

PowerPoint

XP

INSTRUCTIONAL TECHNOLOGY

Pensacola Junior College

PowerPoint
XP

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PowerPoint 2002

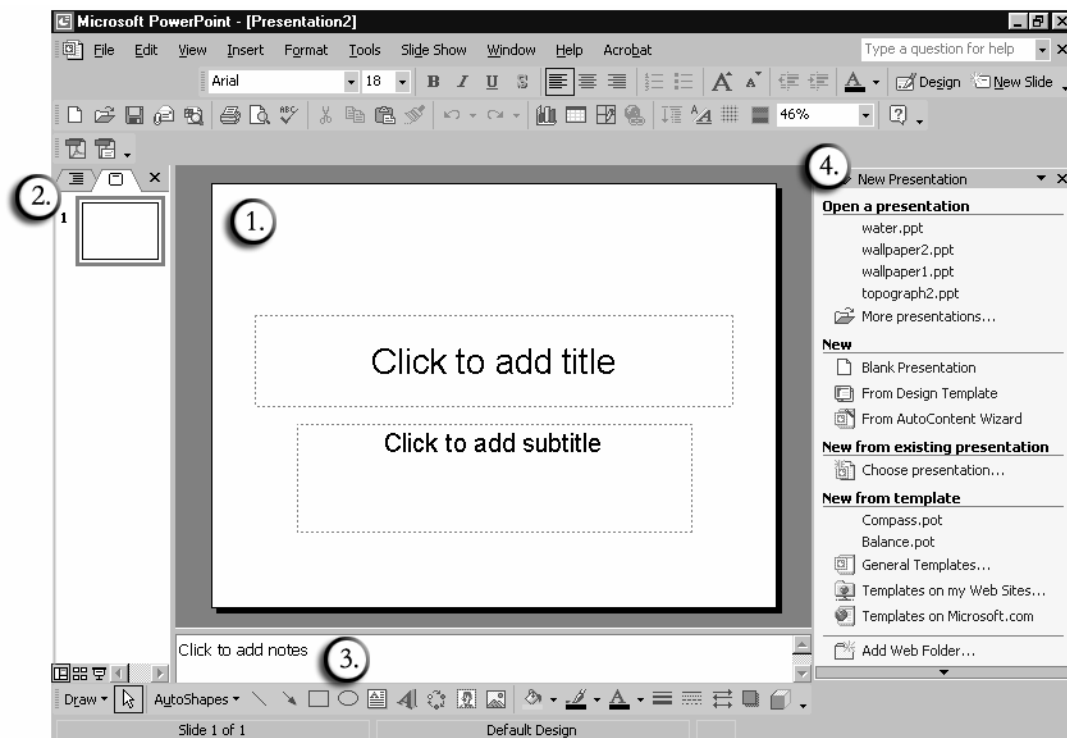
PowerPoint is an application used to create presentations which can be saved as on-screen slide shows, slides for transparencies, 35-mm slides, and HTML to be viewed on the Web. The features found in PowerPoint allow you to enhance the slides in your presentation with graphics, charts, animation, sounds, and video to create exciting visuals that support and complement your teaching. PowerPoint also enables you to create outlines, printed handouts, and speaker notes to accompany your presentation.

Getting Started with PowerPoint

PowerPoint 2002 Interface

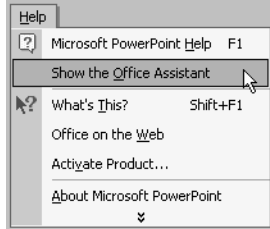
When opened, the PowerPoint window is divided into a four section work area which includes a Slide view, an Outline/Text view, a Notes area, and a Task pane.

1. The **Slide view** is centered and contains a new blank slide for you to begin creating a new or editing an existing presentation.
2. The **Slide Outline/Text** view is to the left and allows you to see and organize the sequential structure of your presentation as well as edit and revise the text in your presentation.
3. The **Notes area** is located below the slide view and provides a place for you to add speaker notes for the current slide.
4. The **Task pane** is located on the right and provides quick access for opening, creating, and formatting presentations. The task pane can easily be closed to provide a larger work area for your slides.



Accessing Help

There are several ways to get help when working on a presentation.



