Introduction to PowerPoint XP

Support Services

Office of Information Technology, West Virginia University

OIT Help Desk -- 293-4444 x 1

oit.wvu.edu/support/training/classmat/ppt/

Instructors: Joey Kimmet, Rick Bebout, Kathy Fletcher

Last revised: February 2, 2004

Table of Contents

Course Description

Microsoft PowerPoint is a program for creating slide presentations, both professional and personal.

A presentation is a document composed of a number of connected slides. Each slide may include concise information and/or images that are relative to the subject matter. PowerPoint makes creating a professional-looking presentation easy by providing a library of preformatted slides and templates. You can easily insert your information and images into a template and use the program's tools to help you refine the appearance of the presentation.

For instance, you may want to create a presentation outlining the steps necessary to bake a cake. You could create a separate slide for each step of the process. These slides could contain both the instructional text and/or images that give your audience a visualization of how each step in the process is completed.

In addition to creating a professional presentation, you can create a personal presentation chronicling a fishing trip you and friends recently experienced. Each slide might contain a picture from the trip and a small caption describing the events captured on each image.

The two classes presented for PowerPoint are:

- Introduction to PowerPoint XP
- Intermediate PowerPoint XP

Thank you for attending today's workshop,

The OIT Support Services Training Staff

West Virginia University

Getting Started

There are a variety of ways to start using PowerPoint software. You might have a shortcut on your desktop or you can double-click on a PowerPoint file. In the workshop today, you can start PowerPoint by clicking on the **Start** button, looking under **Programs** for **Microsoft Office**, and choosing **PowerPoint** from the list on the right.

When you first start up PowerPoint, you will see the **New Presentation** column box on the left of the screen with four choices and a tip for new users. Click on one of the items to begin.

Open a Presentation

Displays most recently-used PowerPoint files

New

Blank Presentations

A plain white background good for charts or signs or if you want to design your own template

Design Template

Use one of PowerPoint's presentation design templates.

AutoContent wizard

Provides ideas, organization for your presentation (geared towards business users).

New from Existing Presentation

Option of opening an existing PowerPoint file you may have saved on your computer

New from Template

Shows most recently used templates, and list of locations containing other templates

1. Under **New**, click on **From Design Template**.

    The column will now show you all available templates. Use the scroll bar to scroll down to view all of the thumbnail previews.

2. When you find one you would like to use for your presentation, single-click on the thumbnail to **select the design template**. The template you choose will be incorporated into your slides.
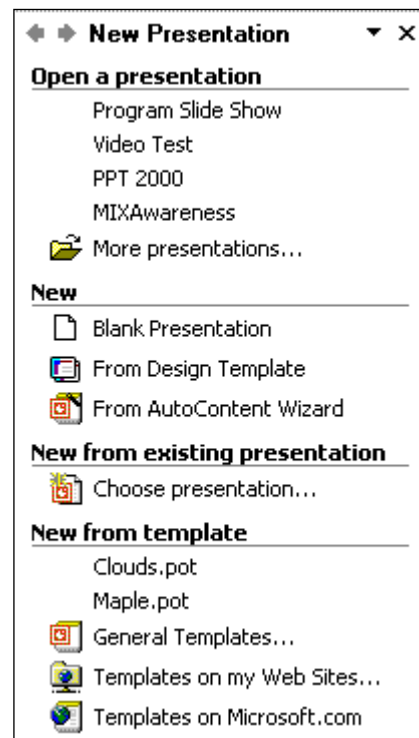
3. At the top of the column, on the right side of the Slide Design menu, click the drop-down menu and **select slide layout**.

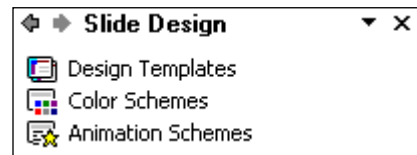For each new slide you create, you will choose an AutoLayout. Choices include Text, Content, Text and Content or Other. Hovering your mouse over each slide thumbnail prompts a pop-up box to appear. This box defines each slide according to their preformatted content.

Title Slide

1. Select a Title slide from the slide layout column.

2. Click in each box as indicated. When you click there, the box border changes, a blinking cursor appears in the box and your mouse pointer becomes an I-bar.

