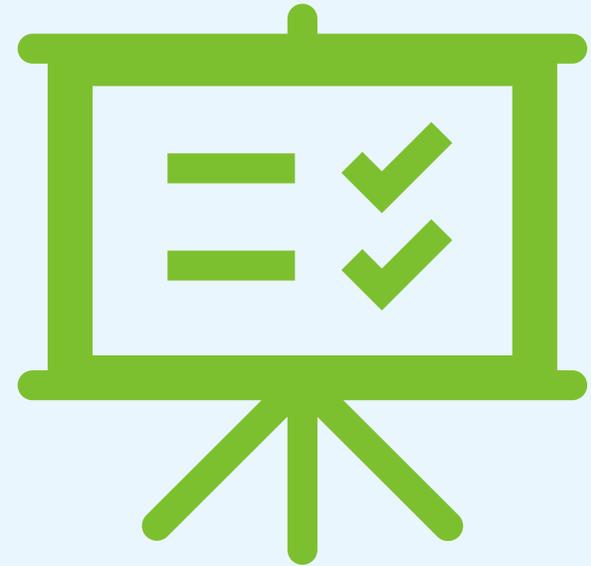


PowerPoint Next Steps

Part of our Digital
Foundations
training series



superhighways
harnessing **technology** for **community** benefit



What
one thing would
you like to learn
today?



Digital Foundations programme

There are many ways we can help small community organisations make sound choices about the digital tools and technology they use.



Communications made easy

Raise your profile using digital tools to engage supporters and fund your future

[Read more »](#)



Digital basics

Work and collaborate online using free and affordable digital tools and technology

[Read more »](#)



Websites for communities

Put your website at the heart of your charity or community organisation's story

[Read more »](#)

[Find out more about the Digital Foundations programme](#)



What we will cover today

1. Design
 1. Design refresher
 2. Slide Master
2. Animations
 1. Bullet points
 2. Objects
3. Video and audio
 1. Inserting video from YouTube
 2. Inserting an offline video
 3. Insert audio
4. Charts and tables
 1. Chart choices
 2. Inserting and editing a chart





Share your screen
if you're worried or
can't find what
you're looking for!



Please note

Please note that we may be working with different versions of PowerPoint.



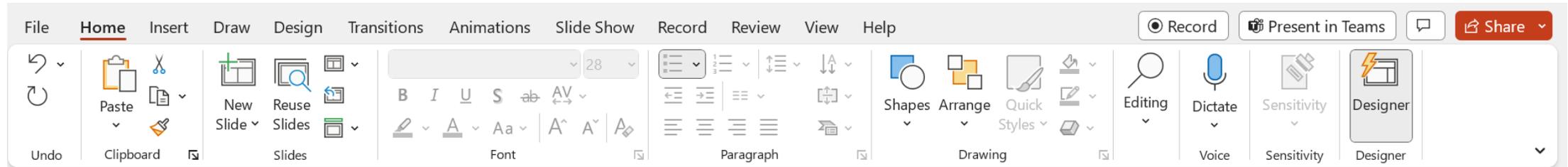
Check your version

The screenshot displays the Microsoft 365 Admin Center interface for a user named Sorrel Parsons. The interface is divided into several sections:

