



**Financial  
Ombudsman  
Service**

# How to...

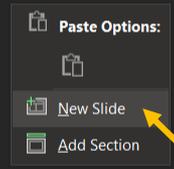
Get started in PowerPoint

# Make a new slide



First, select Slide Sorter View

Right-click in the workspace and select New Slide or press Control+m on the keyboard



Top Tip: learn the keyboard shortcuts for the most repeated tasks

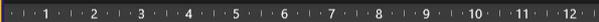
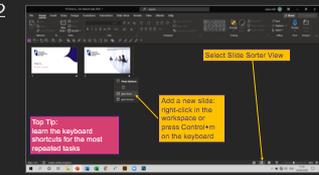
# Choose a Layout

To choose a different Layout from the Master Template, right-click off the slide and select Layout

- Paste Options:
- Layout >
- Reset Slide
- Grid and Guides... >
- Ruler
- Format Background... >
- New Comment

Click to add title

Click to add date



Choose a Layout in the Slide Master

For example: Text Slide

- Paste Options:
- Layout
- Reset Slide
- Grid and Guides...
- Ruler
- Format Background...
- New Comment

Office Theme

Title Slide	Title Slide with Image 1	1_Title Slide with Image 1	Title Slide with Image 2	Chapter divide	Chapter divide with text	Text slide	Agenda
Data/graph slide	Timeline A	Timeline B	Calendar	Image slide	Key bullets slide	icon slide	Meet our team A
Meet our team C	Meet our team B	Full image slide	Intro statement 1	Intro statement 2	Testimonial	Testimonial 2	World map
Europe map	Europe map 4	Circle diagram x3	Circle diagram x4	Circle diagram x5	Circle diagram x6	Org chart	Infographic 1
Infographic 2	Infographics 3	Infographics 4	Infographic (content-heavy)	Infographic 2 blocks and text	1_Infographic 2 blocks and text	2_Infographic 2 blocks and text	3_Infographic 2 blocks and text

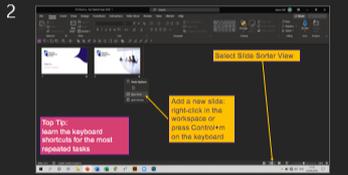
Paste Copy Format Painter

Layout New Slide

Text Direction Align Text Convert to SmartArt

Arrange Quick Styles Shape Fill Shape Outline Shape Effects

Find Replace Select Dictate Design Ideas



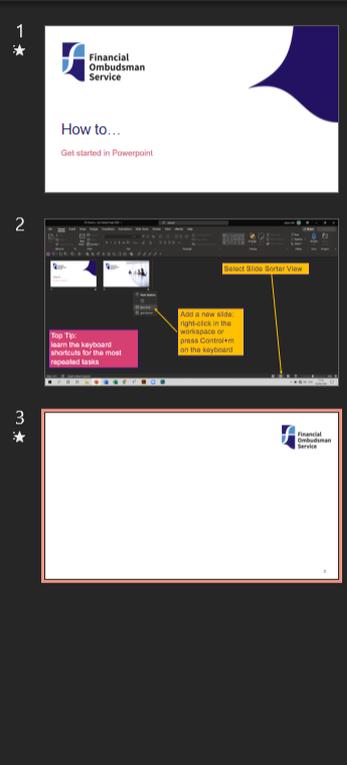
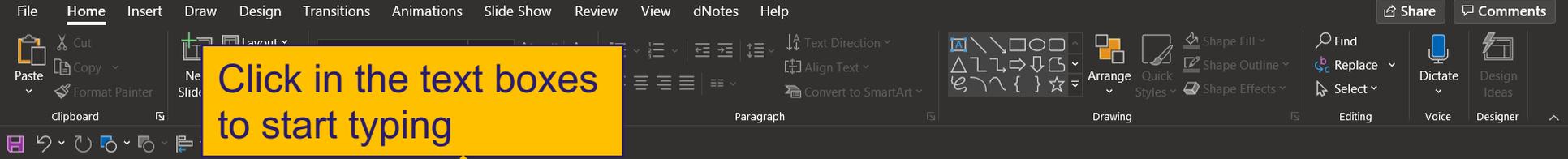
Click in the text boxes  
to start typing

Slide title

- Add text here



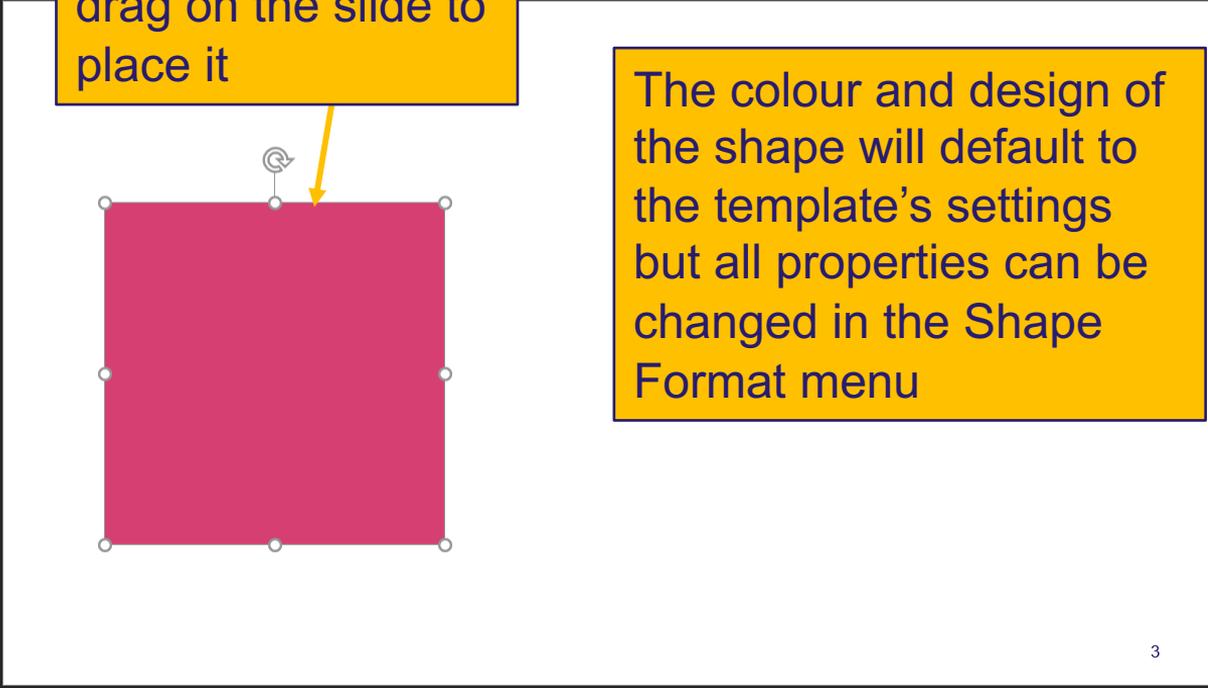
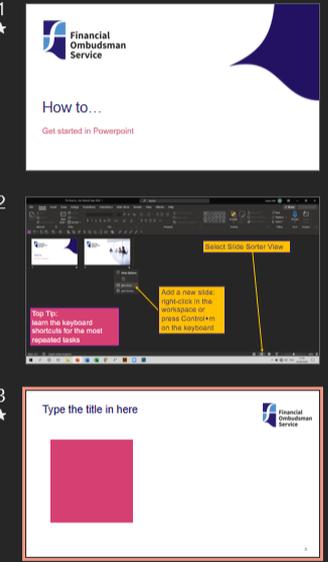
3