3. Type your text and click outside the box to indicate that you've finished. The text box will disappear, leaving only your text.
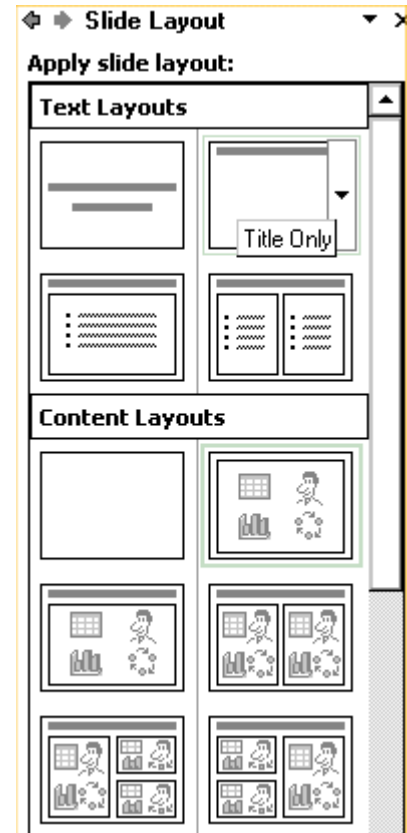
Save Your File

1. Go to the **File** menu and select **Save**.

2. Select a location in the Save In: box.

3. Supply a name next to the File name box.

Editing Text

Select the text box

Click once on top of the typed text. The frame (made of tiny diagonal lines) will appear.

Move the text box

 Click on this frame then drag & drop it in a new location.

Resize the text box

Click on the frame, then click and drag one of the square white boxes imbedded in the frame. Release the mouse button when the text box is the desired size.

Change the alignment:

Select the text in the box (or click on the text box frame) and choose **Alignment** from the **Format** menu. Then choose Left, Right, Center, or Justify. There are also shortcut buttons on the formatting toolbar.

Change the text

Select the text box and roll the mouse over the text to select it.

- Change the font using the **Format** > **Font** menu item or click on the down triangle next to the font name on the formatting toolbar and select a new font.

- Change the font size using the **Format** > **Font** menu item or click on the down triangle next to font size on the formatting toolbar and select a new point size.

- Change the text color using the **Format** > **Font** menu item or the Font Color button on the Drawing toolbar.

- Insert or delete characters as you would in Word or WordPerfect or other software.

Font Size   **Font Color**

Font Style   **Alignment**
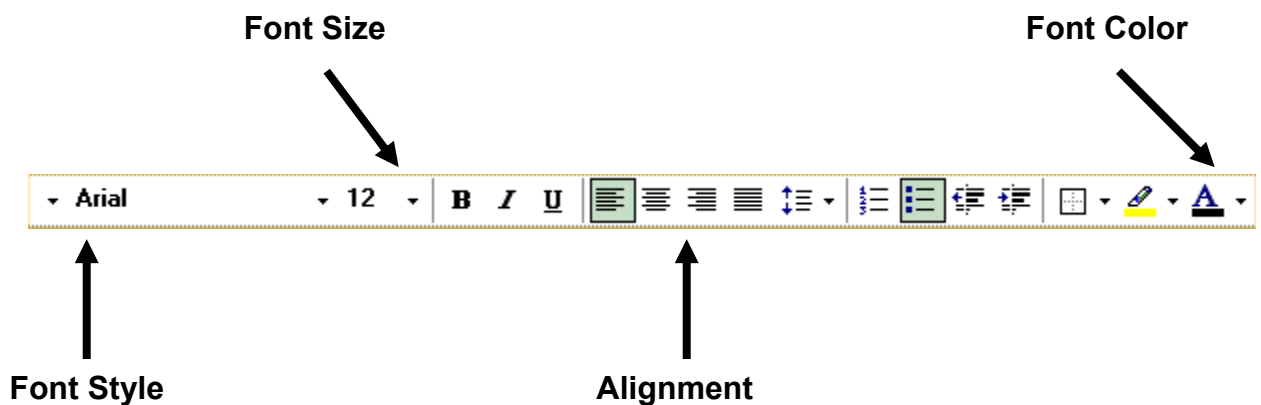
Inserting a new slide

1. Go to the **Insert** menu and select **New Slide** or click on the **New Slide button** on the Standard toolbar.

2. You will then see the **New Slide AutoLayout** dialog box as shown on the right side of the page.

3. Click one of the slide thumbnails to insert that type of slide as your next one.

Create a Bulleted List Slide

1. Start a new slide and choose a layout that includes bulleted text.

2. Click in the body of the slide and enter your text where indicated.

3. Each time you press enter, you will see a new bullet at the beginning of the line.

4. If you have subordinate items, press the tab key to indent before typing. Subordinate items will have a different bullet.

