



University Information  
Technology Services

Microsoft Office  
PowerPoint 2016 for Windows

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Introduction to PowerPoint

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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# University Information Technology Services

## Microsoft Office: PowerPoint 2016 for Windows

### Intro to PowerPoint

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## Introduction

Microsoft Office PowerPoint 2016 is a presentation software application that aids users in the creation of professional, high-impact, dynamic presentations. Slides are the building blocks of a PowerPoint presentation. By using slides, the focus is not only on the speaker, but on the visuals (slides) as well.

## Learning Objectives

After viewing this booklet, you will be able to:

- Become familiar with PowerPoint's interface
- Create a new presentation and save it
- Add slides to a presentation
- Delete and Rearrange slides
- Apply a design theme
- Work with themes and background styles
- Use the various PowerPoint views
- Enter and edit text
- Insert graphics and other objects
- Play the slideshow
- Print handouts

## Best Practices for Creating Presentations

Slide layout, font, color scheme, and content are the main components to developing a great presentation. Follow the guidelines below to create a good presentation:

- Identify the critical information that needs to be presented and include it in your presentation.
- Use no more than six bullet points per slide.
- Keep bullet points short and to the point. Incomplete sentences are okay.
- Minimize the number of font types used in your presentation.
- Keep font sizes consistent.
- Do not make all of the text uppercase.
- For contrast, use a light-colored font on a dark background and vice versa.
- Use bold formatting to make appropriate words stand out.
- Minimize the use of italics. They are more difficult to read.
- Do not vary the look of one slide greatly from the next. Consistency is key.
- Identify text that can be represented pictorially and use appropriate graphics in its place.
- Remove unnecessary graphics that are not relevant to the information presented.
- Use consistent colors and font size on each slide.
- Do not use unusually bright colors.
- Do not clutter the slides with too many graphics.
- Use graphics and transitions sparingly.

# The Microsoft PowerPoint 2016 Interface

There are a number of prominent changes to the look and functionality of Microsoft PowerPoint 2016. Let us have a look at its latest interface.

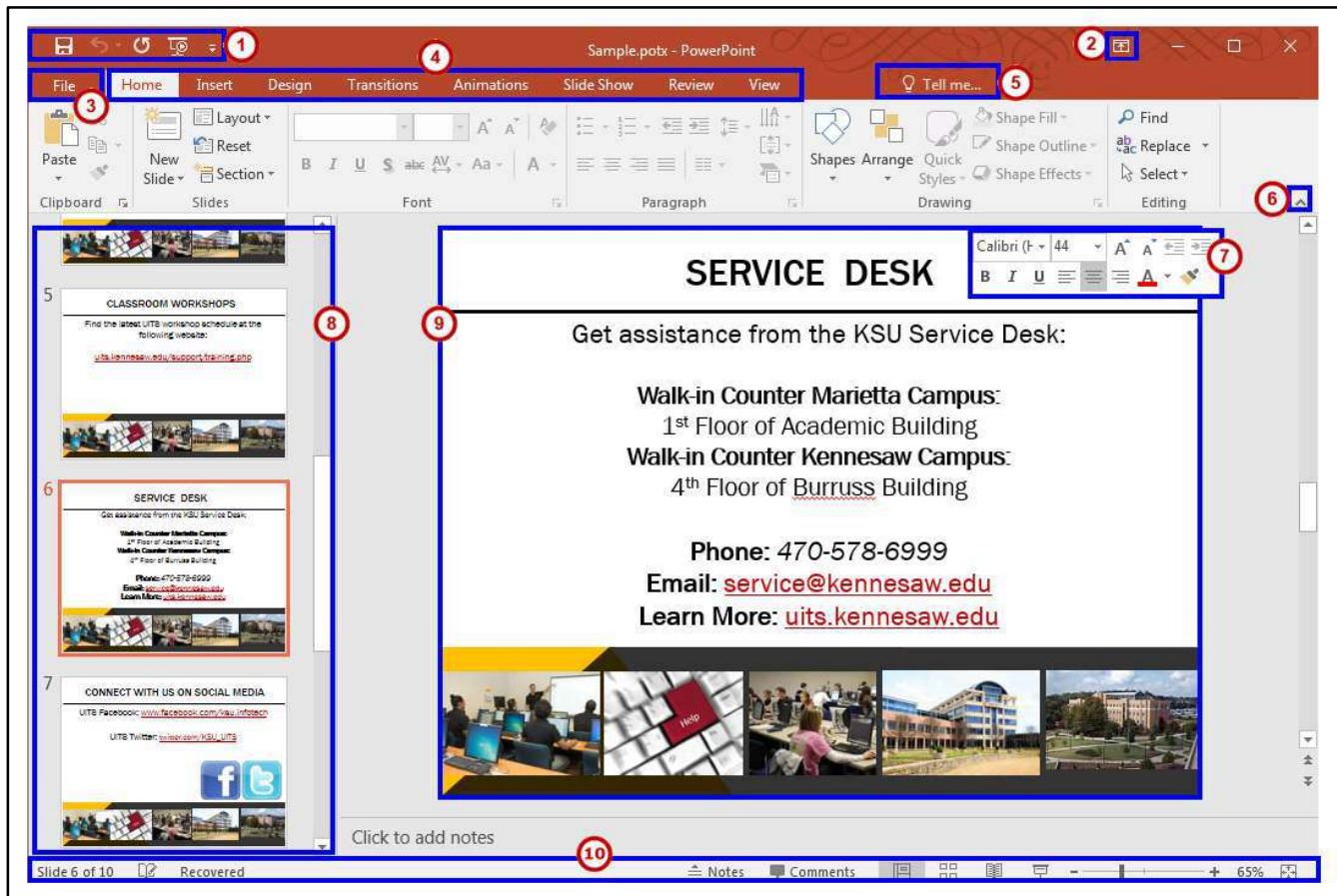


Figure 1 - The Interface

1. **Quick Access Toolbar** - Allows you to keep shortcuts to your favorite and frequently used tools.
2. **Ribbon Display Options** - You can collapse, auto hide, or show the whole ribbon.
3. **File Tab (Backstage View)** - The backstage view is where you manage your files and the information/properties about them (e.g. open, save, print, protect document, etc.).
4. **Ribbon** - Tabbed interface, where you can access the tools for formatting your presentation. The Home tab will be used more frequently than the others.
5. **Tell Me** - Look up PowerPoint tools, get help, or search the web.
6. **Collapse the Ribbon**- This button will collapse the ribbon. Click on the **pinned icon** to re-open the ribbon.
7. **Mini Toolbar** - Select or right-click text or objects to get a mini formatting toolbar.
8. **Slides Tab** - Use this to navigate through your slides within your presentation.
9. **Slide** - This is where you type, edit, insert content into your selected slide.
10. **Status Bar** - View which slide you are currently on, how many slides there are, speaker notes or comments in your presentation, change your views, or change your zoom level.

## The Ribbon

The ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs (see Figure 2). The ribbon is designed to help you quickly find the commands that you need to complete a task.



Figure 2 - The Ribbon

The ribbon is made up of a set of tabs that pertain to the different functionalities of PowerPoint, such as designing slides, inserting media onto slides, or applying animations. Each tab is further divided into logical groups (of buttons), such as the Font group shown in Figure 1 above.

There are also “contextual tabs” that appear, depending on what you are working on. For example, if you have inserted pictures, the Picture Tools tab appears whenever a picture is selected (See Figure 3).



Figure 3 - Contextual Tab

## The Quick Access Toolbar

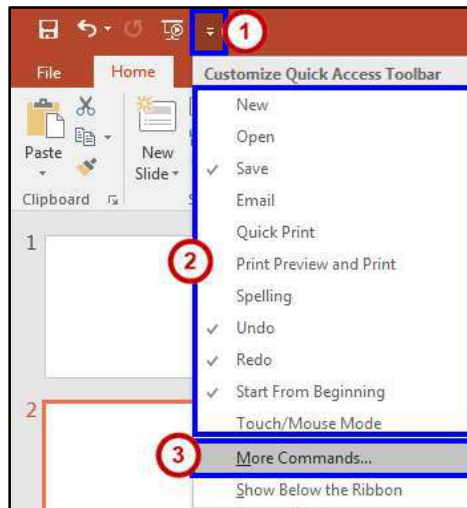
The Quick Access Toolbar is a small toolbar at the top left of the application window that you can customize to contain the buttons for the functions that you use most often.



