

PowerPoint I & II

- What is PowerPoint??
- Remember ~ Your PowerPoint presentation should contain highlights -- bulleted information, graphs, charts, timelines --- not word for word text!

□ Key Question: What is the difference between a

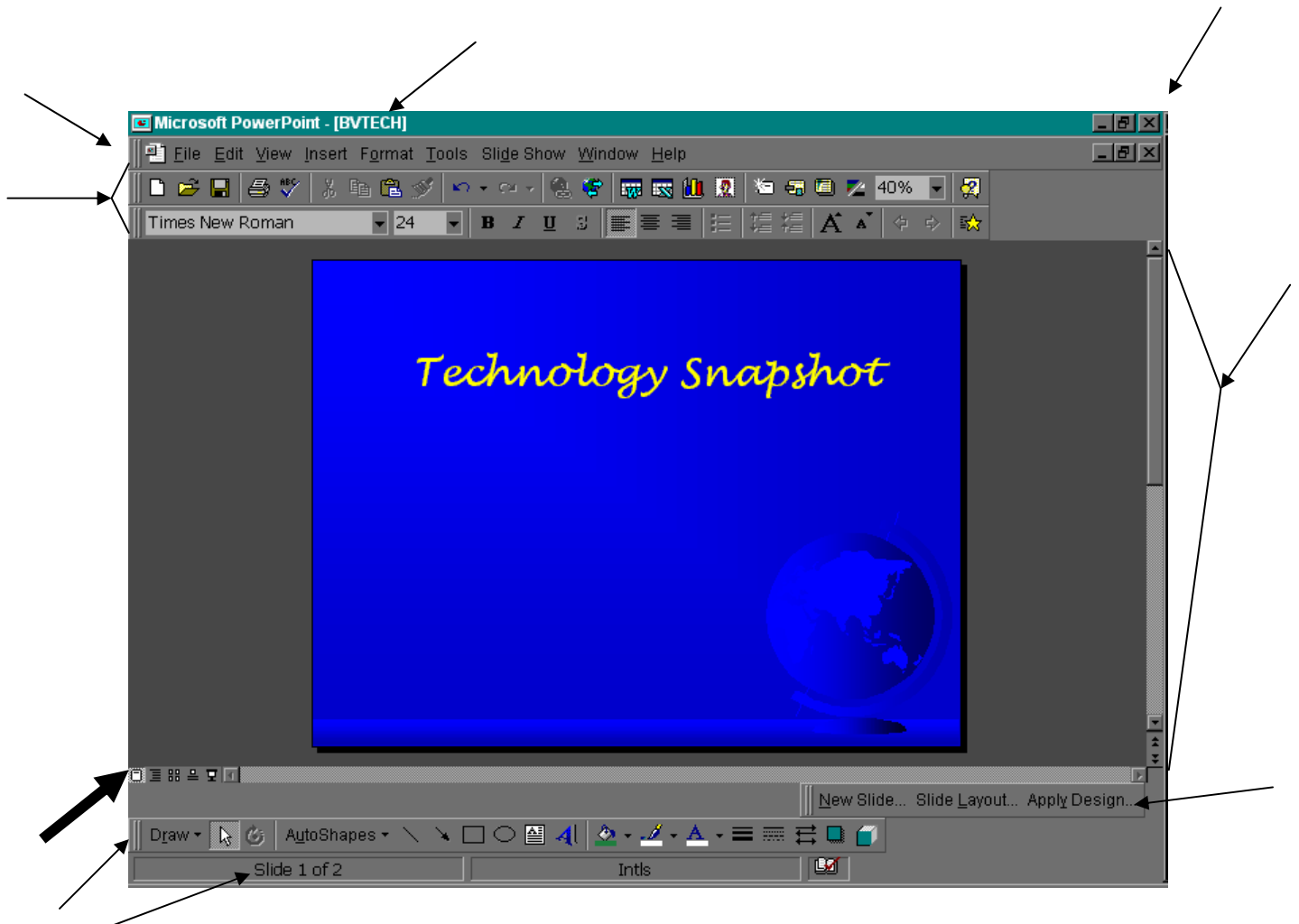
Mouse pointer:

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Cursor:

- PowerPoint is similar to Desktop Publishing in that you have different areas of the screen that you work with separately. For example, one slide may have 3 text boxes and 2 graphics. Therefore you could say that there are 5 different items on the slide.
- When selected, each "item" is outlined in gray, and has handles.