5. Create a title for the slide.

Change the Bullet

1. Position the cursor in front of the text where you want to change the bullet or highlight several items to change several bullets at once.

2. Then select **Bullets and Numbering** from the **Format** menu.

3. You can select one of the popular bullet types, then select a bullet color and size. Alternatively, you can click on the Customize button to select a bullet from another font.

4. Click OK.
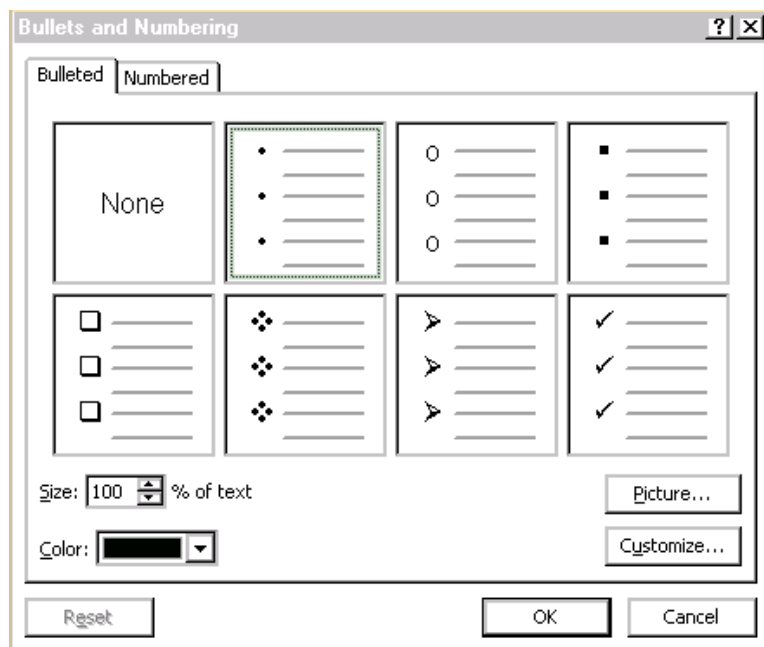
Bullet Tab and Indentation Settings

1. Make sure you are in slide view (**View** > **Normal**). If the ruler isn't displayed, choose **Ruler** from the **View** menu. Highlight the text for which you want to adjust the tab and/or indentation settings.

2. Look at the ruler.
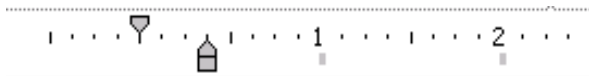
3. Click on the triangle that is pointing upward and drag it to change the space between a bullet and text.

4. Click on the square and drag it to move both the bullets and text.

Change Paragraph Spacing

1. Go to a slide with a text box or bulleted text.
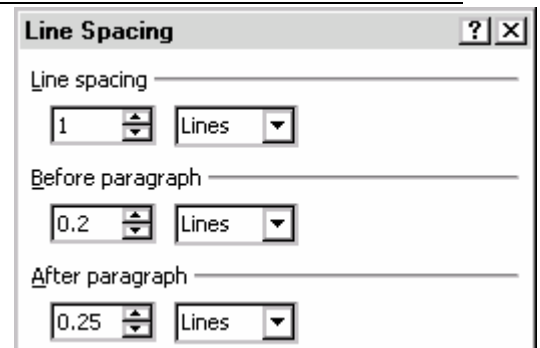
2. Click on the text to bring up the frame