Figure 4 - Quick Access Toolbar

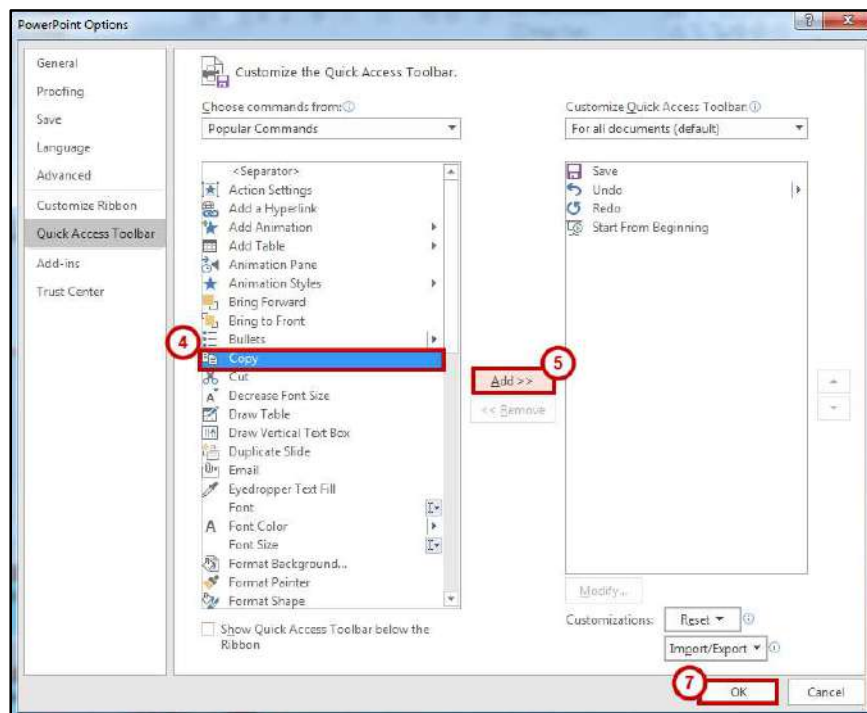
**To customize the Quick Access Toolbar:**

1. Click the **drop-down arrow** on the far right (See Figure 5).
2. Click on any **listed command** to add it to the *Quick Access Toolbar* (See Figure 5).
3. Click **More Commands...** to choose from a comprehensive list of commands (See Figure 5).



**Figure 5 - Customize Quick Access Toolbar**

4. Select a command from the list by clicking on it (See Figure 6).
5. Click the **Add** button (See Figure 6).
6. Repeat steps 4 & 5 to add additional commands (See Figure 6).
7. Click on the **OK** button to confirm your selection (See Figure 6).



**Figure 6 - Quick Access Toolbar Options**



## Tell Me

The Tell Me feature allows users to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the *Menu bar*, above the *Ribbon*.

### Search for Features

1. Click in the **Tell Me** box.



Figure 7 - Tell Me

2. Type the **feature** you are looking for (See Figure 8).
3. In the *Tell Me* drop-down, you will receive a list of *features* based on your search. Click the **Feature** you were looking for (See Figure 8).

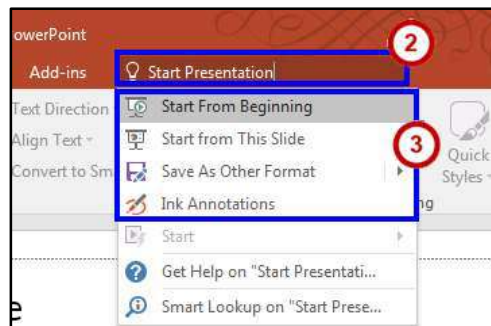


Figure 8 - Select a Feature

4. You will either be taken to the *feature* or a dialog box of that feature will *open*.

### Get Help with PowerPoint

1. Click in the **Tell Me** box.

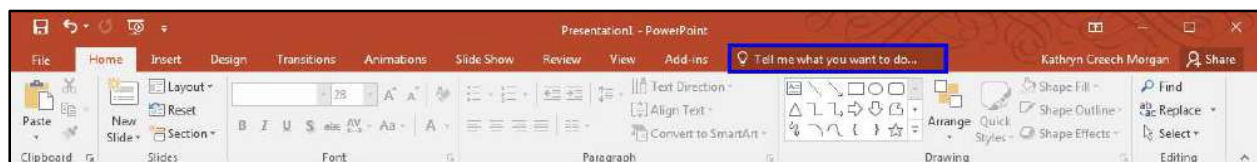


Figure 9 - Tell Me

2. Type the **feature** you want help with (See Figure 10).
3. In the *Tell Me* drop-down, click **Get Help on "feature"** (See Figure 10).

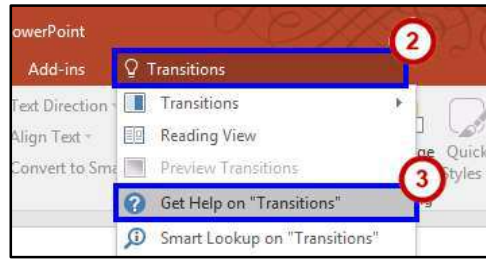


Figure 10 - Get Help on Feature

4. In the *PowerPoint 2016 Help* dialog box, you will get a list of help topics based on your search. Click the **Topic** you wanted help with.

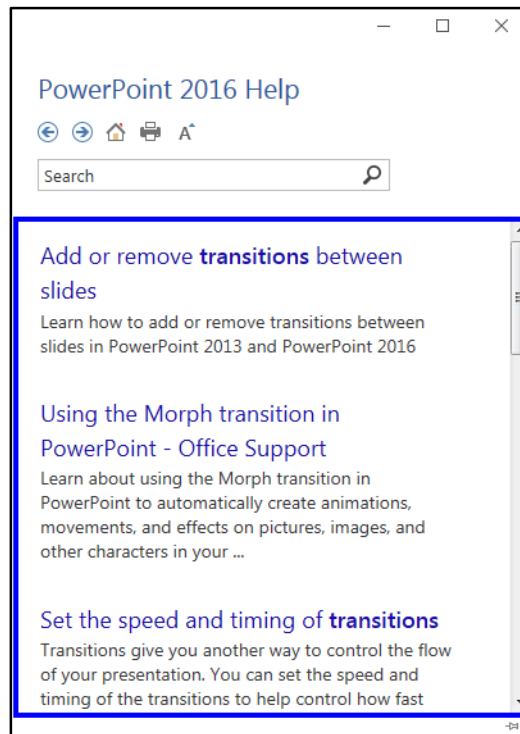


Figure 11 – PowerPoint 2016 Help

## The Smart Lookup Tool

**Smart Lookup** uses *Bing* to provide you with search results for your selected term or phrase. It is located under the *Review* tab within the *Insights* section. The following explains how to use the *Smart Lookup* functionality.

1. Highlight the **word or phrase** you want to find information about (See Figure 12).
2. Right-click on the **word or phrase**.
3. Click **Smart Lookup** (See Figure 12).

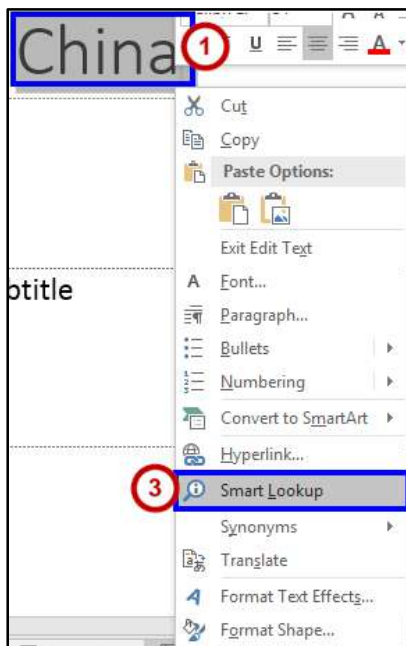


Figure 12 - Smart Lookup

4. The *Insights* pane displays the information relevant to your selection. In the *Insights* pane, you receive the following information:

- a. **Explore** - Wiki articles, image search, and related searches from the internet (See Figure 13).
- b. **Define** - A list of definitions (See Figure 13).

**Note:** The *Insights* pane uses the Microsoft search engine Bing. For *Smart Lookup* to work you have to be connected to the internet.

5. To close the *Smart Lookup Insights* pane, click the **Exit (X)** button in the top right corner of the pane (See Figure 13).

