



University Information
Technology Services

Microsoft Office PowerPoint 2016 for Windows

Accessibility

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Published by Kennesaw State University – UITS 2016

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University Information Technology Services

Microsoft Office: PowerPoint 2016 for Windows Accessibility

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Introduction

This document has been developed to provide you with information about accessibility and Microsoft PowerPoint 2016. In this document, you will learn about the tools available for accessibility. You will also learn how to control the visual appearance of your slides. Additionally, best practices and document structure are also covered to help you when developing a presentation.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Learn about the tools available for accessibility in PowerPoint 2016.
- Use the keyboard to work with ribbon programs.
- Control the visual appearance of the slides.
- Acquire best practices when creating a presentation.
- Effectively structure the slides.
- Make information available on the Internet.
- Use the accessibility checker.
- Obtain additional assistance.

Tools

The following explains how various tools can be used effectively for accessibility with Microsoft PowerPoint 2016.

AutoCorrect

The AutoCorrect feature in PowerPoint 2016 is a list of words that are frequently misspelled and mistyped. This feature corrects these words when a person enters them into a document. The words can be added and deleted from the list.

This tool can also be used for abbreviation expansion. For example, suppose that you frequently type Atlanta, Georgia, but would like to enter an abbreviation into AutoCorrect so that fewer keystrokes are required for entry. The following explains how to use the AutoCorrect tool for abbreviation expansion:

1. Click the **File** tab.



Figure 1 - File Tab

2. Select **Options**.

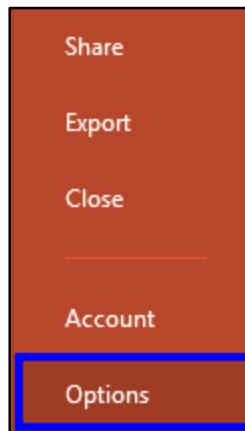


Figure 2 - Options

This is a sample, click download link to get the full Tutorial

CLICK BELOW