# Insert a shape

On the Home menu, select a shape then click or drag on the slide to place it

The colour and design of the shape will default to the template's settings but all properties can be changed in the Shape Format menu



File Home Insert Draw Design Transitions Animations Slide Show Review View dNotes Help **Shape Format** Share Comments

Edit Shape Text Box Merge Shapes

Shape Styles

Shape Fill Theme Colors Standard Colors Recent Colors

Text Fill Text Outline Text Effects

Bring Forward Send Backward Selection Pane

Align Group Rotate

Alt Text Accessibility Arrange Size

Light Green, Accent 3

1

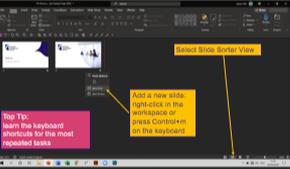


Financial Ombudsman Service

How to...

Get started in Powerpoint

2



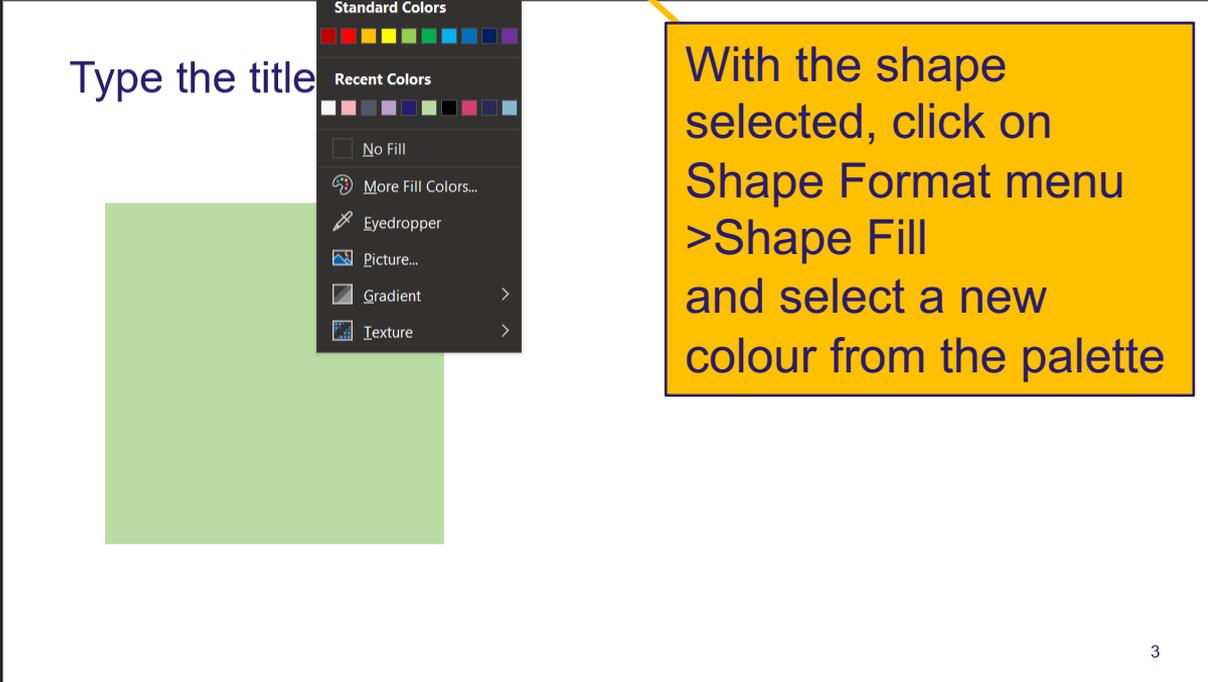
Slide Sorter View

Tip: Press the right arrow key in the top-left corner or press Ctrl+Home on the keyboard.

3



Type the title in here



Type the title

3

With the shape selected, click on Shape Format menu >Shape Fill and select a new colour from the palette

Edit Shape

Text Box

Merge Shapes

Shape Styles

Shape Fill

Theme Colors

Standard Colors

Recent Colors

No Fill

More Fill Colors...