Accessing the Office Assistant

1. The **Office Assistant** is an animated answer finder, who, if the option is turned on, will pop up when you appear to be stuck. To turn on the Office Assistant, on the Menu bar go to **Help** then select **Show the Office Assistant**.
2. The **Ask a Question dialog box**, located in the top right of your screen is a place where you can type questions or a word and a menu will drop down with possible topics for assistance.
3. And, as with all Office applications, pressing the **F1** key will open the current application's help window.

Creating a New Presentation

PowerPoint offers three ways to create a presentation. You can use the AutoContent Wizard, a design template, or start from scratch. The AutoContent Wizard guides you with suggestions regarding the text, content, and designs of your slides. A design template helps control the look of your presentation, coordinating the colors, fonts, the format, and the placement of graphics on each slide, etc. A blank presentation is empty, waiting for you to add the parts.

Basic Presentation Design Guidelines

Before you begin a new presentation, there are some basic guidelines which will help you design an effective presentation.

1. Limit text on a slide to six lines with six words per line.
2. Font size: 18 points or larger, 44 points for titles, and 28 points for subtitles.
3. Font type: limit to less than three font types per slide.
4. Avoid using more than three text slides in a row.

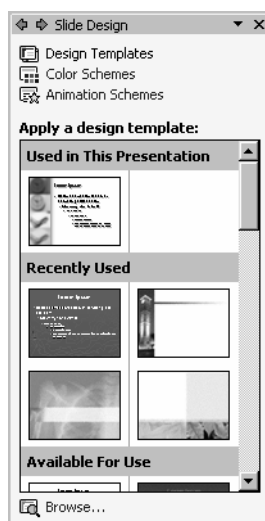
Using the AutoContent Wizard

The quickest way to create a presentation is by using the AutoContent Wizard. The AutoContent Wizard asks a series of questions about the purpose of your presentation, what you want to communicate, and by what means you will present it. On the basis of the answers you give, it chooses a design for the slides and provides generic headings and text.

1. In the **New Presentation** task pane, click **From AutoContent Wizard**. The Wizard will ask you questions about the presentation type, presentation style, and presentation options. Click **Next**.
2. Select a presentation category, and then highlight a specific presentation type. Click **Next**.
3. Choose the type of output you will use. Select the option for the type of output, then click **Next**.
4. Add a title for the presentation and anything you'd like included on each slide within the presentation. Click **Next**.
5. Choose Finish to view the presentation the Wizard has created for you.
6. In the presentation, replace the text suggestions with the text you want, and then make any other changes you want, such as adding or deleting slides, adding art elements or animation effects, and inserting headers and footers.
7. When you finish, on the **File** menu, click **Save**, type a name in the File name box, and then click **Save**.

Using a Design Template

Creating a presentation from a design template ensures continuity in color, font, layout, and general “feel” of your presentation. A template creates a single slide with a built in background. It provides a colorful starting point, from which you can continue to build your presentation by adding slides and adding text, graphics, and sound, etc. to them.



1. In the **New Presentation** task pane, click **From Design Template**.
2. In the **Slide Design** task pane, click a design template that you'd like to use.
3. If you want to keep the default title layout for the first slide, go to step 5. If you want a different layout for the first slide, on the **Format menu**, click **Slide Layout**, and then click the layout you want.
4. On the slide or on the **Outline** tab, type the text for the first slide.
5. To insert a new slide, on the toolbar, click **New Slide** and click the layout you want for the slide.
6. Repeat steps 5 and 6 to keep adding slides, and add any other design elements or effects you want.
7. To save the presentation, on the **File** menu, click **Save**; in the File name box type a name for the presentation, and then click **Save**.

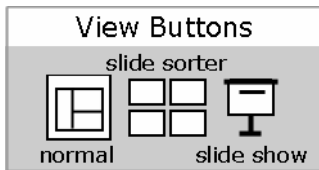
Note: If you have created a template, it will appear among the Microsoft PowerPoint templates in the Slide Design task pane if it was saved in the template folder. If the template was saved in another folder, choose **Browse** under the **Apply a design** template window to locate the file.

Starting from Blank Slides

Another way to create a presentation is from scratch.