3. Click on the frame. The slashes will change to little dots.

4. Go to the **Format** menu and select **Line Spacing**.

5. You can change the line spacing within paragraphs or between paragraphs.
   Click **OK** when done.

An alternative method is to click on the **Increase Paragraph Spacing** or **Decrease Paragraph Spacing** button on the formatting toolbar to get the same effect as increasing the line spacing in the Format > Line Spacing dialog above. If these buttons are not on your toolbar, you can add them: **View** > **Toolbars** > **Customize**.
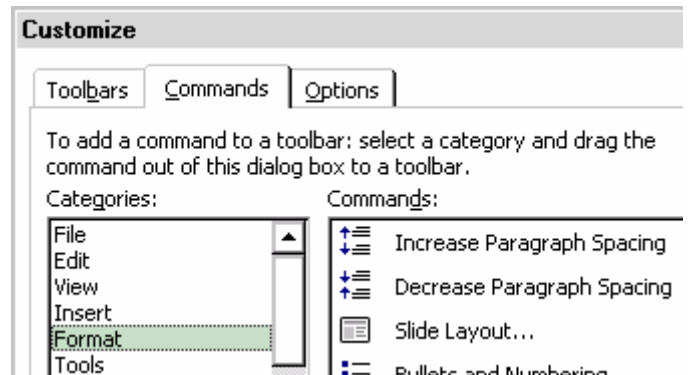
Editing the Master Slides

1. Go to the **View** menu, select **Master** then **Slide Master**.

2. Make changes to the master slide:

   a. You can reposition and resize items on the screen such as any text boxes, date area, slide number, footer area, etc.

   b. You can change the font choice, text size, text color, bullet format, and text alignment of any text boxes.

   c. You can change the indent settings using the ruler.

   d. You can change the paragraph spacing.

   e. You can add images to the master slide that will appear on every slide (e.g. a logo, clipart, or a flying WV).

3. To do this for the title master slide: select **View** > **Master** > **Title Master** from the menu.

4. When you are done, click on **Close Master View** on the **Master** toolbar or go to the **View** menu and select **Normal**.

Change the Presentation Design

1. Open the presentation to which you want to apply a different design.

2. Select **Format** from the menu and choose **Slide Design**.

3. The available slide templates will appear in the column on the right side of the screen. When you single-click one of the thumbnails, a drop-down menu appears on the right side of the thumbnail. You now have the option to apply the template to **All Slides**, **Selected Slides** or view a **Large Preview** of the template prior to incorporating it.

4. Click on the selected menu option menu to apply the change.
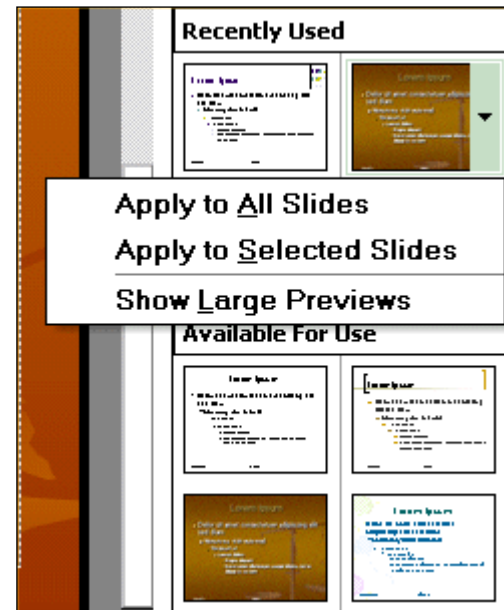
Change Color Scheme

1. Select **Slide Design** from the drop-down menu at the top of the column on the right, then click on **Color Schemes**.

Several preformatted slide color scheme thumbnails will appear in the column. If you wish to select one of them, single-click the thumbnail to apply the design.