Eyedropper

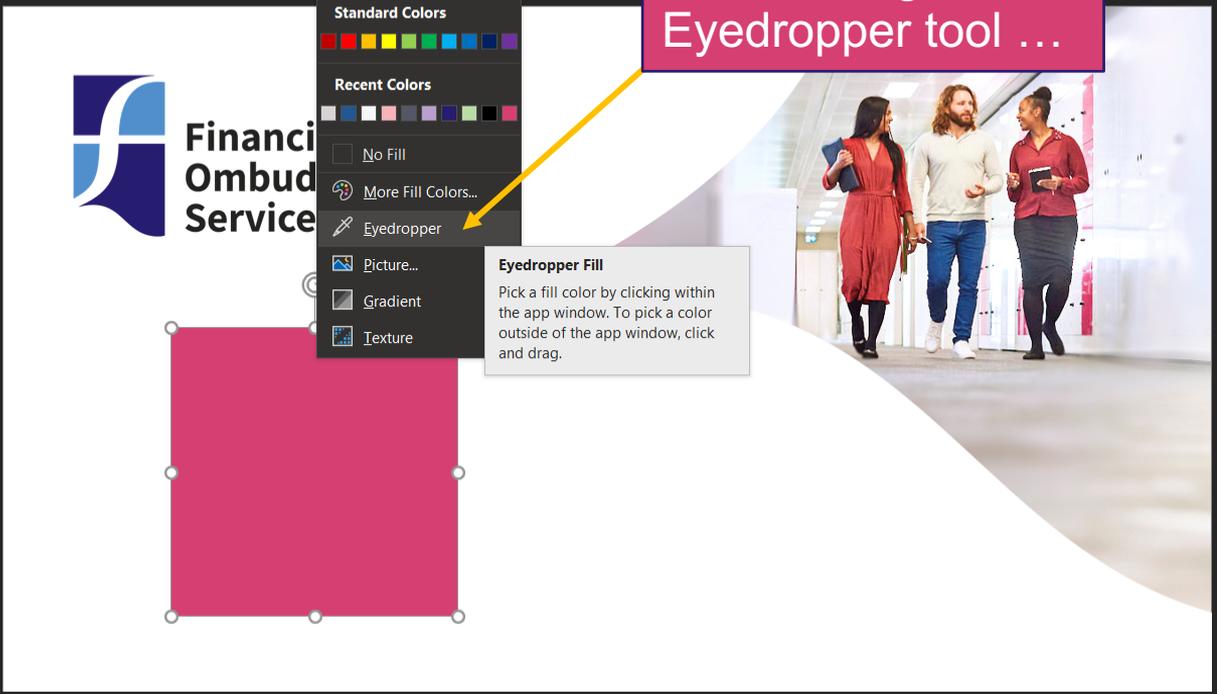
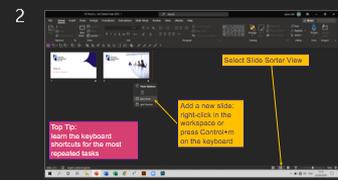
Picture...

Gradient

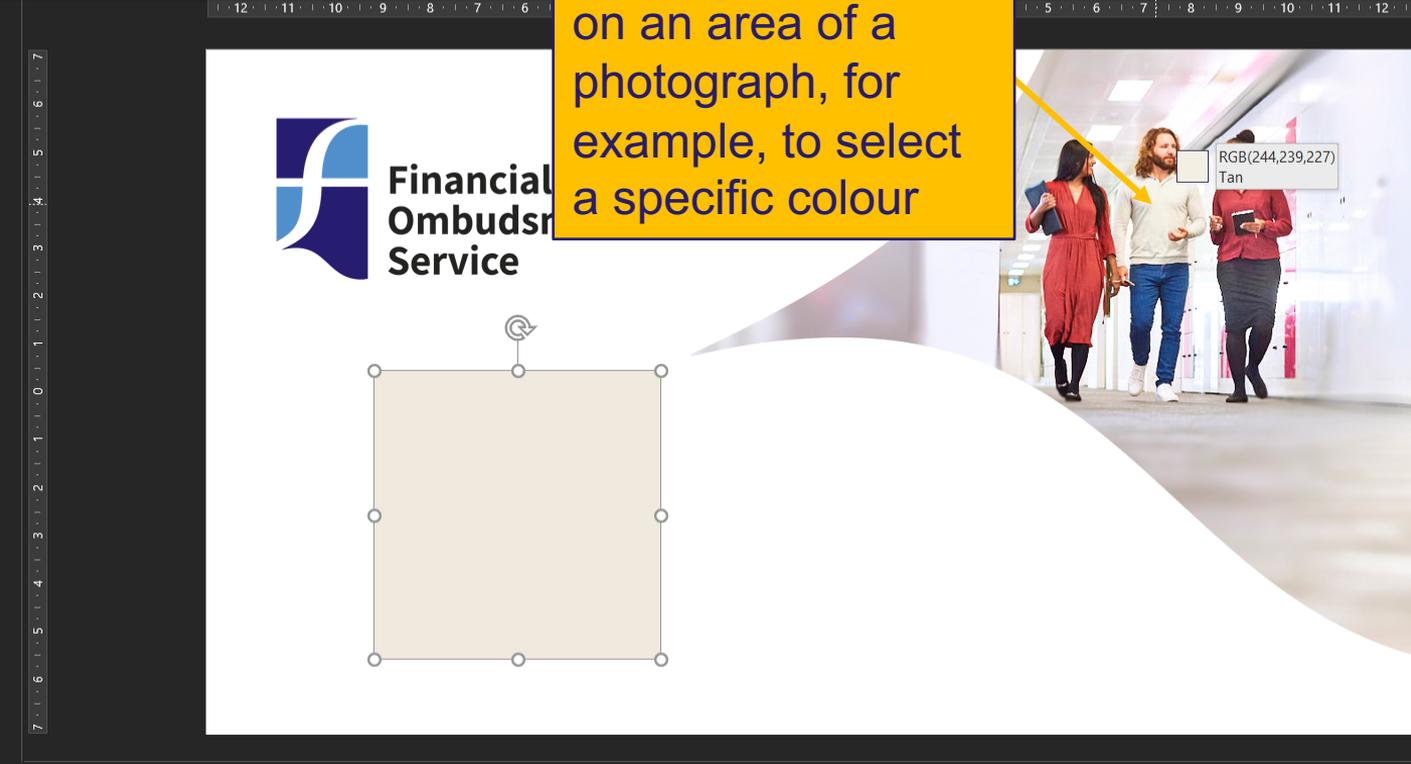
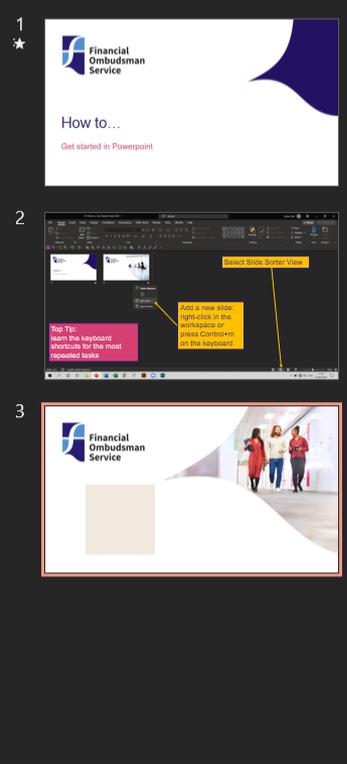
Texture