Explaining the PowerPoint Screen



1. Title Bar - Shows the name of the Presentation
2. Window 95/98 Minimize/Restore/Close
3. Menu Bar - Clicking on any of the options will give you a drop-down menu

4. Toolbars - Toolbars provide you with shortcut icons - 1 click and you accomplish a task. The top toolbar is the "Standard" one, the bottom Toolbar is the "Formatting" toolbar.

5. Scroll Bar Area - This is how you will move from slide to slide.
Your options:

- 1) Single Arrows
- 2) Double Arrows
- 3) Click and Drag the Scroll Bar

6. Views -

You can switch between 5 different views of your presentation. Each view gives you a different way of looking at your work and offers different capabilities. The View buttons are at the bottom left of the PowerPoint screen.

- **Slide View** - This is the view you will use when creating your slides. Here you see and work on one slide at a time. You can type text, change the slide layout, add graphics, etc.
- Outline View - This is where you can only work with slide titles and main text. This view is good if you need to reorganize your presentation.
- Slide Sort View - You see a miniature of each slide, but can see several at once.
- Notes Pages View - Allows you to create speaker's notes for any or all of the slides in your presentation.
- **Slide Show View** - This view shows your slides as a presentation, full-screen. *Press Escape to get out of slide show view!!*

Slide View and Slide Show View are the 2 that are used most often.

7. "Drawing Toolbar" - A helpful toolbar when using PowerPoint. If you don't have the Drawing Toolbar on your screen, do the following: 1) Click on View; 2) Click on Toolbars; 3) Click on Drawing

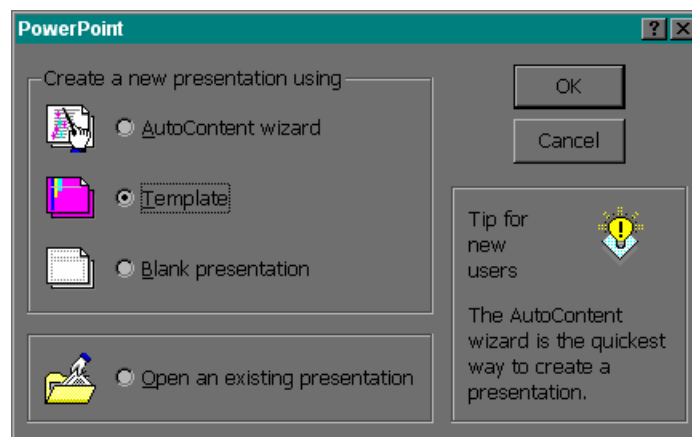
8. Displays what slide you are currently on, and how many slides are in your presentation.

9. Slide Addition/Modification Area:
 - New Slide... This option lets you add another slide to your presentation. Click on it, then double-click on the new slide layout you want. Typically, the "Bulleted List" is used.
 - Layout... This lets you select a different layout for the *current slide*.
 - Apply Design... This lets you select a different design for the *entire presentation*.

Starting PowerPoint

1. Click on Start
2. Move the Mouse Pointer to "Programs"
3. Click on "Microsoft PowerPoint"

You will see the following screen:



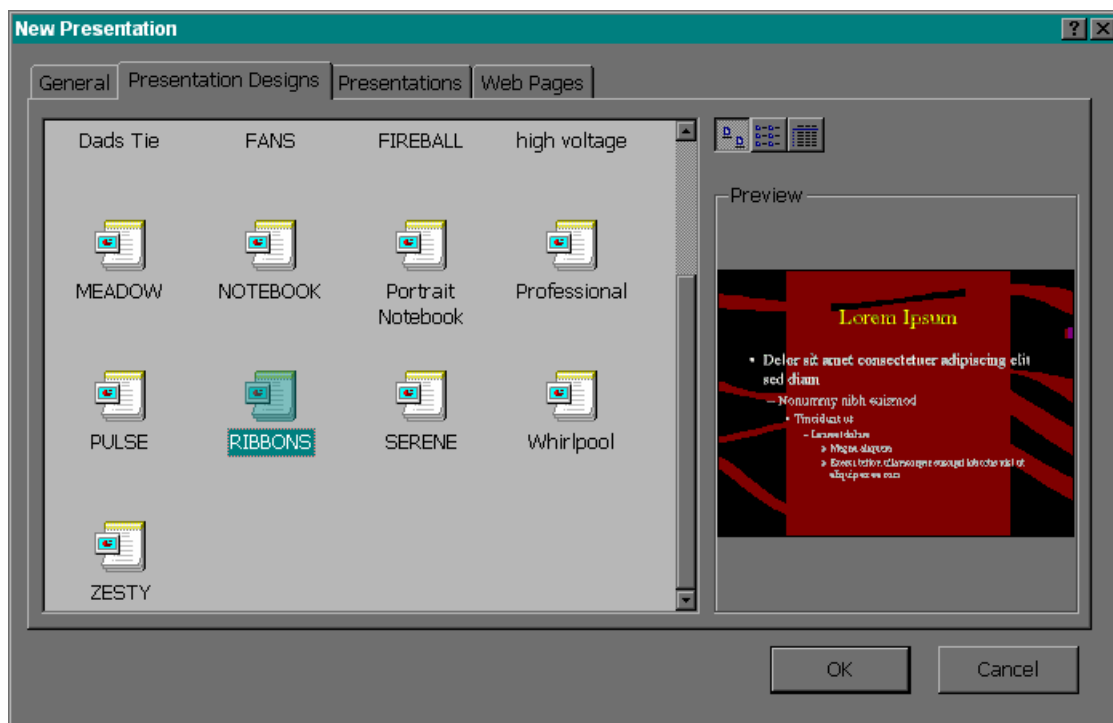
The following explains your 4 options:

1. **AutoContent Wizard** - Helps you determine the content and organization of your presentation. This is not a bad option if you aren't sure of the way you want to present your information. Types of presentations to choose from:
 - Recommending a Strategy
 - Selling a Product, Service, or Idea
 - Training
 - Reporting Progress
 - Communicating Bad News
 - General

2. **Template** - Allows you to determine what background and default slide layout you want to use. I start a presentation using this option 99% of the time.
3. **Blank Presentation** - Your presentation will start with default colors, fonts, etc.
4. **Open an Existing Presentation** - You will open a presentation that you already created.

Creating a New Presentation

1. Start PowerPoint (See Steps 1-3 on Page 3.)
2. At the "Create a new presentation using" window, double-click on the icon (bright pink) by the "Template" option. You will see the following:



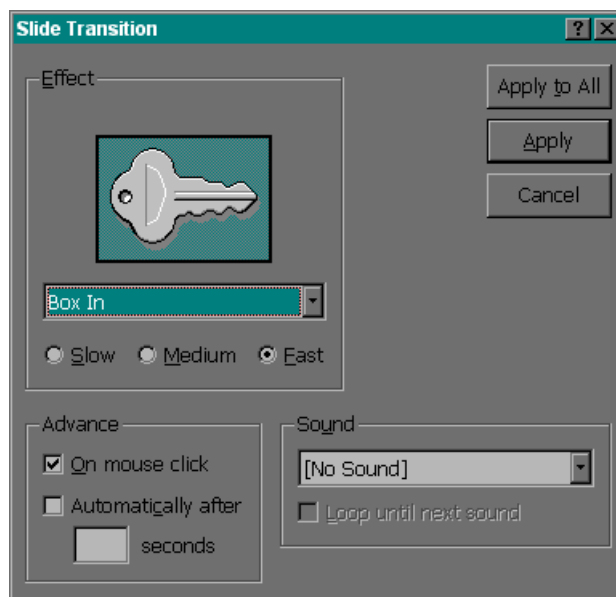
3. In the white window you will see some different presentation designs. Click on a few different designs, notice the "Preview" on the right.
4. Double-Click on a design you think you might like.
5. Now you will be asked to choose an AutoLayout. This is asking you what format you want the first slide to be. Typically, the first slide in your presentation will be a Title slide, and you will want the layout that's already outlined in dark blue. It's the one in the upper-left hand corner. Double-click on the layout that you want.

