

## 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.



**Faites glisser des objets**  
Contrôlez librement le placement des zones de texte, des images et d'autres objets que vous avez sélectionnés.

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CONTOSO CORPORATION

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**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.

**Navigation et organisation**  
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 travail et ajoutez facilement aux éléments importants pendant votre présentation.

# Guide D Marriage Rapide Powerpoint 2016 Ebook

**SB Merriam**



## **Guide D Marriage Rapide Powerpoint 2016 Ebook:**

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images We'll 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

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 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

*PowerPoint 2016* Michel Martin, Mediaforma, 2015-12-10 Pourquoi cet eBook Ecrit 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 débutez 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 Copier une présentation Personnaliser le ruban et la barre d'outils Accéder rapidement 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

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*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

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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 vid os en compl ment de l eBook Les vid os peuvent tre affich es sur un ordinateur quelconque fonctionnant sous Windows OSX ou Linux Pourquoi cet eBook Ecrit dans un langage clair et pr cis cet eBook vous donne toutes les instructions n cessaires pour exploiter efficacement PowerPoint 2016 de sa prise en main l utilisation de ses fonctions avanc es Peu importe si vous tes d butant ou si vous avez d j utilis une version pr c dente de PowerPoint vous trouverez dans ce manuel un ensemble de pratiques qui deviendront vite une seconde nature pour vous Voici quelques uns des sujets trait s Ajouter des objets aux diapositives Appliquer des effets sp ciaux aux images et aux vid os Comprendre et utiliser le masque des diapositives Mise en forme globale ou sp cialis e des diapositives Convertir un trac main lev e en une forme Trouver facilement ce que vous recherchez dans le ruban Effectuer des recherches dans Bing sans quitter PowerPoint Co dter une pr sentation Personnaliser le ruban et la barre d outils Acc s rapide Ajouter de nouvelles fonctionnalit s dans PowerPoint Plans conceptuels Enfin un manuel directement op rationnel Qui est l auteur Michel Martin est ing nieur en informatique auteur de tr s nombreux ouvrages et MVP Microsoft Most Valuable Professional depuis 2004 **PowerPoint**



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