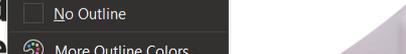
Top Tip:  
Choose a new fill  
colour using the  
Eyedropper tool ...

**Eyedropper Fill**  
Pick a fill color by clicking within the app window. To pick a color outside of the app window, click and drag.

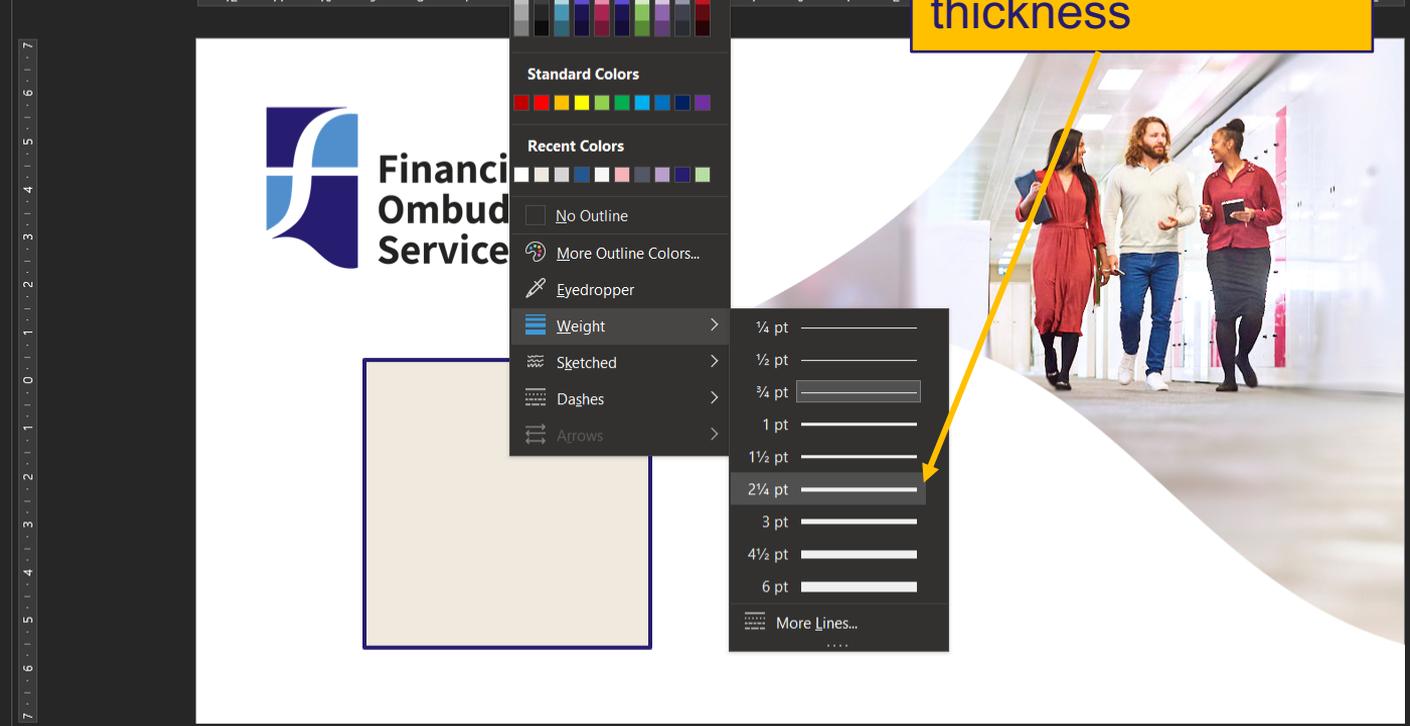
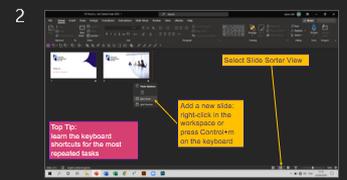


... with the shape selected, using the Eyedropper, click on an area of a photograph, for example, to select a specific colour





Now choose a Shape Outline colour and line thickness



File Home Insert Draw Design Transitions Animations Slide Show Review View dNotes Help Shape Format