2. To customize specific aspects of the slide's color schemes, click the **Edit Colors Schemes** link below the column.

3. You can now change the colors of items such as the background, fills and accents. Click **Apply** to incorporate your changes.
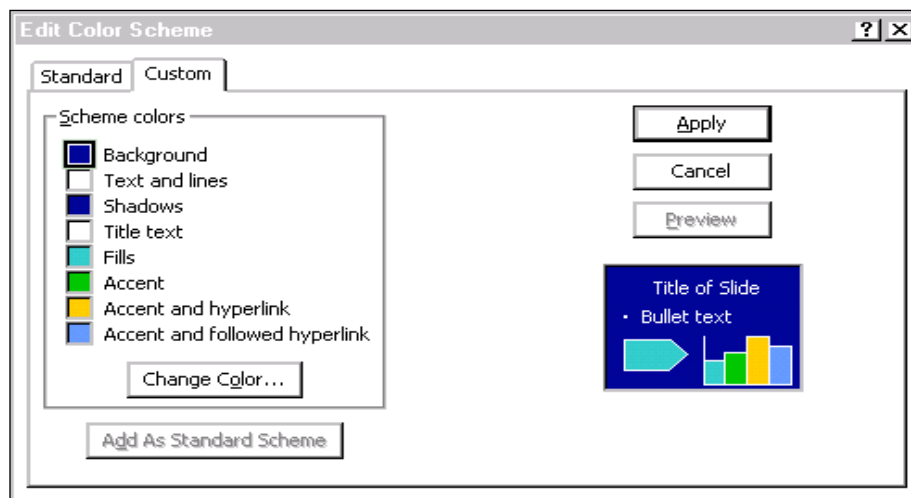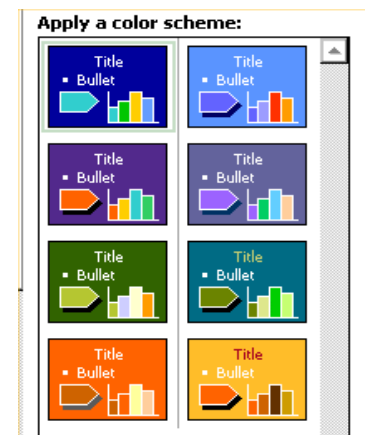
Insert Clip Art and Pictures

Clip Art

1. Insert a new slide that contains provides a space for clip art (look for the guy with the big nose), **OR**

2. **Insert** > **Picture** > **Clip Art** to add clip art to any slide.

3. Once you select the piece of clip art you would like to insert, double-click on the image to insert it.

Move your clip art by clicking the cursor anywhere on top of the image (it will turn into a 4-headed arrow) and dragging and dropping it to a new location.

Resize your clip art by clicking once on the image to bring up the "frame". Then position your cursor over one of the boxes in the corners or sides (2-headed arrow) and drag and drop to a new image size.

Delete the clip art: click on the image once, then press the delete key.

Add other Graphic Images

These files can be images you have downloaded from the Internet, screen snapshots, graphics you have created in a paint program, scanned photographs, digital photographs, etc... Supported file types include .bmp, .gif, .jpg, .tif, .emf, .wmf, .wpg, .cdr, .png, .pcx, .fpx, .eps, .mix..

1. Go to the **Insert** menu and select **Picture**.

2. Slide to the right & choose **From File**...

3. Look in the subdirectory where you've placed your image files. In the workshop today, look in the *My Documents* folder on your desktop.

4. Insert the graphic file: click once on the filename and click on the **Insert** button

Move, **resize**, and **delete** your image using the same steps as you did with the clip art above.

Drawing Tools

Draw a Rectangle

1. Click on the **Rectangle** tool on the Drawing Tools toolbar.
2. Position the cursor (it is now a cross-hair) where you want one corner to be.
3. Click and drag on the slide to create the box.

Hold down the **Shift** key while dragging to create a perfect square.

If you click on the rectangle tool, then click once on the slide, you will also create a square of a default size.

4. Use these same steps to create ovals and circles using the **Oval** tool.
5. Use the **Fill Color** and **Line Color** tools to change the rectangle and oval appearance. There are interesting Fill Effects available in the Fill Color dialog.

Draw a Line or Arrow

1. Click on the **Line** or **Arrow** tool.
2. Click on the slide where you want one end to be.
3. Drag and release the mouse where you want the other end to be.
4. For steps 4 through 7, **make sure the line is selected first** (it has white boxes):
5. Use the **Line Style** tool to create a thicker (or thinner) line.
6. Use the **Dash Style** tool to create a dotted or dashed line.
7. Use the **Line Color** tool to change the line color
8. Use the **Arrow Style** tool to add or change arrow heads for the line.

Use the Draw menu

Draw > Order > Bring Forward or **Send Backward** – when changing the order of layers of objects.

Draw > Rotate/Flip – reverse image or change orientation of object.