Transition

Transition is how one slide moves off the screen as the next one moves on. If you want special transitions, these need to be setup for each slide.

To setup a transition for your current slide or your entire presentation:

1. Click on "Slide Show" in your Menu Bar.
2. Click on "Slide Transition. . ." You see a window that looks like the following:



3. Under "Effect:" you initially see "No Transition", click on the drop-down arrow to the right of "No Transition".
4. You can scroll through your options, click on the option you want. (Notice the "Random Transition" option.) Also notice the key and dog sample of the transition that you selected.

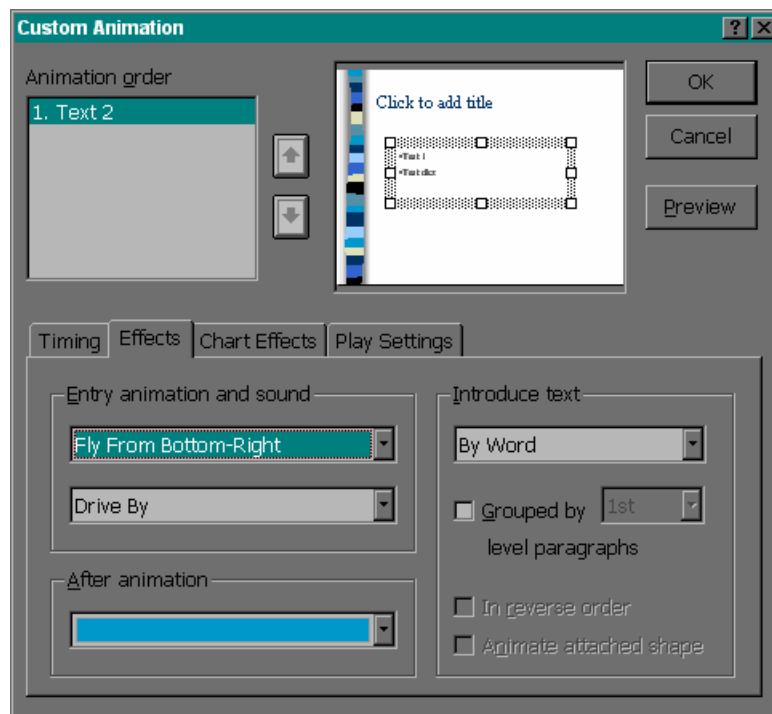
5. If you want to change the speed of the transition, click on "Medium" or "Slow". (Again, notice the sample.)
6. This isn't done too often, but if you want the slide show (presentation) to run continuously, or with no intervention from you, you can click on "Automatically After", in the "Advance" section, then fill in the seconds.
7. Notice the "Sound" section. If you want to add a sound when this slide is displayed, click on the drop-down arrow and select a sound.
8. When you are finished you will either want to click on "Apply to All" if you want ALL slides to have these attributes, OR click on "Apply" which will just apply these attributes to the current slide.

Build

Build allows you to have your bullets come into your slide show one at a time. When you click your mouse button, the next bullet flies in.

To setup a build for your current slide:

1. Click on "Slide Show" in your Menu Bar.
2. Click on "Custom Animation. . ."



3. You are already at the "Effects" tab. Typically you will only want to change what is in the first option in the "Entry animation and sound" section. This controls how the bulleted list flies in. You can also have a sound when the list flies in, or you can have the prior bullet dim.