Paste Copy Format Painter Clipboard New Slide Section Slides Font Paragraph

Arial 20 A A Text Direction Align Text Convert to SmartArt

Share Comments

Find Replace Select Editing Voice Designer

Shape Fill Shape Outline

Theme Colors Standard Colors Recent Colors More Colors... Eyedropper

Drag to select text then click on the font palette button to change its colour

1 Financial Ombudsman Service How to... Get started in Powerpoint

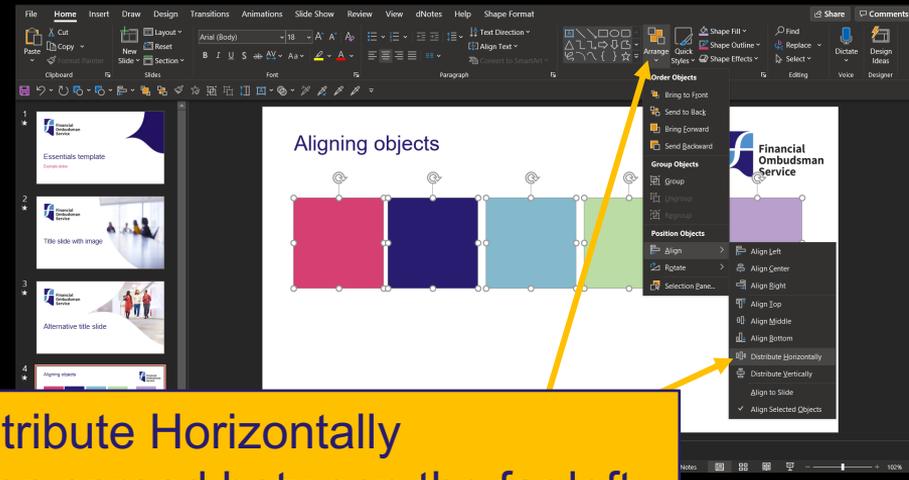
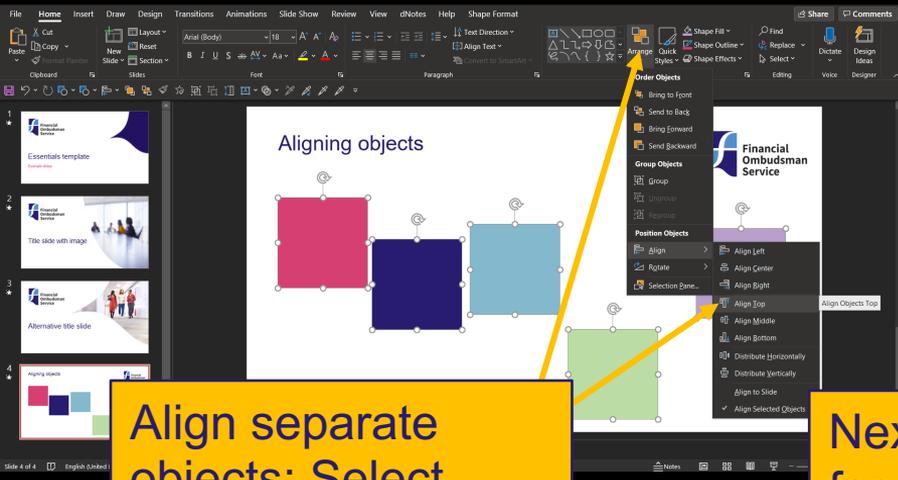
2 [Screenshot of software interface with annotations]

3 Title here Financial Ombudsman Service We're committed to sharing our knowledge to encourage fairness in financial services

Financial Ombudsman Service

• We're committed to sharing our knowledge to encourage fairness in financial services

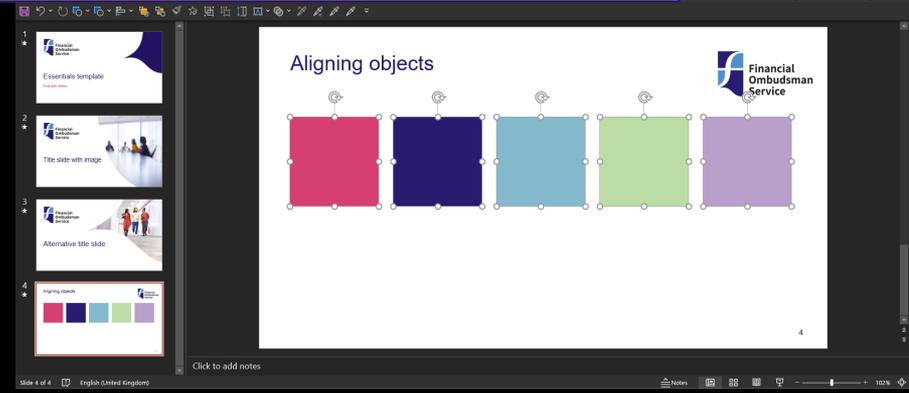
3



Align separate objects: Select them, then Home>Arrange>Align>Align Top

Next: Distribute Horizontally for an even spread between the far left and far right objects. The same principle applies to Distribute Vertically

# Aligning objects

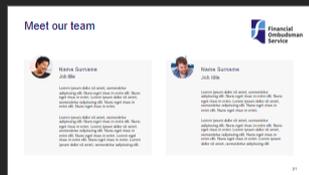
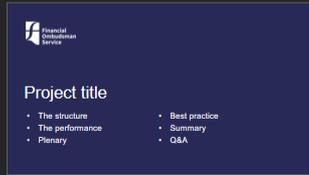
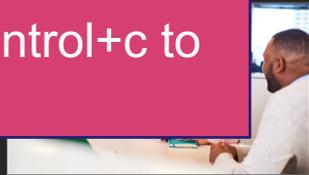
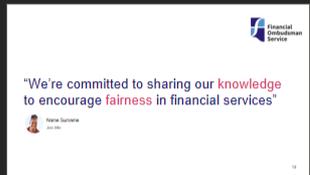


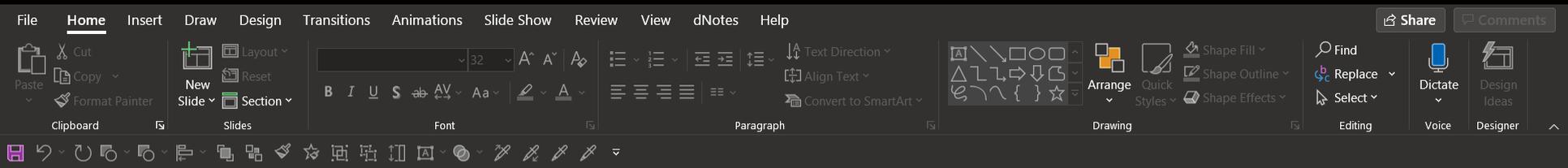
# Reuse an example slide

To reuse an example slide, right-click on it and select Copy

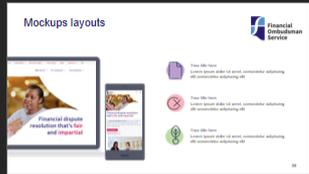
- Cut
- Copy
- Paste Options:
- New Slide
- Duplicate Slide
- Delete Slide
- Add Section
- Format Background...
- Hide Slide