1. If the New Presentation task pane isn't displayed, on the **File** Menu, click **New**.
2. If you want to keep the default title layout for the first slide, go to step 3. If you want a different layout for the first slide, in the **Slide Layout** task pane, click the layout you want.
3. On the slide or on the **Outline** tab, type the text you want.
4. To insert a new slide, on the toolbar, click **New Slide**, and click the layout you want.
5. Repeat steps 3 and 4 for each new slide, and add any other design elements or effects you want.
6. When you finish, on the **File** menu, click **Save**, type a name for your presentation, and then click **Save**.

Viewing Presentations



PowerPoint provides three ways to view your presentation as you work: Normal view, Slide sorter view, and Slide Show view. You can change views by using View menu or by clicking on the appropriate View button.

Normal View

Normal view is the original view used when you are designing a presentation.

Slide Sorter View

Slide sorter view displays thumbnails of all the slides in the presentation so that you can check the order and consistency of the slides. You can move and delete slides while in this view.

Slide Show View

Slide show view enables you to see your presentation displayed on the full screen of your computer monitor as if it were a finished product. You can preview how your finished presentation will look and work while in this view.

Adding Content

When you start work on a new presentation, PowerPoint, by default, opens up with a blank slide on the work space from which you can begin to build. You'll want to consider the content for each slide when choosing a slide layout. The slide layout refers to the way elements are arranged on the slide. One way to make a presentation more interesting and informational is to add some visual elements. PowerPoint provides a number of layout options (located in the Slide Layout task pane) for adding text, pictures, clip art, charts, tables, and media clips. Each layout option provides a different arrangement of placeholders, or guides, for adding different elements.


Adding Slides

At some point or another, as your presentation takes shape, you will create and add new slides. You can add new slides in Normal view or Slide Sorter view. PowerPoint makes it easy to add new slides at any point in your presentation, and the preformatted slide layouts make it easy to add text, charts, graphs, bulleted lists, and clip art to your slides. If you have chosen a design template for your presentation, when you add a new slide, the design you have already applied to your presentation is automatically applied to the new slide.

Working with Text

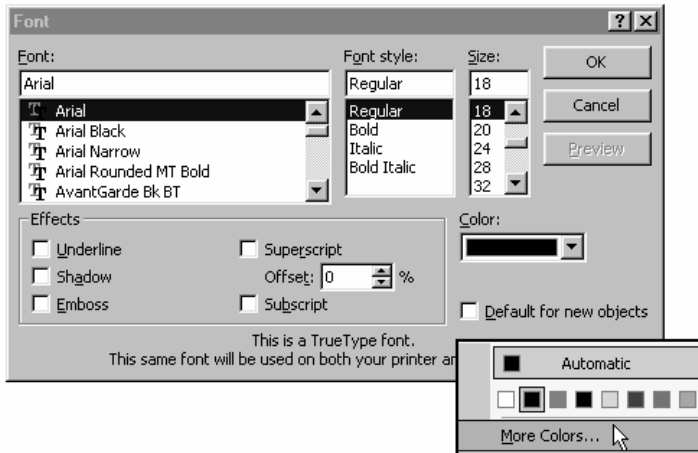
When you insert a new slide in a presentation and choose a text layout for the slide, PowerPoint provides text boxes for entering text. All you have to do is click in the text box and start typing.

For slides without a text layout, you have to create text boxes yourself before you can enter text.

1. On the Menu bar, go to **Insert** and select **Text Box** or click on the insert text box icon below the Notes task pane. You'll notice the cursor changes shape when placed over the slide area. 
2. To insert a single line, just click where the text should go and start typing. The box will expand as you type, but will not word wrap when you get to the end of the slide.
3. To create a text box that allows multiple lines and word wrapping, drag a box to the desired size and start typing. As you get to the end of a line, the text will wrap around to the next line within the box.

Choosing Fonts

Text typed directly into a text box that is not part of a design template defaults to a standard font style (like Arial or Times New Roman) and size (like 18 points). Since presentations are more effective when the text has some pizzazz, you'll need to add some style to it. Depending on the purpose of your text, and remembering the design guidelines mentioned earlier, it's easy to customize text on a slide.



1. Select and highlight the text.
2. On the Menu bar go to **Format** and select **Font** and the Font box will open.
3. Select a Font, Font Style, and size for your text.
4. Select a color from the drop down menu. To choose a color not shown, select **More Colors...**
5. Select a checkbox in front of any effect you want to add, and then click **OK**.