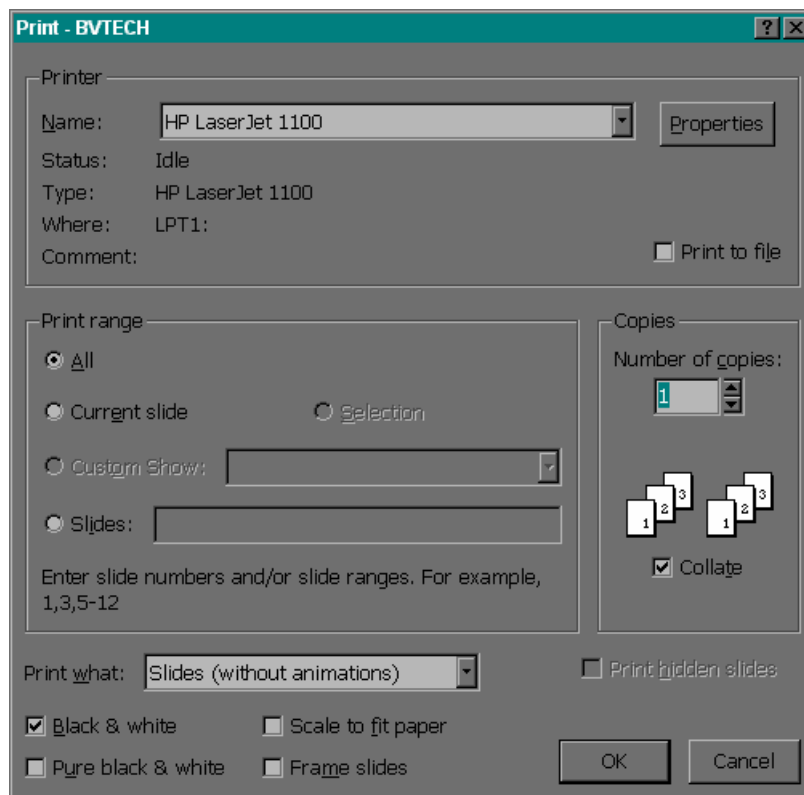
4. Click on "Preview" to get an idea of what it will look like.
5. For a slightly different look, you can change the "Introduce text" area from "All at once" to "By Word" or "By Letter".
6. Click on "OK" to change the "animation" for this slide.

Printing

Typically you will not want to just click on the "print" icon to print from PowerPoint. Usually you need to specify a few things.

To print:

1. Click on File in the Menu Bar.
2. Click on Print.
3. Your "Print Window" looks like the following:



4. has the following items:

Printer: Always double-check this. If it is not displaying the correct printer, click on the "Printer..." button.

Print What: Click on the drop-down arrow to see additional options. See the Appendix to this handout to view samples of the different options.

"Copies:" & the "Slide Range" section are self explanatory.


- * When printing handouts that you're going to make copies from, click in the "Pure Black & White" section. This gives you a good print-out (no color if you're printing to a color printer) to make copies from.


4. Click OK.

Useful Icons

"Insert Clip Art" - Along the top, red-haired guy with a long nose. This allows you to insert clip art into your presentation.

"Text Color" - Palette of colors with a blue capital A. This allows you to change the color of your text.

"Increase Font Size"  - Allows you to increase the font size of all text selected, regardless of their current size.

"Decrease Font Size"  - Allows you to decrease the font size of all text selected, regardless of their current size.

"Free Rotate Tool" - This allows you to rotate any text box or graphic. 1. Select the text box or graphic (click on it)

2. Click on the "Free Rotate Tool" icon.
3. Move the mouse pointer over to one of the handles (notice how the mouse pointer looks?!), click on the handle and keep holding down your mouse button.
4. Move the mouse around (while holding down the mouse button) to rotate your object.
5. Release the mouse when your object is where you want it.
6. Click in the gray area of your screen to get rid of the rotate tool.

Notice the "Autoshapes" drop-down from your "Drawing" toolbar.