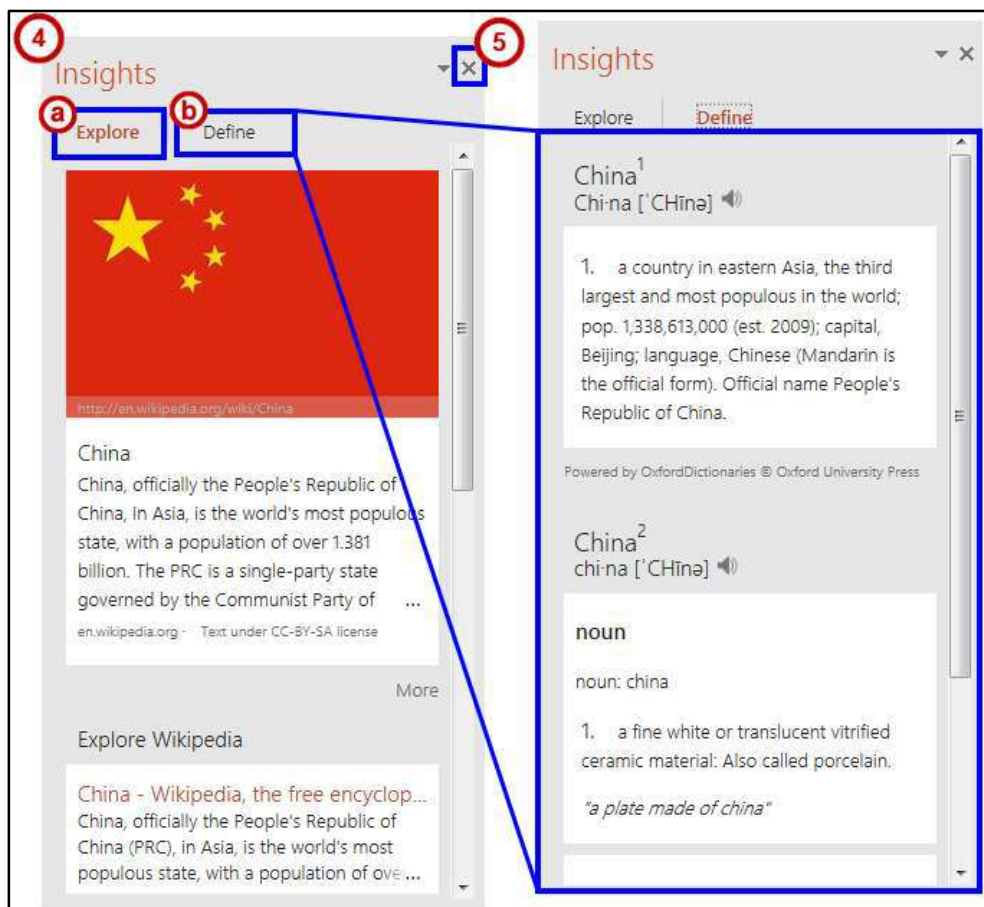


Figure 13 - Insights Panel

## Galleries

A Gallery is a collection of pre-defined formats which can be applied to various elements in Office applications, such as the Themes Gallery in PowerPoint (See Figure 14). A Gallery most often appears as a result of clicking on an item on one of the *Ribbon tabs*.

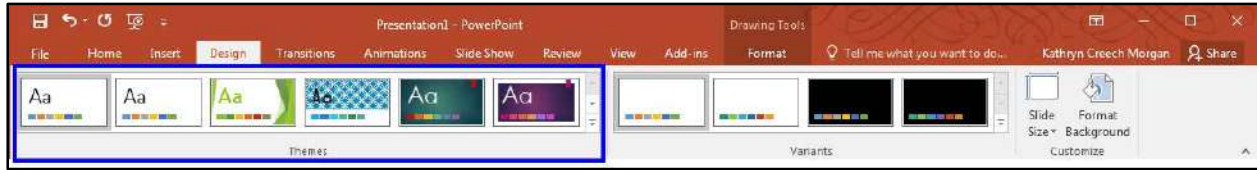


Figure 14 - Theme Gallery

The selections in a Gallery incorporate a feature called **Live Preview**. When the mouse cursor hovers over a selection in a Gallery, your document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

## Mini Toolbar

The Mini Toolbar is a semi-transparent toolbar that appears when you select text (See Figure 15). When the mouse cursor hovers over the Mini Toolbar, it becomes completely solid and can be used to format the selected text.

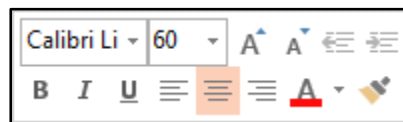


Figure 15 - Mini Toolbar

## Status Bar

The Status Bar can be customized to display specific information. Below, in Figure 16, is the default Status Bar for PowerPoint:

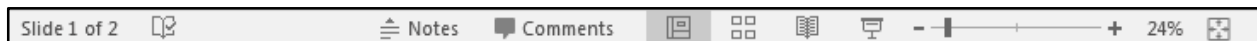


Figure 16 - Status Bar

Right-clicking on the **Status Bar** brings up the menu to the right, which enables you to change the contents of the Status Bar by checking or un-checking an item (See **Error! Reference source not found.**).

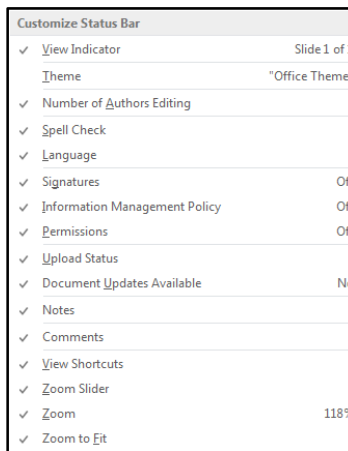


Figure 17 - Status Bar Menu

## Themes

A *Theme* is a set of formatting options that is applied to an entire presentation. A theme includes a set of colors, a set of fonts, and a set of effects. Using themes shortens formatting time and provides a unified, professional appearance.

The *Themes group* is located on the *Design tab*; it allows you to select a theme from the Themes Gallery, apply variants, and customize the colors, fonts, and effects of a theme (see Figure 18 on the next page).

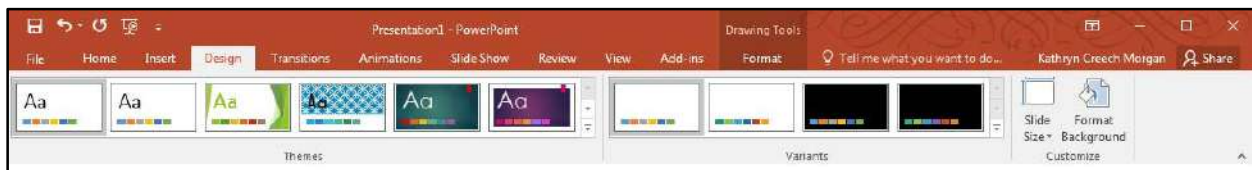


Figure 18 - Design Tab: Themes

## Applying a Theme to a Presentation

1. On the Ribbon, select the **Design tab** (See Figure 18).
2. In the *Themes group*, hover over a theme with your mouse to see a preview.
3. Click the **arrows** to scroll to additional themes.

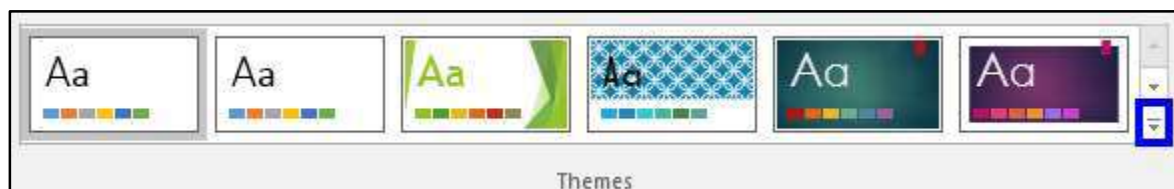


Figure 19 - Themes

4. Select a theme by clicking on the **thumbnail** of your choice within the *Themes* group.

### Applying a Theme Variant

1. On the Ribbon, select the **Design** tab (See Figure 18).
2. In the *Variants* group, hover over a **variant** with your mouse to see a preview.
3. Click the **down-arrow** to view any additional variants (See Figure 20).
4. Select a **variant** by clicking the thumbnail of your choice within the *Variants* group.



Figure 20 - Variants Gallery

### Changing the Color Scheme of a Theme

It may be necessary to change the color of a theme to better suit your presentation. In order to change the color scheme after applying a theme to your presentation:

1. From the Variants group, click the **down arrow** with the line above it, in the bottom right corner.

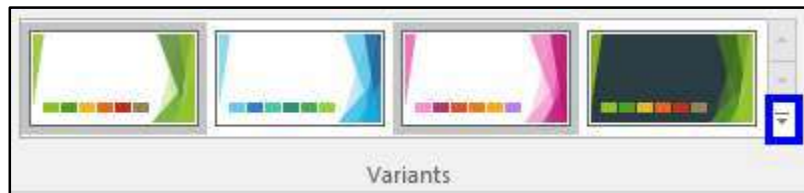


Figure 21 - Variants Drop-down

2. Select **colors** from the menu.



Figure 22 - Variants Menu

3. Select a color scheme from the list that appears.

## Changing the Fonts of a Theme

In order to change the fonts of an applied theme:

1. From the *Variants* group, click the **down arrow** with the line above it, in the bottom right corner (See Figure 21).
2. Select **Fonts** from the menu.



