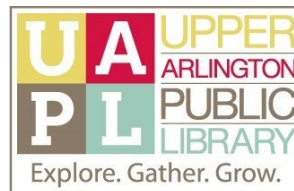


PowerPoint 2016: Tips and Tricks



Microsoft Support: Office Help & Training: <https://support.microsoft.com/en-us/office>

PowerPoint Support: <https://support.microsoft.com/en-us/powerpoint>

Resources for techniques shown in this video:

- Add, Rearrange, Duplicate, and Delete Slides: <https://support.microsoft.com/en-us/office/add-rearrange-duplicate-and-delete-slides-in-powerpoint-e35a232d-3fd0-4ee1-abee-d7d4d6da92fc>
- Create and Share a Photo Album: <https://support.microsoft.com/en-us/office/create-and-share-a-photo-album-6febdf8b-5179-4e63-90a6-0fb68df97ec6>
- Remove Picture Background: https://support.microsoft.com/en-us/office/remove-the-background-of-a-picture-c0819a62-6844-4190-8d67-6fb1713a12bf#OfficeVersion=Office_2016-2010
- Add, Change, or Remove Transitions between Slides: <https://support.microsoft.com/en-us/office/add-change-or-remove-transitions-between-slides-3f8244bf-f893-4efd-a7eb-3a4845c9c971>
- Add or Delete Audio: <https://support.microsoft.com/en-us/office/add-or-delete-audio-in-your-powerpoint-presentation-c3b2a9fd-2547-41d9-9182-3dfaa58f1316>
- Insert Video: <https://support.microsoft.com/en-us/office/insert-and-play-a-video-file-from-your-computer-f3fcbd3e-5f86-4320-8aea-31bff480ed02>
- Customize the Quick Access Toolbar: <https://support.microsoft.com/en-us/office/customize-the-quick-access-toolbar-43fff1c9-ebc4-4963-bdbd-c2b6b0739e52>
- Add Speaker Notes to Your Slides: <https://support.microsoft.com/en-us/office/add-speaker-notes-to-your-slides-26985155-35f5-45ba-812b-e1bd3c48928e>

Online Tutorials available through the Upper Arlington Public Library Reference Department

<https://www.ualibrary.org/referencesrvc/guides/online-learning>

Please note: an Upper Arlington Public Library card is required to use these resources.

- Lynda.com
- Testing and Education Reference Center

Online Resources and Tutorials

- GCFLearn Free: PowerPoint 2016: <https://edu.gcfglobal.org/en/powerpoint2016/>
- Lifewire: PowerPoint How-tos, Help, & Tips: <https://www.lifewire.com/powerpoint-4781564>

Contact us with your questions!

Visit us online for additional resources: media.ualibrary.org

Email us: mediaservices@ualibrary.org