For **Align** or **Group**, select multiple objects first (see below)

- ‣ Select **Draw** > **Align** to force the items to line up with each other (left, center, right, top, middle, bottom).

- ‣ Select **Draw** > **Group** to combine the items into one object that can be moved or reshaped. Complete formatting and ordering before grouping.
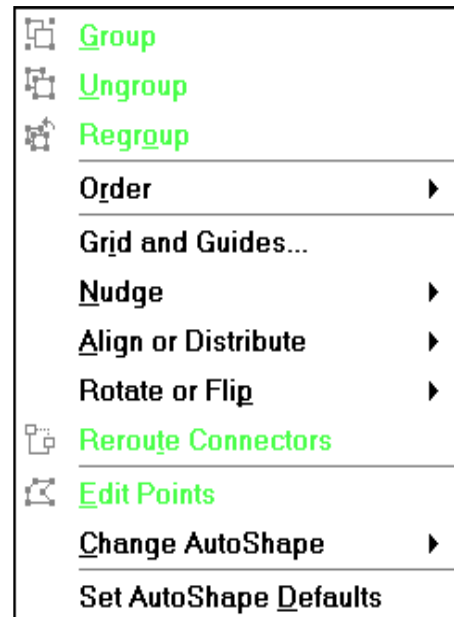
Select Multiple Objects

If you want to format, align, or group several objects on your slide, hold down the shift key as you click on each item.

Create a Text Box

1. On the Drawing Tools toolbar, click once on the **Text Box** button -or- Select **Insert** from the menu and then choose **Text Box**.

2. Point to the location on the slide where you want to insert the text box and click. An empty text box appears.

3. Type the information that you want.

4. Click once outside of the box when you are finished typing.

Delete a Text Box

1. Click once on the text box. It becomes surrounded by a frame of selection boxes and diagonal lines.

2. Click once on the diagonal lines of the frame. The diagonal lines surrounding the text box change to dots.

3. Press the **Delete** key on the keyboard.
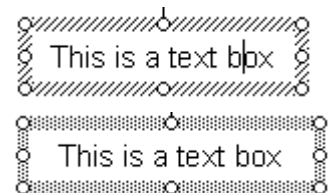
Create a Callout

A callout is a balloon of text that you can use to annotate your images and clip art

1. Go to the **Drawing Tools** toolbar and click on the **AutoShapes** menu.
2. Select **Callouts** from the **AutoShapes** menu.

You will see a variety of balloon choices.

3. Click on one of these balloons.
4. Click and drag on the slide to draw the callout balloon.
5. Type the text that should appear in the ballon.
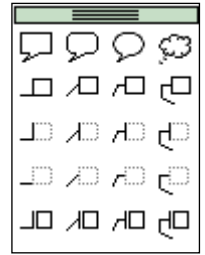
Make sure you have the callout object selected before attempting any of the next steps

- Reshape or resize the balloon by dragging and dropping the white selection boxes.
- Change the background color of the balloon by clicking on the **Fill Color** tool.
- Change the font of the text using the **Formatting** toolbar.
- Change the direction of the "voice" by clicking on the **yellow diamond** and dragging and dropping it to a new location.

Views in PowerPoint

Normal view

Includes an Outline View on the left and an area to enter slide notes at the bottom (the font will always appear tiny here). You can select text and change its formatting but the formatting will not appear in Normal view. You can preview your notes by going to the **View menu** and selecting **Notes Page**.

Outline View

You can use Outline view to navigate between slides, to add more text, to copy in text from other applications, to rearrange bullet items.
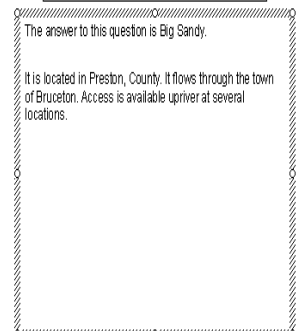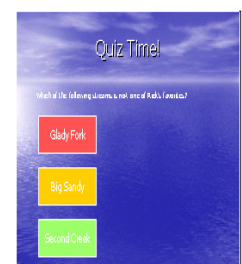
Slide Sorter View

1. Choose **Slide Sorter** from the **View** menu. You will see several thumbnails of your slides.

2. Rearrange the order of your slides: drag and drop a slide to a new position. The slide will be inserted to the right of the vertical gray line.