Figure 23 - Fonts

3. Select your desired font from the list that appears.

## Changing the Effects of a Theme

In order to alter the visual effects of an applied theme:

1. From the *Variants* group, click the down arrow with the line above it, in the bottom right corner (See Figure 21).
2. Select **Effects** from the menu.

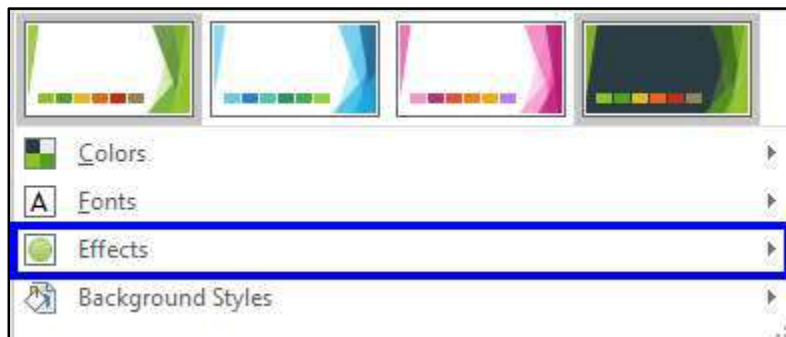


Figure 24 - Effects

3. Select your desired effect from the list that appears.



## The File Tab

The **File** tab, shown below in Figure 25, provides a centralized location called the *Microsoft Office Backstage* view (see Figure 26). The *Backstage* view is used for all tasks related to PowerPoint file management: opening, creating, closing, sharing, saving, printing, converting to PDF, emailing, and publishing. The Backstage view also allows for viewing document properties, setting permissions, and managing different versions of the same document. (See the *PowerPoint 2016 Quick Guide* located at <http://uits.kennesaw.edu/cdoc>, for additional information on the Backstage View).



Figure 25 - File Tab

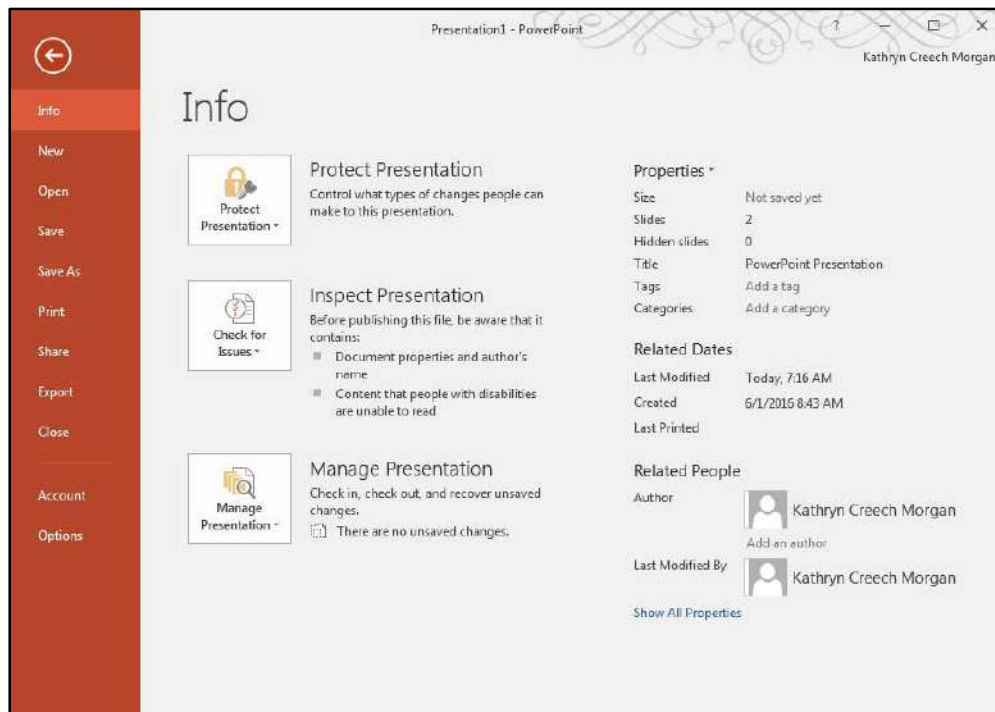


Figure 26 - Backstage View

## Navigation

PowerPoint 2016 opens in the *Normal View* showing the *Slides Pane* on the left side of the window.

### Slides Pane

1. The Slides pane shown on in Figure 27, displays all the slides available in a presentation and helps to navigate through the presentation. The slides are listed in sequence and you can shuffle the slides by dragging a slide from the current location and placing it in the preferred location.

### Slide Preview

2. Select a slide in the slides pane to preview it in the Slide Preview window (See Figure 27). The slide preview all you to see how your text looks on each slide. You can add graphics, video and audio, create hyperlinks, and add animations to individual slides.

### Notes Pane

3. It can be helpful to use the Notes Pane to remind yourself of speaking points for your presentation (see Figure 27). These personal notes can also be printed out for future referencing. Notes entered in the Notes Pane will not appear on the slide show.

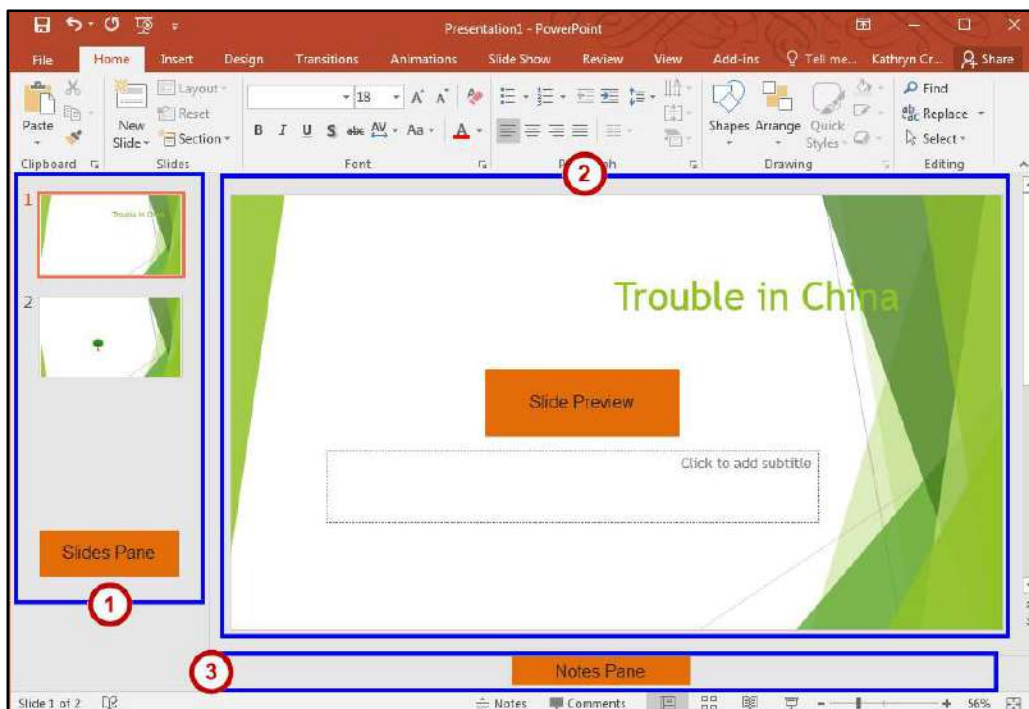


Figure 27 - Normal View

## Changing Views

PowerPoint 2016 allows you to see and edit your slides in several views. To work with your presentation in a different view, click the **View** tab on the ribbon (see Figure 28) and select the appropriate view, or, click on the appropriate **Shortcut button** at the bottom right area of the Status Bar (see Figure 29).