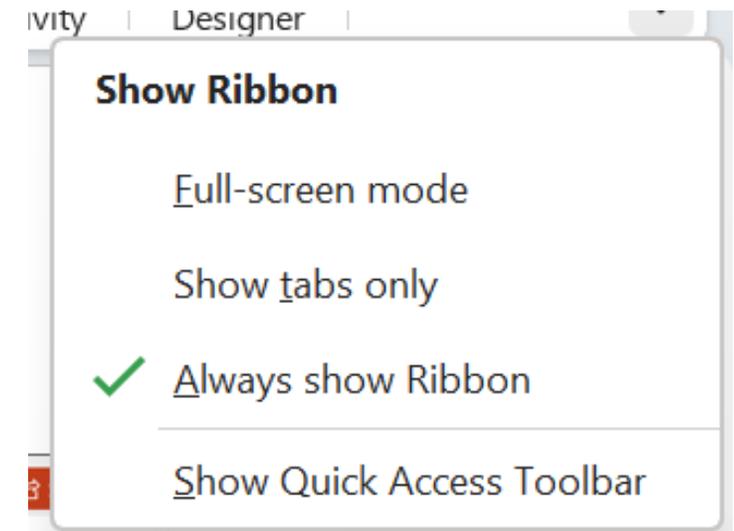
- Left Navigation Panel:** Includes Home, New, Open, Info, Save a Copy, Print, Share, Export, Close, Account (highlighted with a pink box), Feedback, and Options.
- Good morning:** A personalized greeting.
- New:** A section for creating new documents, featuring a "Blank Presentation" button and a "Minir" button.
- Recommended for You:** A section with a card for "Beginners' PowerPoint for Presentations" by superhighways, with a note "PowerPoint for Beginners" and "You edited this Mon at 16:34".
- Account:** Displays user information for Sorrel Parsons (sorrelparsons@superhighways.org.uk) with links for "Change photo", "About me", "Sign out", and "Switch account". It also includes "Account Privacy" (Manage Settings), "Office Background" (No Background), and "Office Theme" (White).
- Connected Services:** Lists "OneDrive - Kingston Voluntary Action" and "Sites - Kingston Voluntary Action" for the user's account.
- Product Information:** Shows the Microsoft logo and subscription details for "Microsoft 365 Apps for business" for the user. It lists the products included (Word, Excel, PowerPoint, Outlook, OneDrive, Teams, Access, SharePoint) and provides buttons for "Manage Account" and "Change License".
- Update Options:** A dropdown menu is open, showing options: "Update Now" (Check for and apply updates), "Disable Updates" (Don't update for security, performance and reliability), "View Updates" (See the update history for this product), and "About Updates" (Learn more).
- Microsoft 365 and Office Updates:** A section stating "Updates are automatically downloaded and installed".



Your Ribbon



If your ribbon (toolbar) is not showing, look for a tiny arrow down at the end of your existing bar and click on Always show Ribbon



Demo and Do

You'll watch me
first and follow the
exercise sheet



Sharing and collaboration options

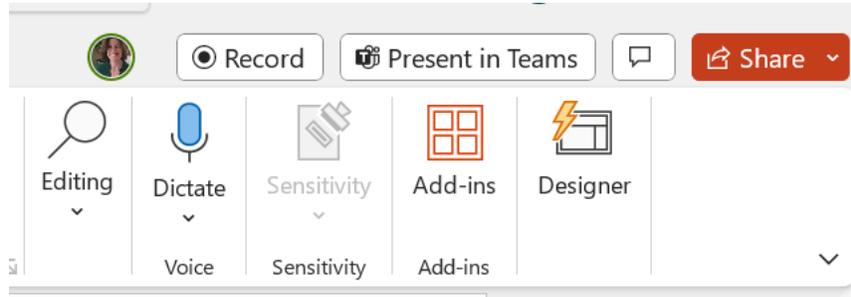
Location is key.

When you save your presentation to OneDrive or SharePoint in Microsoft 365, you can work on it concurrently with your colleagues. You can work on it in Teams too.

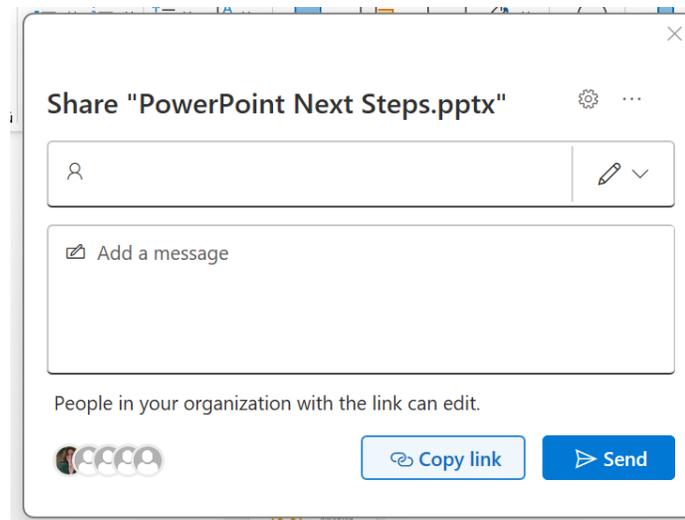
[Work together on PowerPoint presentations](#): Microsoft how to guide