Top Tip: Select slide and press Control+c to copy it

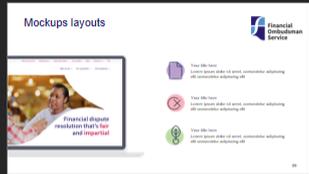




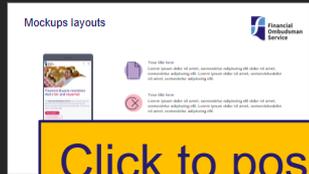
57



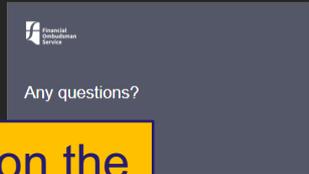
58



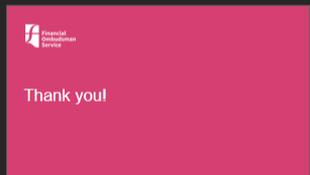
59



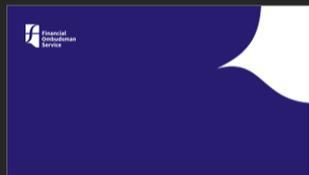
60



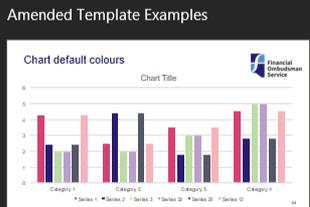
Click to position the slide, right click and select Paste



62



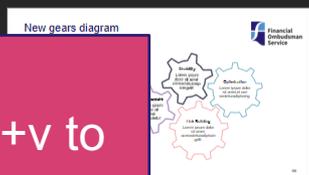
63



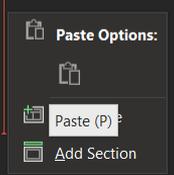
64



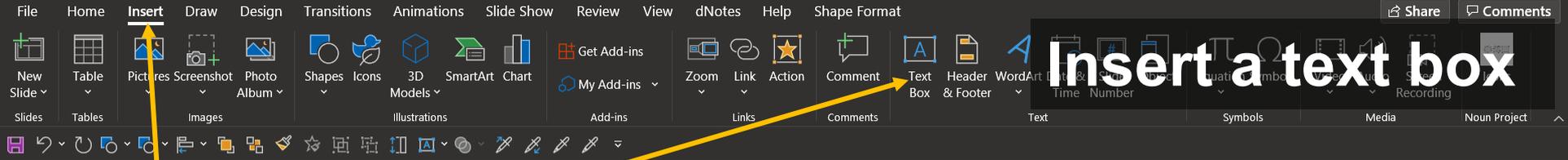
65



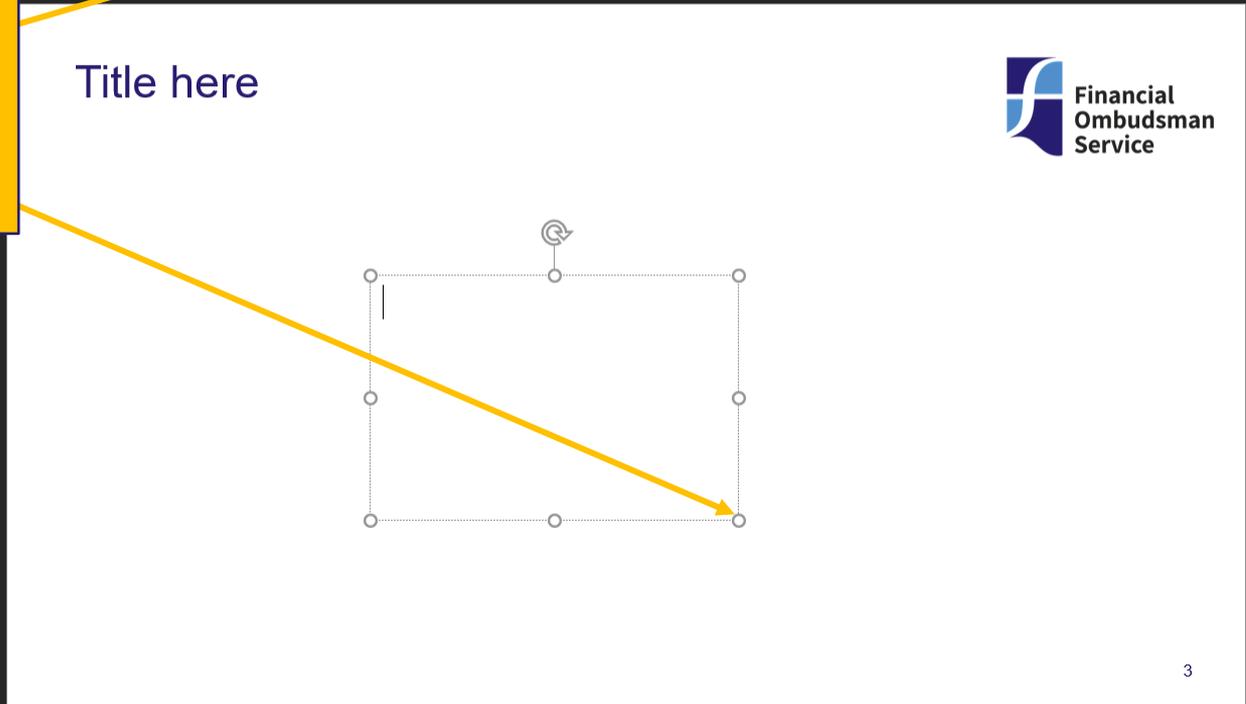
Top Tip: Press Control+v to paste it



Top Tip: Control+d will duplicate any slide, which you can then drag into position