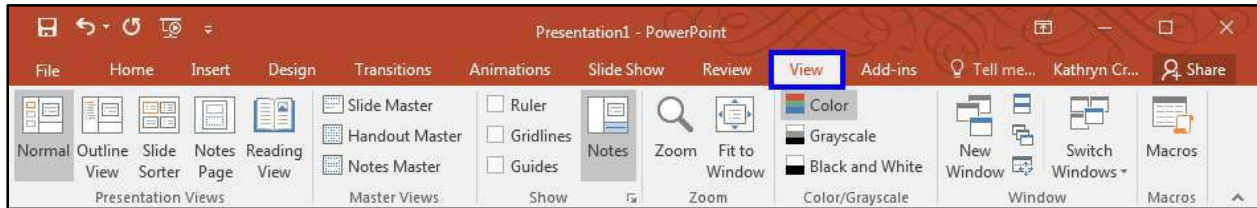


Figure 28 - View Tab

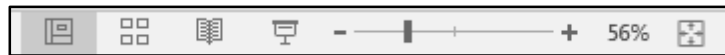


Figure 29 - Status Bar

## Types of Views



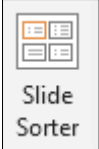

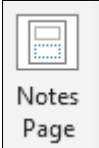
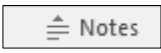
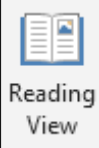


View	Icon On View Tab	Shortcut Icon On Status Bar
<p><b>Normal View</b> Displays the outline pane, slide pane, and notes pane.</p>		
<p><b>Slide Sorter View</b> Displays a small version of each slide and is useful for reorganizing your slides.</p>		
<p><b>Notes Page</b> Displays a miniature slide with space below to type notes for the presenter.</p>		
<p><b>Reading View</b> Makes the presentation easy to review.</p>		
<p><b>Slide Show View</b> Runs the slide show beginning with the current slide.</p>	(Button on SlideShow Tab)	

Table 1 - Presentation Views

## How to Create a New Presentation

1. Click on the **File** tab.
2. Choose **New** (See Figure 30).
3. Double-click on **Blank presentation** (See Figure 30).

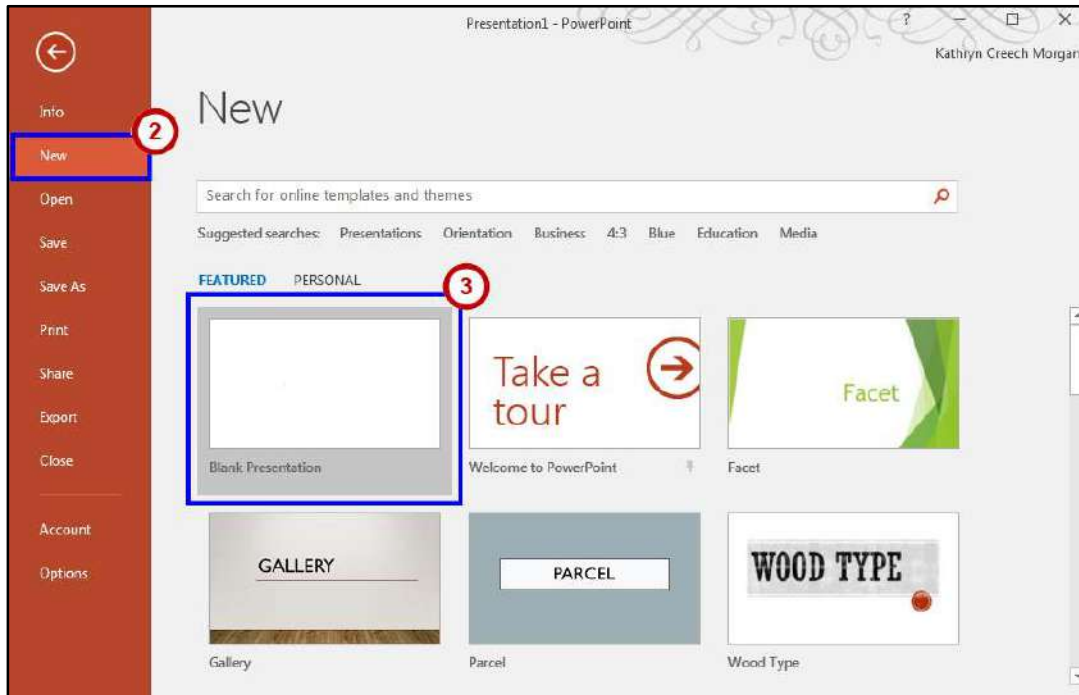


Figure 30 - Creating a New Presentation

4. A new blank presentation will be created.

## Saving a Presentation

You created a new presentation. Now, you should save the presentation so that you can use it later. The *Save* command, available from the *File* tab, is used to save a newly created presentation or to save the changes made to an existing presentation. When saving a file for the first time, you are prompted to enter a file name for the presentation, and you are asked in which location you would like the file to be saved.

## File Formats

PowerPoint 2016 uses PowerPoint Presentation (.pptx) as the default file format. Additional formats include PowerPoint 97-2003 (.ppt), PowerPoint Show (.ppsx), PowerPoint Show 97-2003 (.pps), Windows Media Video (.wmv), as well as GIF, JPEG, PNG, TIF and BMP. The PowerPoint Show is a presentation that always opens in Slide Show view rather than in Normal view.

## How to Save a Presentation

1. Click the **File** tab.
2. Choose **Save As** to save the presentation with a new name in (See Figure 31).
3. Select **Computer** to save to the local drive (computer/laptop etc.) (See Figure 31).
4. Select your desired **folder** (See Figure 31).

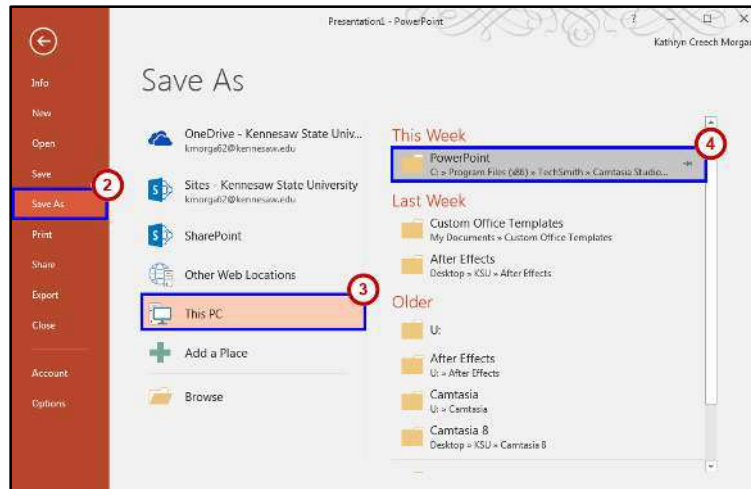


Figure 31 - Save As

5. In the **File Name** text box, type the name of the file (See Figure 32).
6. Click **Save as Type** and then do one of the following (See Figure 32):
  - For a presentation that can be opened only in PowerPoint 2016 or in PowerPoint 2013, in the *Save as Type* list, select **PowerPoint Presentation (\*.pptx)**.
  - For a presentation that can be opened in either PowerPoint 2016 or earlier versions of PowerPoint, select **PowerPoint 97-2003 Presentation (\*.ppt)**.
7. Click **Save** (See Figure 32).

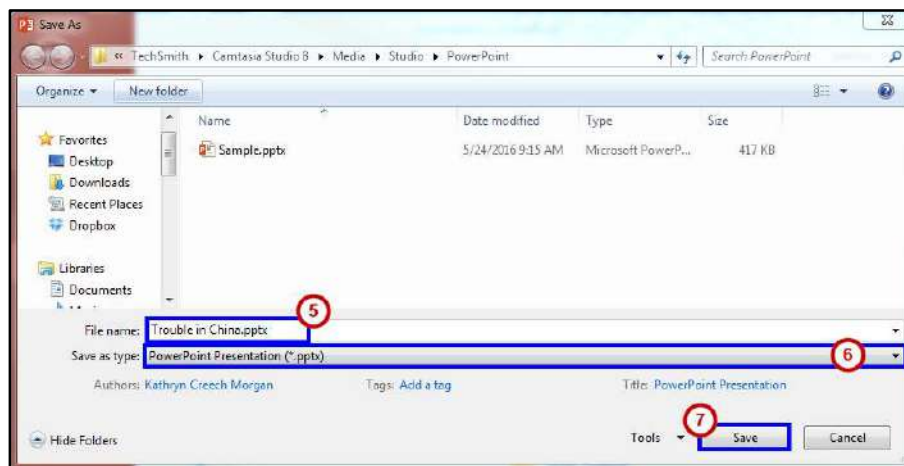



Figure 32 - File Name and Save as Type

**Note:** You can also press CTRL+S or click **Save**  near the top of the screen to save your presentation quickly at any time.

## Appearance

### Slides

You are familiar with creating a new presentation and saving the changes you make to an existing presentation. You may need to add slides to the presentation to include more information.

Before you begin creating a presentation it is important that you decide on a design and layout. Slides and layouts are the basic building blocks of any presentation. For a presentation to be effective, care should be taken to apply the right slide layouts. Being able to add the appropriate slide layout to your presentation will enable you to present information more relevantly to your audience. PowerPoint offers several built-in slide layouts to deliver visually effective presentations.