Manipulating Text Boxes

Text boxes can be moved, copied, resized, and deleted.

To Move a Text Box

1. Click on the text and the text box will appear.
2. Place the pointer on the text box (but not on a selection handle).
3. The cursor becomes a four-headed arrow.
4. Click and drag the text box to a new location.

To Copy a Text Box

1. Click on the text and the text box will appear.
2. Place the pointer on the text box (but not on a selection handle).
3. The cursor becomes a four-headed arrow.
4. Click on the text box, hold down the Ctrl key, and drag a copy of the text box to a new location.

To Resize a Text Box

1. Click on the text and the text box will appear.
2. Place the pointer on a selection handle.
3. The cursor becomes a double-headed arrow.
4. Drag the selection handle until the text box is the desired size.

To Delete a Text Box

1. Click on the text and the text box will appear.
2. Click on the text box to select it. The box will change from diagonal lines to small dots..
3. From the Menu bar choose **Edit** and select **Cut**. (**Ctrl-X** does the same thing)

To Cut and Paste a Text Box to another Slide

The cut and paste technique can be used to move text from one slide to another.

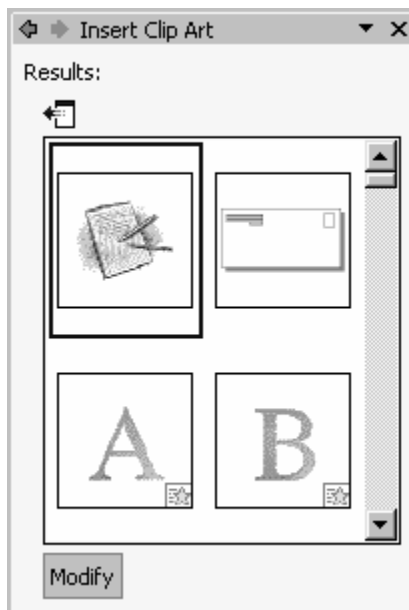
1. Select the text you want to move by either highlighting the text within the box or selecting the text box.
2. On the Menu bar go to **Edit** and select **Cut** or **Ctrl-X**.
3. Open the new slide and place the cursor where you want to insert the text.
4. Choose **Edit** and select **Paste** or **Ctrl-V**

Adding Graphics

One way to make a presentation more interesting and informational is to add some visual elements. PowerPoint has a number of preformatted slide layouts for adding pictures and clip art. You can also create your own graphics.

Clip Art

PowerPoint has a large library of clip art images that you can use for your presentation.

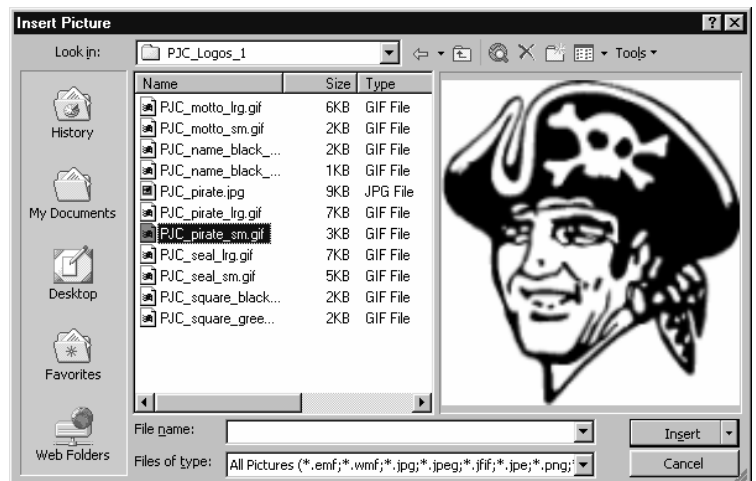
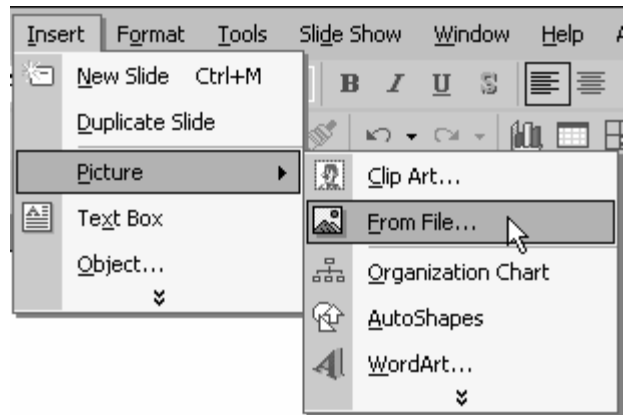