3. Select a slide by clicking once on it.

Edit an individual slide by double clicking on it. You will switch to Slide View.

At the top of the slide sorter view, (from left to right) there is a button for slide transition, a box to select or display current slide transition, a box to select/display current slide build, a button to hide the slide, a stopwatch to time yourself practicing the presentation, a button to build a summary slide, and a button to allow/suppress text formatting in this view.
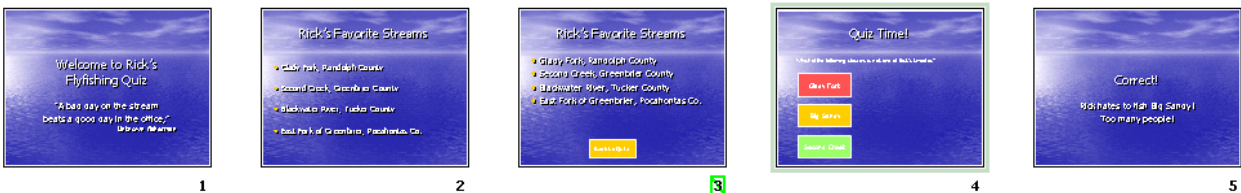
You can change how much room is in each of the 3 sections by positioning the cursor over the dividing line until it becomes a double-headed arrow; drag & drop to the desired section size.

Slide Management

Make a copy of a slide *(you can do this task in Slide view or after selecting a slide in slide sorter view)*

Go to the **Insert** menu and select **Duplicate Slide**

Delete a slide

Click on it once in **Slide Sorter** view to select it and press the delete key

   or

Go to the **Edit** menu and select **Delete Slide**.

Transitions and Builds

A *transition* is a special effect that occurs when you leave the previous slide and the current one is displayed.

A *build* is used on bulleted text slides to display one bullet item at a time. For more complex builds, go to the **Slide Show** menu and select **Custom Animation** > **Effects** > **Grouped By**.

Build and transition effects range from simple fades and slides to wild checkerboards. Don't choose too many different ones for a single presentation or your audience will be distracted. You also do not have to use a transition or build on every slide.

The slide transition button allows you to set a time for self-running slide shows, to control the speed of the transition effect (Fast is best), to select the advance mechanism, and to even play a sound (but be sparing with this feature and realize you may not have the ability to play sound in your presentation scenario).

All of these effects can be selected using the Custom Animation toolbar that appears as a pane on the right side of the screen in PowerPoint XP.

Display your Slide Show

1. Go to the **View** menu and select **Slide Show**.

2. Press enter or click the left mouse button to advance to the next slide.

3. If you want to stop early for any reason, press the **Escape** key.

You can switch the mouse cursor from an arrow to a pen to markup your screen. It is easier to memorize **ctrl A** (arrow) & **ctrl P** (pen) to control this feature instead of using the command box in the lower left of the slide screen (you'll need access to the keyboard).

Select the pen color

1. Click on the command box in the lower left corner while in Slide Show view and select **Pointer Options** from the menu.

2. Choose **Pen Color** then select a color from the list on the right. You should do this before you start your show.

You can select **Screen** and choose **Erase Pen** (keyboard shortcut: press the letter **E** on your keyboard)

You can black out your screen temporarily by selecting **Screen** > **Black Screen** from the menu (keyboard shortcut: press the letter **B**). To return to the current slide, press the letter B again.

Navigation between slides

Keyboard keys to move from one slide to another

PageUp & **PageDown** (previous & next)

Backspace & **Enter** (previous & next)

the **P** & **N** keys (previous & next)

Printing Slides and Handouts

1. Go to the **File** menu and select **Print**.

2. **Print range**: choose all, a range of slide numbers (e.g. entering 4-7 would print pages 4, 5, 6, and 7), a series of slide numbers (e.g. 1,3,5), or just the currently selected slide.

3. **Print what:** You can choose whether to print only one slide per page, notes pages, the outline, or handouts with multiple slides per page.

4. When using a black & white laser printer, select **pure black and white** or grayscale. If you do have a color printer, you might want to choose a design template or color scheme with a white background to save on toner or ink.