### Adding a New Slide

1. Within the slides pane, select the slide that you would like to insert a new slide after.
2. On the **Home tab** in the ribbon, click the drop-down arrow next to **New Slide**, within the Slides group, to display the default list of layouts (See Figure 33).
3. From the **New Slide** drop-down list, select a layout to insert (See Figure 33).

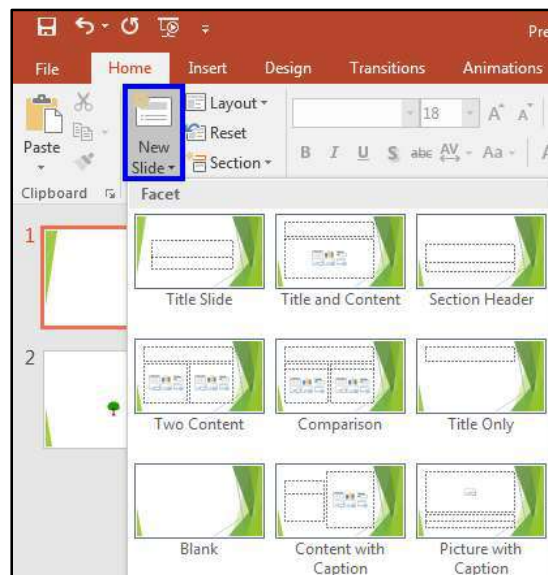


Figure 33 - New Slide

## Types of Slide Layouts

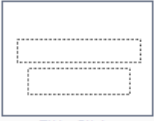

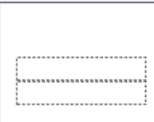




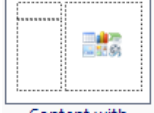

<p><b>Title Slide</b></p>	 <p>Title Slide</p>	<p>This layout includes placeholders for a main title and a subtitle.</p>
<p><b>Title And Content</b></p>	 <p>Title and Content</p>	<p>This layout includes a placeholder to enter slide title and a place for text, charts, tables, pictures, clip art, and SmartArt graphics.</p>
<p><b>Section Header</b></p>	 <p>Section Header</p>	<p>This layout allows space for section and sub-section titles.</p>
<p><b>Two Content</b></p>	 <p>Two Content</p>	<p>Much like the Title and Content slide layout, this layout offers a place for slide title text and two content places for text, charts, tables, pictures, clip art, and SmartArt graphics.</p>
<p><b>Comparison</b></p>	 <p>Comparison</p>	<p>This layout is just like the Two Content layout with the addition of two text placeholders to aid in compare and contrast slides.</p>
<p><b>Title Only</b></p>	 <p>Title Only</p>	<p>This layout offers a place to enter title text.</p>
<p><b>Blank</b></p>	 <p>Blank</p>	<p>This is a blank slide with no placeholders.</p>
<p><b>Content With Caption</b></p>	 <p>Content with Caption</p>	<p>With this slide you can enter a title, text, and content such as additional text, charts, tables, pictures, clip art, and SmartArt graphics.</p>
<p><b>Picture With Caption</b></p>	 <p>Picture with Caption</p>	<p>This layout offers a place for a picture and caption text.</p>

Table 2 - Slide Layouts

## Text

A presentation is not all about pictures and background color—it depends mostly on the text. The message of your presentation is conveyed through the text. The visual aids are simply cosmetics to help support your message. The instructions below explain how to work with text.

### Entering Text

Most slides contain one or more *text placeholders*. These placeholders are available for you to type text on the slide layout chosen. In order to add text to a slide, click in the **placeholder** and begin typing.

The placeholder is movable and you can position it anywhere on the slide. You can also resize a text placeholder by dragging the **sizing handles** (See Figure 34). Removing an unwanted text placeholder from a slide is as simple as selecting it and pressing Delete.

A text placeholder can contain multiple lines of text and will adjust the size of the text and the amount of space between the lines if the text exceeds the allowed space.



Figure 34 - Text Placeholders

Text Boxes can be added to any slide in order to provide additional room outside of the text placeholders.

### Adding a Text Box

1. From the *Insert* tab, click on **Text Box**.

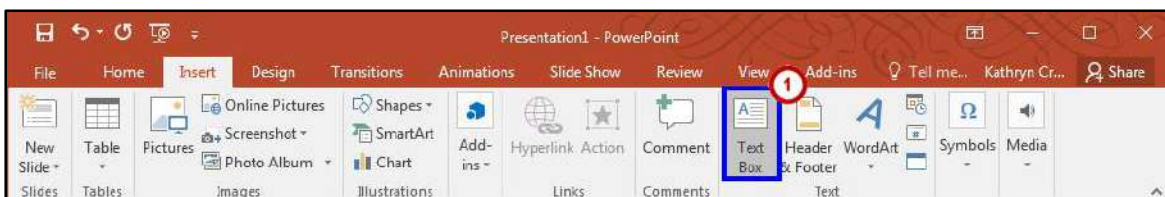


Figure 35 - Inserting a Text Box

2. Left-click on the **area of the slide** where you want to add text.
3. While maintaining the left-click, drag the **mouse cursor** down a bit and then to the right, then release. The *dashed text box* appears.



4. Left-click once inside the **text box** and start entering your text (See Figure 36).



Figure 36 - Text Entry in a New Textbox

## Formatting Text

When creating a presentation, it is likely that you will be doing some formatting. In order to edit text on a presentation:

1. Select the **text** (by left-clicking and maintaining the left-click while dragging the mouse cursor across the text).
2. Use the Font Group on the *Home* tab or right-click on the **selected text** and choose formatting options from the *Mini Toolbar* (See Figure 37).
3. Make necessary changes to the font and click **outside** of the text placeholder to accept the changes.

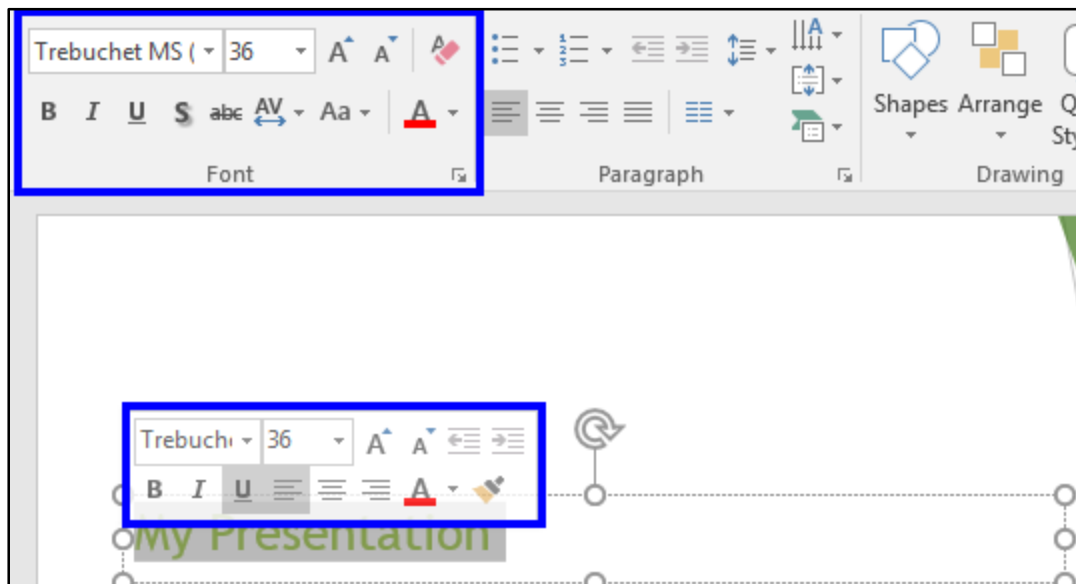


Figure 37 - Formatting Text

## Graphics

Another way to add emphasis to your presentation is to have visual aids or graphics. Although we learned earlier that the most important part of your presentation is the message, it is always helpful to use graphics to get your point across more concisely and in a shorter period of time.

## Inserting Pictures

When inserting clip art onto a preselected slide layout:

1. Go to the **Insert** tab.
2. Type in your **key word** or **phrase** of the object you are looking for into the search box.
3. This will open the Insert Pictures window.



Figure 38 - Search for Clipart

4. Scroll through the given results to find your desired clip art (See Figure 39).
5. Once found, click on the **image** (See Figure 39).
6. Select **Insert** to add the clip art to your slide (See Figure 39).



Figure 39 - Insert Clip Art

**Note:** You are responsible for respecting others' rights, including copyright, so be mindful when selecting your image(s).