1. From the Menu bar, go to **Insert** click **Picture** then select **Clip Art**. (If you do not see an option for clip art, click on the double arrowhead at the bottom of the Insert/Picture drop down menu and it will expand to expose all the options.)
2. From the **Insert Clip Art** task pane that opens up on the right, type in a category, and click **Search**.
3. The results of your search will be displayed in the same task pane. Scroll down to view all the images. When you find a suitable one, double click on it to place it on your slide.
4. Once on your slide, the image can be resized by selecting it and grabbing and dragging the selection handles.

Insert Picture from File

Inserting a picture from a file is similar to adding clip art.

1. From the Menu bar, go to **Insert** click **Picture** then select **From File**. (If you do not see an option for from file, click on the double arrowhead at the bottom of the Insert/Picture drop down menu and it will expand to expose all the options.)
2. The Insert Picture dialog box opens prompting you to locate the picture file you wish to add to your presentation.
3. When you've located the picture, click on **Insert** and the picture will be placed on the current slide.
4. Once on your slide, the image can be resized by selecting it and grabbing and dragging the selection handles.
5. To constrain proportions while resizing the picture, hold shift down while dragging a selection handle.



AutoShapes

PowerPoint has an AutoShapes tool that allows you to add lines, connectors, basic geometric shapes, flowchart elements, stars and banners, block arrows, and callouts to your presentation. These ready-made shapes can be resized, rotated, flipped, colored, and combined to make more complex shapes. You can add text to shapes as well, and the text you add becomes part of the shape. So if you rotate or flip the shape, the text rotates or flips with it.

1. On the Menu bar, go to **Insert** click **Picture** and then choose **AutoShapes**. A box will appear from which you can select what kind of AutoShape to add.
2. Clicking on an item will bring up a menu of the different styles available.
3. The button on the far right will bring up additional AutoShapes in the task pane to the right.

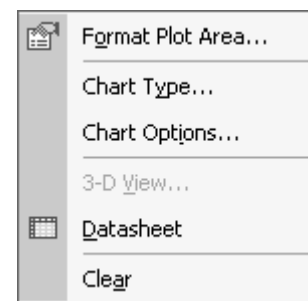


4. Select an AutoShape, place your cursor on the slide, and click and drag to the size you desire.
5. To add text to an AutoShape, select the shape and start typing.
6. To delete an AutoShape, right click the shape and select **Cut**.

Adding Charts

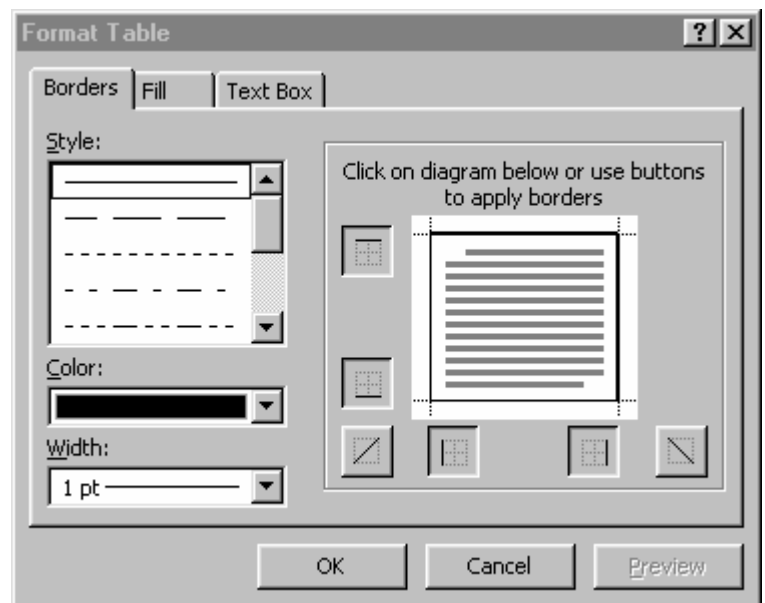
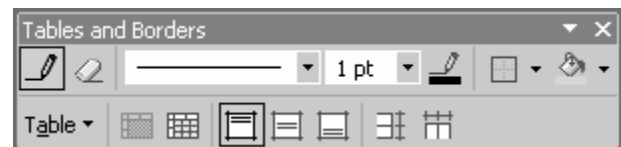
In PowerPoint you can create a wide variety of two- and three-dimensional charts such as area, bar, column, line, pie, doughnut, stock, and cone. When you create charts in PowerPoint you're actually using the Microsoft Graph program. To add a chart to a PowerPoint slide,