On the Insert menu, select Text box then click and drag a new text box



File Home Insert Draw Design Transitions Animations Slide Show Review View dNotes Help Shape Format

Paste Copy Format Painter Clipboard

New Slide Section Slides

Arial (Body) 18 A A Font Paragraph

B I U S ab AV Aa Paragraph

Text Direction Align Text Convert to SmartArt

Shape Fill Shape Outline Shape Effects

Find Replace Select Editing Voice Designer

Share Comments

1

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How to...  
Get started in Powerpoint

2

Title here

Financial Ombudsman Service

3

Title here

The default setting for a new text box is:  
Aria font, 18 point-size, dark blue

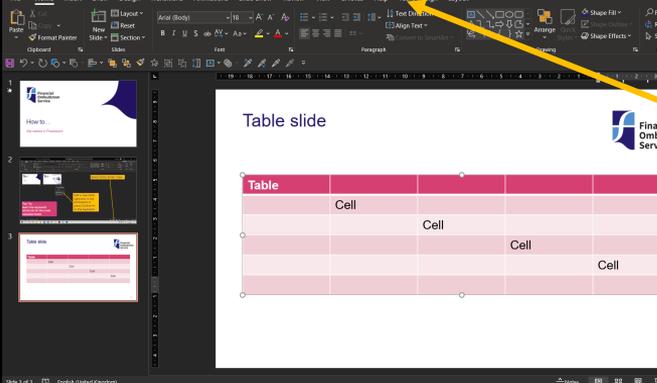
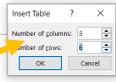
3

Click in the text box to start typing – font colour, size and style can all be edited in the home menu

# Insert a table

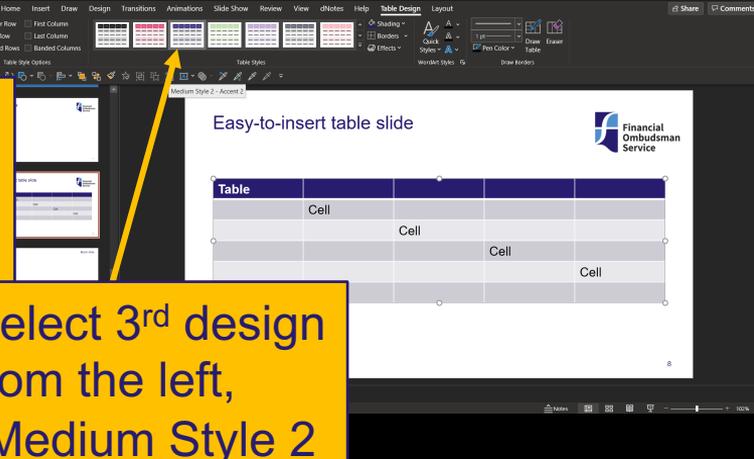
Choose the Table Slide layout and click on the Table icon

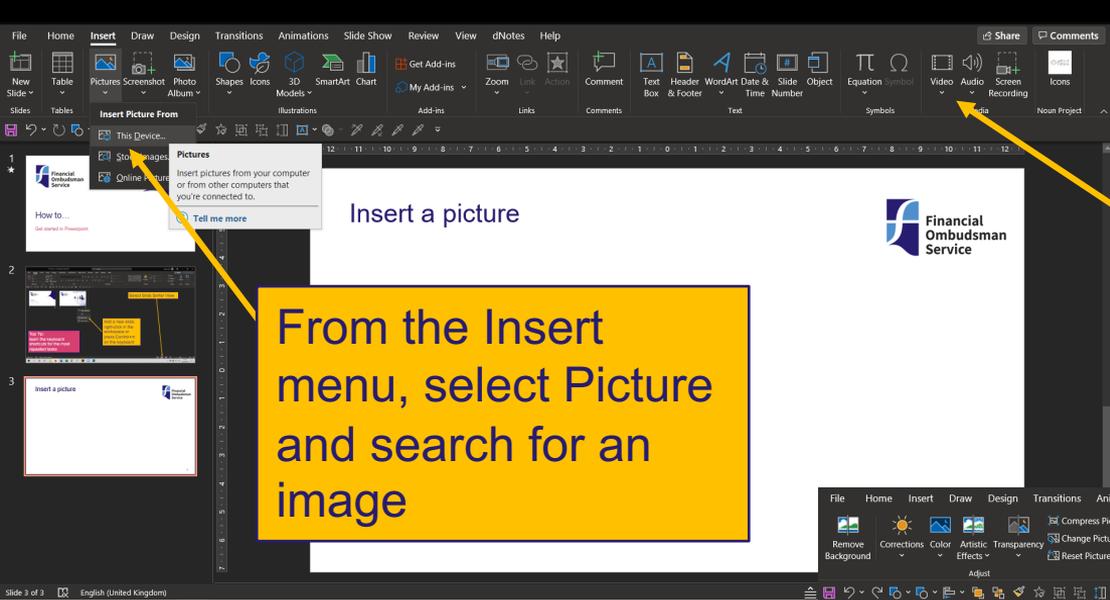
Type in number of rows and columns, they can be added to/removed later



As ever, the default table design is set in the Master Template but can be edited using the Table Design menu