## Images from a File

Images from your own collection and experiences may also add value to your presentation. You must have the image saved prior to adding it to your presentation.

## Inserting an Image from a file

Place your cursor where you would like the image to appear. Select the **Insert** tab. Click **Pictures** (See Figure 40). In the Insert Picture dialog box, navigate to find your image. Select your image, and click **Insert**.

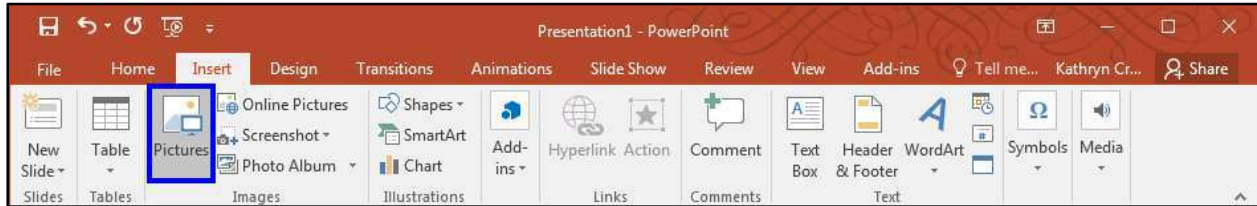


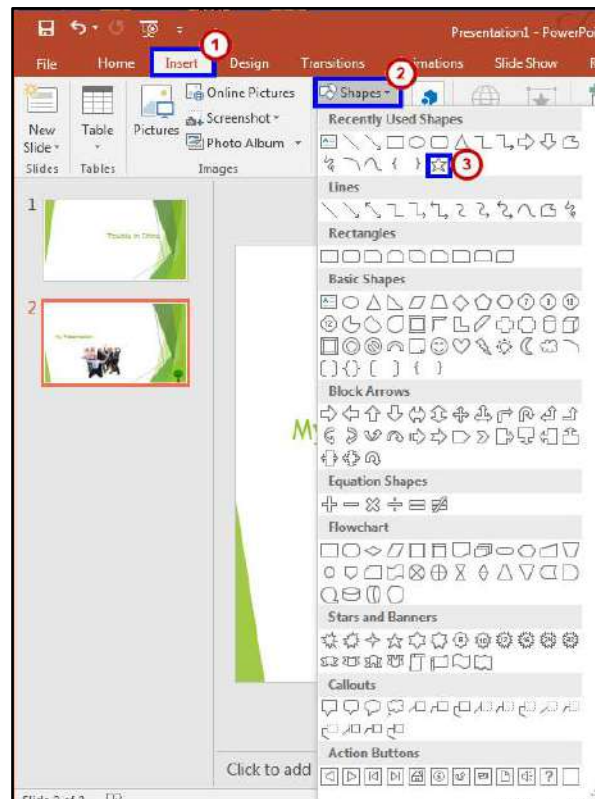
Figure 40 - Insert Pictures

## Draw Shapes

*Shapes* are simple geometric objects that are pre-created by PowerPoint and can be modified. A shape can contain text or can appear without it. It can also be filled with color, and the outline of the shape can be given a different style and color.

## Inserting a Shape

1. Select the **Insert** Tab.
2. Click **Shapes**.
3. Select the **shape** you wish to draw (See Figure 41).
4. Your cursor becomes a small black plus
5. In the *Slide* pane, point the **crosshair** mouse pointer to the upper-left corner the area where you want to draw the shape, hold the left mouse button down, and then drag diagonally down to right to create the shape.



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Figure 41 - Insert Shapes

## Altering a Shape

1. You can now move your shape if necessary by clicking on the **object**, holding down the left mouse button, and dragging it to another location.
2. You may also alter the look of your shape by selecting the **shape** and clicking the **Format** tab (See Figure 42).

3. In the *Shape Styles* group, scroll through **additional styles** and click on the **desired style** to apply it to the shape (See Figure 42).

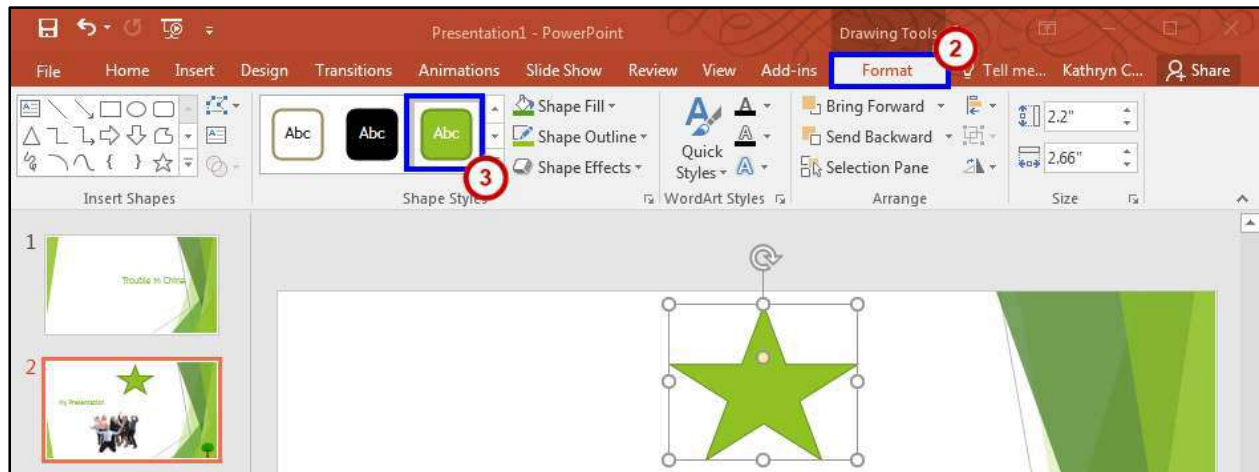


Figure 42 - Altering Shapes

## Hyperlinks

You may have an additional document or a great website to enhance your presentation. Adding hyperlinks into your presentation can allow you to quickly jump to supplemental information while you are presenting.

### Adding a Hyperlink

1. Select the **text** that you would like to change to a hyperlink.
2. Select the **Insert tab** (See Figure 43).
3. Click **Hyperlink** (See Figure 43).



Figure 43 - Inserting a Hyperlink

4. The text you selected will appear in the *Text to Display* field at the top of the window (See Figure 44). You can change the text if you would like.
5. Select the location where you want to link to from the *Link To* column on the left (See Figure 44).
6. Type the address that you want to link to in the Address field (See Figure 44).
7. Click **OK** (See Figure 44). The text that you selected will now hyperlink to the web address.

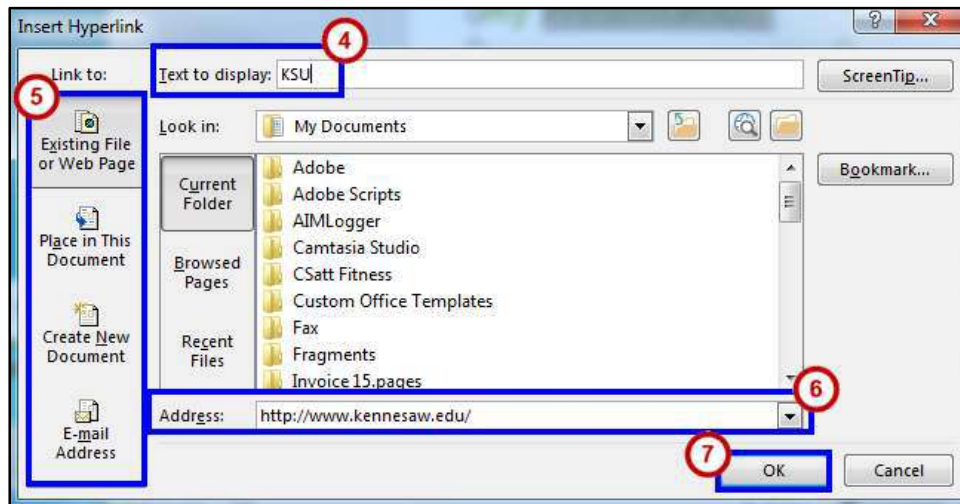


Figure 44 - Insert Hyperlink

**Note:** You can also type the hyperlink out and press **enter**, and *PowerPoint* will automatically create the hyperlink.

## Header and Footer

Occasionally it is necessary to add information to the *Header* or *Footer* of a *PowerPoint* presentation, just the printout, or both. This may be information such as the author's name, date and time, organization, class information, etc.