Working with someone



From the Share button you can copy a link to your presentation's location or share with someone specific. You can also share a specific slide!



Working with someone

1
★

PowerPoint
Next Steps

Part of our Digital
Foundations
training series



2



What one thing
would you like to
learn today?



AL

When they open the presentation, you will see which slides they are working by their icon and individual items will be highlighted with an outline



What two
things would you
like to learn today?

AL



They can also see changes

The screenshot displays the Microsoft PowerPoint application window. The title bar shows 'PowerPoint Next Steps' and a search bar with 'Search (Alt + Q)'. The user's name 'Alice Linell' is visible in the top right corner. The ribbon is set to the 'Review' tab, which includes options like 'Check Slide', 'Check Accessibility', 'Mark All as Read', 'Show Changes', 'New Comment', 'Previous', 'Next', and 'Show Comments'. The 'Show Changes' button is highlighted with a red dashed rectangular box. The main slide area shows a presentation slide with a large orange smiley face and a text box containing the text: 'What two things would you like to learn today? And forever'. The left sidebar shows a slide thumbnail for slide 2, which is currently selected and highlighted with a red border. The slide thumbnail also features the smiley face and the text box. The bottom right corner of the slide area contains a small circular logo with five colored segments (orange, blue, green, pink, purple) and icons representing different learning or technology concepts.



Adding comments

The screenshot displays the Microsoft PowerPoint interface with the 'Review' tab selected. The ribbon includes options like 'Check Slide', 'Check Accessibility', 'Mark All as Read', 'Show Changes', 'New Comment', 'Previous', 'Next', 'Show Comments', and 'Share'. The main slide area shows a slide with a large orange smiley face and a text box containing the question: 'What two things would you like to learn today? And forever'. On the left, a slide thumbnail pane shows three slides: 'PowerPoint Next Steps', the current slide, and 'Digital Foundations programme'. On the right, the 'Comments' pane is open, showing a 'New' button and a comment box for 'Alice Linell' with a text input field containing '@mention or comment' and a 'Post' button. A note at the bottom of the comment box says 'Please post your comment (Ctrl + Enter)'.



Liking and replying

What
two thing would
you like to learn
today? And forever



Comments

New

Assigned to Sorrel Parsons

 **Alice Linell** ...  1

Hi @Sorrel Parsons the word "thing" needs an S on the end

@mention or reply



Version history

Version History ∨ ×

Today, 26 October 2023

 Modified by: Sorrel Parsons	11:33
 Modified by: Sorrel Parsons Open version	11:31
 Modified by: Sorrel Parsons Open version	10:07
 Modified by: Alice Linell and Sorrel Parsons Open version	09:58

Yesterday, 25 October 2023

 Modified by: Sorrel Parsons Open version	16:43
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Type in Version History into the Search bar to see the revisions available. This is where you can open and then save or restore a previous version if someone has made a mistake.



Book on training

Microsoft learning

1. [PowerPoint training videos](#)
2. [Create a presentation in PowerPoint for the web](#)

Superhighways training

- ✓ [Full training programme](#)
- ✓ PowerPoint: Advancing will be available in 2024.



Get the help you need



Book some time with us or [sign up for our regular e-news](#) to find out about new opportunities and training.



What does Superhighways do?

Superhighways helps small charities and community groups gain essential digital and data skills backed by the right tech to achieve their goals.



Thanks for listening



superhighways
harnessing **technology** for **community** benefit

Sorrel Parsons

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