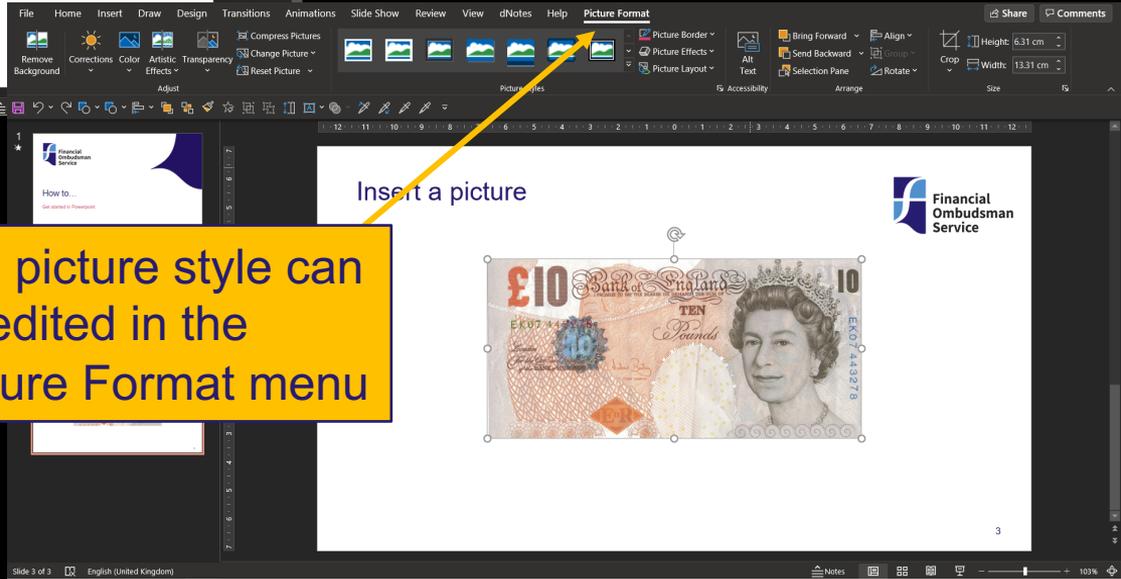
Select 3<sup>rd</sup> design from the left, "Medium Style 2 – Accent 2"





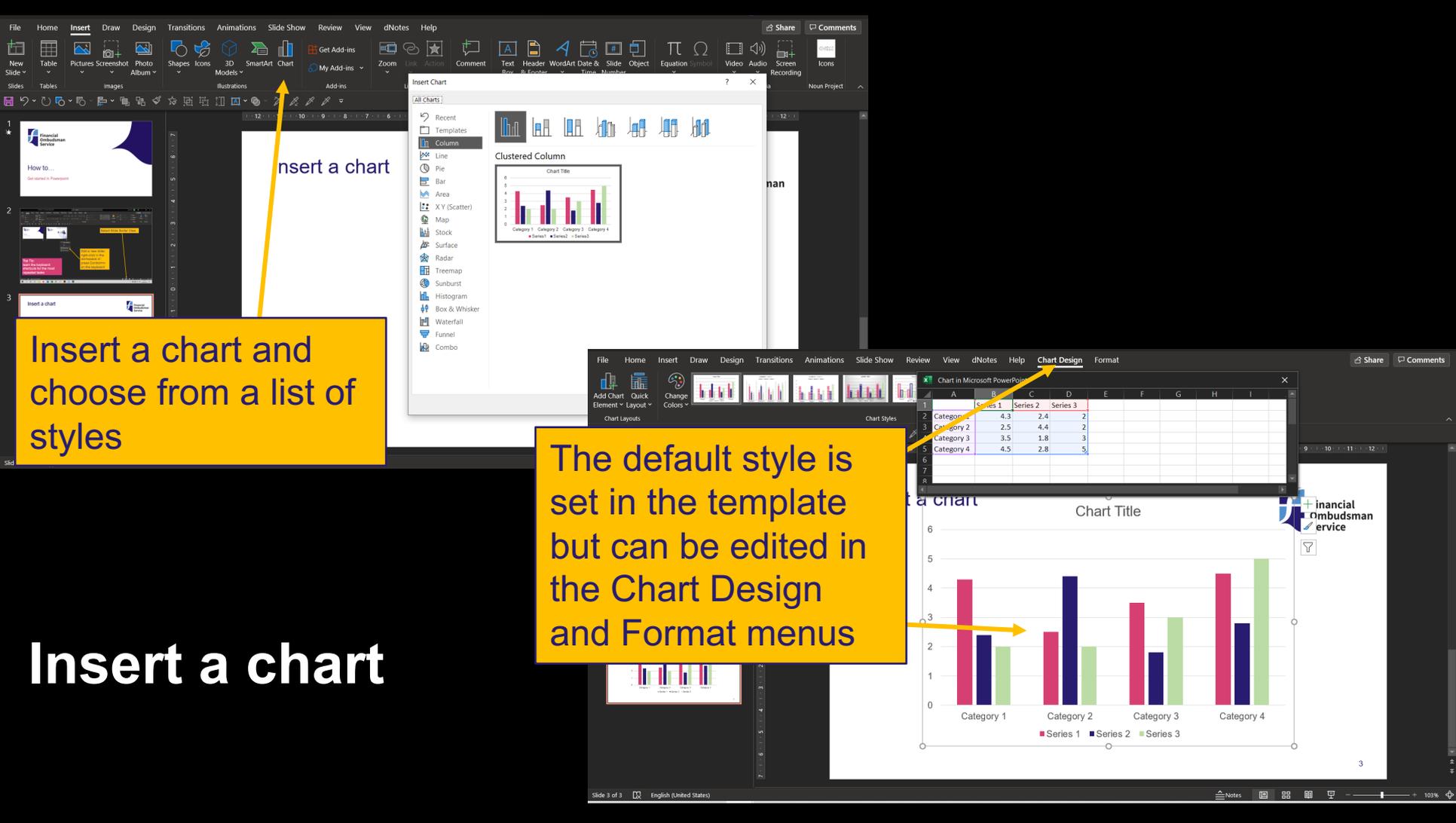
From the Insert menu, select Picture and search for an image

Insert a video in the same way



The picture style can be edited in the Picture Format menu

# Insert a picture





Finally...



What to do when it all goes wrong!

# Save, Save as... and Undo

- Click “Save” (or Control+s) as often as possible!
- Use “Save As...” in the File menu to save a new version of the latest slide edits and name them “v1, v2” etc. This means there is always a backup if anything happens to the current file
- When editing, click the “Undo” button in the ribbon menu at the top of the screen to step back in time and remove any mistakes
  - Top Tip: Control+z is much faster!



# Further guidance & resources

Go to:

My Development>Course Listings Tab and search for “PowerPoint”



Thank you!