1. Create a new slide layout that contains a chart placeholder.
2. Double-click the chart placeholder and replace the information in the datasheet with your information.
3. To change the existing chart or choose a new chart style, double click the chart to select it (if not already selected), then right click in the chart area and an options window will open.
4. Here you can format plot area (such as background color, font, etc.), select a new chart type, change chart options, and revise the datasheet.
5. When you are done creating your chart, click the slide.



Adding Tables

1. Create a new slide, and select a table layout from the Slide Layout task pane.
2. Click the **Insert Table** icon.
3. Enter the number of columns and rows you'd like for your table and click **OK**.
4. To enter text, just click in a cell and start typing. The Tables and Borders toolbar will help you format each individual cell.
5. To format the table's border, background, and text boxes, right click anywhere within the table, and choose the **Borders and Fill** option. The Format Table dialog box will open.
6. Choose the options you'd like under each tab, then click **OK**.



Adding Speaker Notes

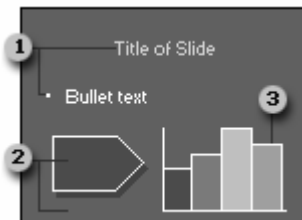
The Notes pane, located in normal view below the slide, is where you can add speaking notes to your presentation. You can print the notes as notes pages and use them either as notes to yourself while you give your presentation, or, if they're notes you intend for your audience, hand them out to accompany your slide show presentation. To add notes, just click in the Notes pane below each slide and type away. You may need to expand the Notes pane in order to view all of your notes.

Making Global Changes

You can make some design changes to your whole presentation with commands on the Format menu or by editing the slide master, which contains default formatting. PowerPoint also contains many design templates that you can apply to your presentation. When used, each of these options applies changes to every slide in the presentation.

Color Schemes

A color scheme consists of the eight colors used in the design of a slide; colors for background, text and lines, shadows, titles, title text, fills, accents, and hyperlinks.



1. Colors used for title text and body text
2. Colors used for background, fills, and shadows
3. Colors used for hyperlinks, fills, and accents such as bullets.

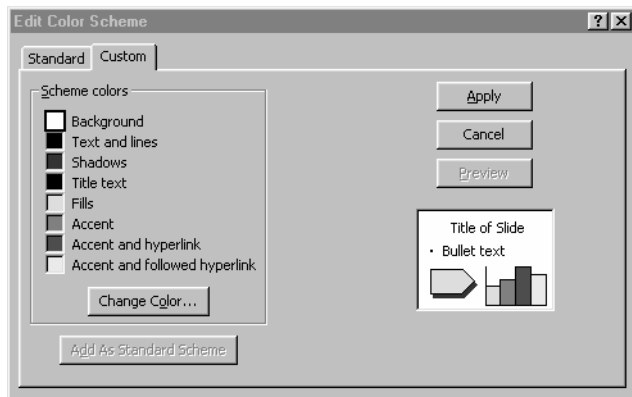
You can view a slide's color scheme by selecting the slide and then displaying the Slide Design-Color Schemes task pane.

Changing Default Colors

1. Open Slide Design task pane by going to **Format** and then **Slide Design**.
2. Click on **Color Schemes** in the task pane.
3. Click on the first slide in the presentation to select it.
4. From the color scheme samples, select a new color scheme for your presentation by clicking on it.

