humphrey, 2023-12-17 Work in the corporate or academic worlds long enough and at some point you ll likely be asked to give a presentation And most of the time the program you ll be expected to use is Microsoft PowerPoint This book is an introductory guide to how to use PowerPoint 365 as it existed in October 2023 Since it s a constantly evolving product it might have shifted a bit since then but the basics generally stay the same so when you finish reading this book you should have the ability to create present and print a basic PowerPoint presentation If you want to get fancier then you can continue with or skip right to Intermediate PowerPoint 365 which covers more advanced topics like tables SmartArt and charts So if you re ready to learn the basics of PowerPoint what are you waiting for Let s get started **PowerPoint 2016 avec pack vidéo** Michel Martin, Mediaforma, 2015-12-10 Le plus de cet eBook Avec cet eBook

profitez d'un bonus exceptionnel tous les sujets sont accessibles sous la forme de vidéos en complément de l'eBook Les vidéos peuvent être affichées sur un ordinateur quelconque fonctionnant sous Windows OSX ou Linux Pourquoi cet eBook Écrit dans un langage clair et précis cet eBook vous donne toutes les instructions nécessaires pour exploiter efficacement PowerPoint 2016 de sa prise en main à l'utilisation de ses fonctions avancées Peu importe si vous êtes débutant ou si vous avez déjà utilisé une version précédente de PowerPoint vous trouverez dans ce manuel un ensemble de pratiques qui deviendront vite une seconde nature pour vous Voici quelques uns des sujets traités Ajouter des objets aux diapositives Appliquer des effets spéciaux aux images et aux vidéos Comprendre et utiliser le masque des diapositives Mise en forme globale ou spécifique des diapositives Convertir un trac main levée en une forme Trouver facilement ce que vous recherchez dans le ruban Effectuer des recherches dans Bing sans quitter PowerPoint Créer une présentation Personnaliser le ruban et la barre d'outils Accès rapide Ajouter de nouvelles fonctionnalités dans PowerPoint Plans conceptuels Enfin un manuel directement opérationnel Qui est l'auteur Michel Martin est ingénieur en informatique auteur de très nombreux ouvrages et MVP Microsoft Most Valuable Professional depuis 2004 *PowerPoint For Dummies, Office 2021 Edition* Doug Lowe, 2021-12-09 Make PowerPoint the most powerful weapon in your Office arsenal and captivate your audience Presentations are your opportunity to stand out from the crowd impress your colleagues and be the smartest person in the room And upping your PowerPoint game is the key to making your next talk one to remember But where do you start Luckily the trusted For Dummies series is here to help you put theumph back in your PowerPoint decks one compelling slide at a time Don't worry if you're completely new to PowerPoint or even Microsoft Office in general PowerPoint For Dummies Office 2021 Edition quickly gets you up to speed on the basics of this world famous presentation software starting with understanding and using the interface You'll learn to create a new presentation from scratch leverage free templates to accelerate the making of your next slide deck and even import data from other applications Already know the fundamentals Then skip straight to the sizzle with step by step instructions on integrating charts and graphics into your next presentation Knock your audience's socks off with attention grabbing videos special effects that make it impossible to look away and seamless slide transitions Organized for easy and fast reference this practical guide walks you through the strategies and techniques you'll need to Keep your presentation audiences engaged from the first slide to the very last Collaborate with team members and colleagues and share your presentation with others Take advantage of all the latest features in the newest version of PowerPoint that will help you drive your deck past the finish line Your next presentation is your chance to deliver your best ideas with power dynamism and enthusiasm Get the tools you need to engage your audience in PowerPoint For Dummies Office 2021 Edition You'll soon discover that creating a slide deck whether it's your first or your fiftieth can be fun easy and exciting *Microsoft PowerPoint 2010 Plain & Simple* Nancy Muir, 2010 This no nonsense book shows you the quickest ways to solve problems and learn the tools using easy to follow steps and concise straightforward language You'll discover new and exciting ways to create and share dynamic presentations

with any audience You ll learn to create dynamic presentations for your audience include charts tables clip art and other graphics add video clips and CD music animate slide and add transition effects edit and polish your presentations with ease create speaker notes and record narration *Microsoft PowerPoint Guide for Success* Kevin Pitch,2022-10-06 Do you want to improve your skills in using Excel Are you looking to impress your clients with better presentations and done faster Scroll up and click the Buy Now button to give your career a boost

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