### Adding a Header or Footer

1. Select the **Insert** tab.
2. Click **Header & Footer**.

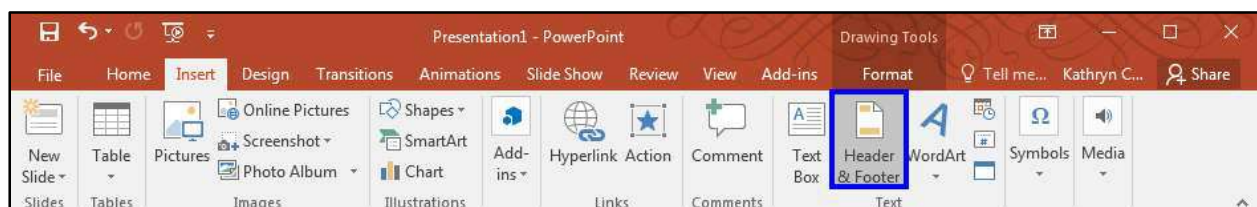


Figure 45 - Inserting Header & Footer

3. Select whether you would like to add these settings to the *Slides* or *Notes and Handouts* by selecting the appropriate tab (See Figure 46).
4. Click inside the checkbox to add the **Date and Time** or **Slide Number** (See Figure 46).
5. Type additional information such as the author's name in the **Footer** box (See Figure 46).
6. If you would like this information to appear on all slides, click **Apply to All** (See Figure 46).

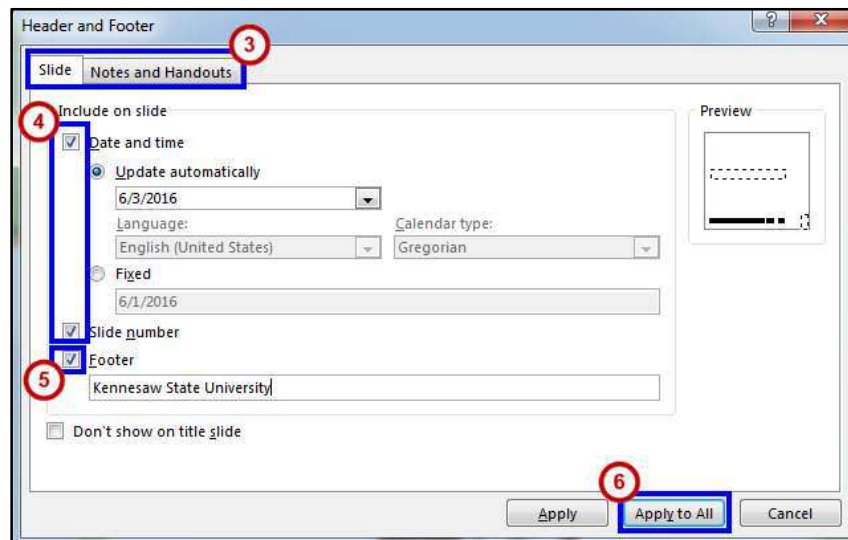


Figure 46 - Header and Footer Settings

## Printing

PowerPoint 2016 allows you to print your presentation in order to aid you in presenting or to give your audience something to take notes on. There are multiple formats available when printing; you should choose a format which best suits your presentation and audience needs.

### Printing Your Presentation

From the **Backstage** view:

1. Click the **File** tab.
2. Click on **Print** to view the printer settings (See **Error! Reference source not found.**).
3. Indicate the **number of copies** you would like to print (See **Error! Reference source not found.**).
4. Select the **printer** (See **Error! Reference source not found.**).

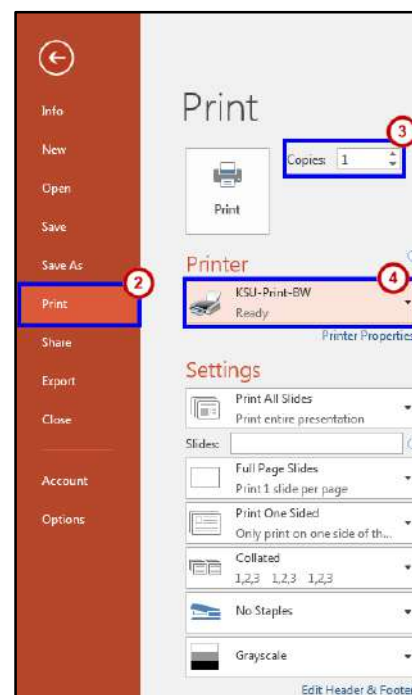


Figure 47 - Printer Settings

From the **Settings** section:

1. Click on **Print All Slides**. If you do not need to print all slides, you may select another option in the window (See Figure 48).

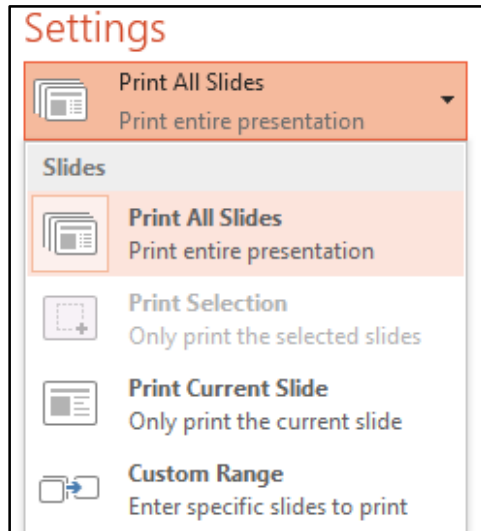


Figure 48 - Print All Slides

2. Click on **Full Page Slides** to access Print Layout options such as Handouts and Notes Pages (See Figure 49).

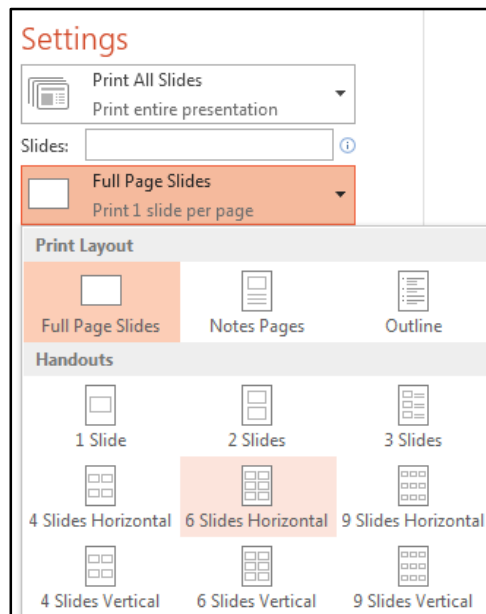


Figure 49 - Print Layout

**Note:** If you select **Handouts**, choose the amount of slides that should appear on the printed page from the Handouts box. The *3 Slides* option allows for notes to be written on the handout.

3. Click on **Print One Sided** to access options to print on both sides of the paper (See Figure 50).

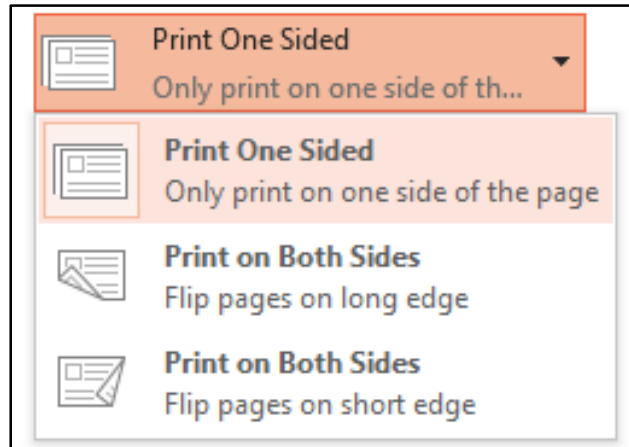


Figure 50 - Print One Sided

4. Click on **Grayscale** to access options to print in grayscale, color, or black & white

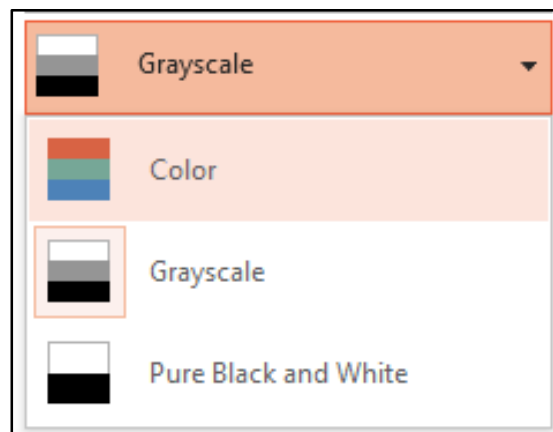


Figure 51 - Grayscale

5. Once you are ready to print, click on the **Print** button.





## **Additional Help**

For additional support, please contact the KSU Service Desk:

### **KSU Service Desk for Faculty & Staff**

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>

### **KSU Student Helpdesk**

- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>