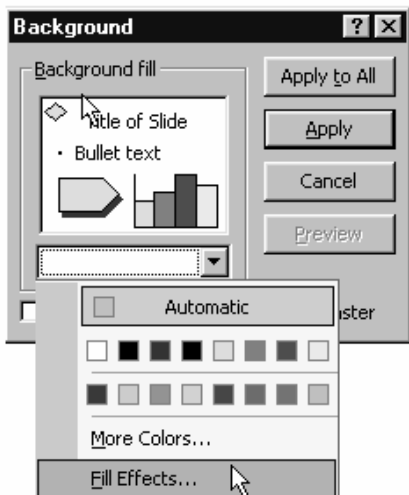
Make a New Color Scheme

In PowerPoint you can create your own color schemes and apply them to individual slides or to the entire presentation. Be careful when designing new color schemes. It's too easy to get carried away and design something gaudy.



1. Open Slide Design task pane by going to **Format** and then **Slide Design**.
2. Click **Edit Color Schemes** at the bottom of the task pane.
3. Click the **Custom** tab.
4. Choose colors for various slide elements by clicking in the color box next to each one and selecting a new color.
5. When finished, click **Apply**. Notice all the slides in your presentation change to that color scheme.
6. Your new color scheme is also added to the Slide Design task pane

Background Colors and Gradients



1. From the menu bar go to **Format** and select **Background**.
2. On the background dialog box, select the drop down menu to choose a new background color.
3. For a solid color, choose a visible color swatch or click on **More Colors...**
4. For a gradient background, select **Fill Effects...**
5. Select the **Gradient** tab.
6. To select the gradient's primary color, select the **One Color** radio button. The color you choose will blend with either white or black.
7. If you want two colors (other than white or black), select the **Two Colors** radio button.
8. Choose a color from the **Color 1** drop down menu.
9. Choose a color from the **Color 2** drop down menu.
10. Select a **Shading Styles** radio button for the gradient's effect.
11. Choose a **Variants** option by clicking on one of the four squares.
12. Click **OK**.

13. In the background dialog box click **Preview**.
14. If you are satisfied with the look, click **Apply** (for just the selected slide) or **Apply to All** (for all slides).

Replacing a Font

PowerPoint makes it easy to change the text font on all of your slides.

Replacing Text Font

1. From the Menu bar go to **Format** then **Replace Fonts**.
2. In the **Replace** field, choose the font that you want to replace. The drop down menu lists the fonts used in your presentation. (If you're not sure what the name of the font is, close the Replace Font dialog box and click on a text box of the font you want replaced. The font name will be listed along with its size under the Menu bar at the top of your screen.)
3. In the **With** field, choose the new font.
4. Click **Replace**. The old font will be replaced with the new font on all slides.
5. Click **Close** when finished.

Apply a Design Template to an Existing Presentation

A template can also be applied to an existing presentation to change the look and feel, but not the content. To see how this works, quickly create a presentation with the AutoContent Wizard.

1. With presentation open, click on **Design** button located in top right hand corner of screen. This will bring up the **Apply a design template** task pane.
2. Click once on a different design template and click on the down arrow.
3. Select **Apply to All Slides**.
4. To change the design background of just one slide, select the slide in the Slide Outline view (located to the left), choose a new design, click on the down arrow, and select **Apply to Selected Slides**.

Customizing a Presentation

Slide Transitions

Transition effects control how one slide gives way to another during a slide show. They include both visual and audio effects and can add a professional touch to your presentation.

1. To apply transition effects, switch to slide sorter view.
2. Select the slide for which you want to add a transition, or to select several slides, CTRL-click each slide or Shift-click to select consecutive slides.
3. On the tool bar, click the **Transition** button to open the Slide Transition task pane.
4. In the **Apply to Selected Slides** section, choose a transition effect. Immediately after you choose an effect, the slide sorter window previews it on the selected slides.
5. In the **Modify Transition** section choose a speed for the transition. You can also choose a sound to go along with the transition.
6. In the **Advance Slide** section you can choose how you want your slides to advance, either by mouse click or after a specified amount of time.
7. You can apply the same effect to every slide by clicking **Apply to All Slides** or Repeat steps 4 - 6 to apply transition effects to individual slides.
8. To view the effects for the whole slide show, click the Slide Show button.

Animating a Slide

Where a transition effect controls how one slide gives way to another during a slide show, an animation controls how an individual object makes its appearance on a slide during a show. Items like bullets and graphics can appear one at a time or all together, depending upon your preference.

1. To apply animation effect, switch to slide (or normal) view and click the **Slide Outline** tab.
2. On the tool bar, click the **Design** button to open the Slide Design task pane.
3. Select the slide you want to animate and click **Animation Schemes**.
4. In the section **Apply to Selected Slides**, click and animation scheme in the list.
5. If you want to apply the animation to all slides, click the **Apply to All Slides**.

Animate an Object on a Slide

1. Display the slide in which you want to add an animation.
2. On the Menu bar go to **Slide Show** and select **Custom Animation**.
3. On the slide, click the object you want to animate. For example to animate a bulleted list, click on the list.
4. Click on the **Add Effect** button.
5. Choose an animation category and an effect.

6. In the **Modify** section select animation effect's properties.

Note: If more than one animation has been applied to a single object, each animation will be noted within the list. You may need to expand a list item to see all animations applied, however.

Animation Effects

Below are some animation effects you can add to your slides.

1. If you want to make the text or object enter the slide show presentation with an effect, select the object, click on **Add Effect** button, point to **Entrance** and then click an effect.
2. If you want to add an effect to text or an object that is on the slide, select the object, click on **Add Effect** button, point to **Emphasis**, and then click an effect.
3. If you want to add an effect that makes text or an object leave the slide, select the object, click on **Add Effect** button, point to **Exit** and then click an effect.
4. If you want to add an effect that makes an object move in a specified pattern, select the object, click on **Add Effect** button, point to **Motion Paths** and then click an effect.
5. If you want to remove an effect, click on the object, select the effect, and click the **Remove** button.

Printing a Presentation

PowerPoint provides several options for printing slides in a presentation. Depending upon what you want to do, you can print your presentation as slides, handouts, notes pages, or as an outline view.

Printing Slides

This option prints full-page slides.

1. On the Menu bar go to **File** and select **Print**.
2. In the **Print Range** section, select **All** or to select specific slides, select **Slides** and enter the range of slides you want to print.
3. In the **Print What** field, select **Slides**.
4. In the **Color/Grayscale** field choose color, grayscale, or pure black and white.
5. Choose **Preview** if you want to take a look at the output before printing.
6. Click **OK**.

Printing Handouts

Handouts are smaller, printed versions of your slides. Depending on the size of your paper, you can get as many as nine slides per page.

1. On the Menu bar go to **File** and select **Print**.
2. In the **Print Range** section, select **All** or to select specific slides, select **Slides** and enter the range of slides you want to print.
3. In the **Print What** field, select **Handouts**.
4. In the **Color/Grayscale** field choose color, grayscale, or pure black and white.
5. In the **Handouts** section, choose the number of slides per handouts as well as their order on the page.
6. Choose **Preview** if you want to take a look at the output before printing.
7. Click **OK**.

Printing Notes Pages

Notes pages include slide notes as well as a copy of the slide the notes refer to. They are printed one slide per page.

1. On the Menu bar go to **File** and select **Print**.
2. In the **Print Range** section, select **All** or to select specific slides, select **Slides** and enter the range of slides you want to print.
3. In the **Print What** field, select **Notes Pages**.
4. In the **Color/Grayscale** field choose color, grayscale, or pure black and white.
5. Choose **Preview** if you want to take a look at the output before printing.
6. Click **OK**.

Printing an Outline

When you print slide outlines, you can choose to print all the slide text in your outline or just the slide titles.

1. On the Menu bar go to **File** and select **Print**.
2. In the **Print Range** section, select **All** or to select specific slides, select **Slides** and enter the range of slides you want to print.
3. In the **Print What** field, select **Outline View**.
4. In the **Color/Grayscale** field choose color, grayscale, or pure black and white.
5. Choose **Preview** if you want to take a look at the output before printing.
6. Click **OK**.

Resources

There are many resources available on the Internet to answer questions and help you create PowerPoint presentations.

1. Microsoft's PowerPoint Site

<http://www.microsoft.com/office/powerpoint/using/default.asp>

Microsoft offers PowerPoint Tips and tricks, How-to Articles, Training opportunities and more.

2. Microsoft Office's PowerPoint Assistance Center

<http://search.office.microsoft.com/assistance/producttask.aspx?p=PowerPoint>

This site provides assistance on automating tasks, using graphics, presentation design, special effects, etc.