

PowerPoint Step-by-Step



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- Dissemination

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PowerPoint®

- Deliver information
 - Slides with pictures and sound
 - Tabular/charts from other programs
 - Link to projector, or create foils/slides
- Powerful tool - handle with care
 - Plan presentation
 - Refrain from a surfeit of “gimmicks”
 - Create script to complement slides



← Click here for audio introduction

PowerPoint is a registered trademark of Microsoft Corporation



The Steps to Learning PowerPoint

- Basic features
- Individual menus
- Graphics and text (sources, creation)
- Animation
- Bringing it together
- Dissemination



Basic Features

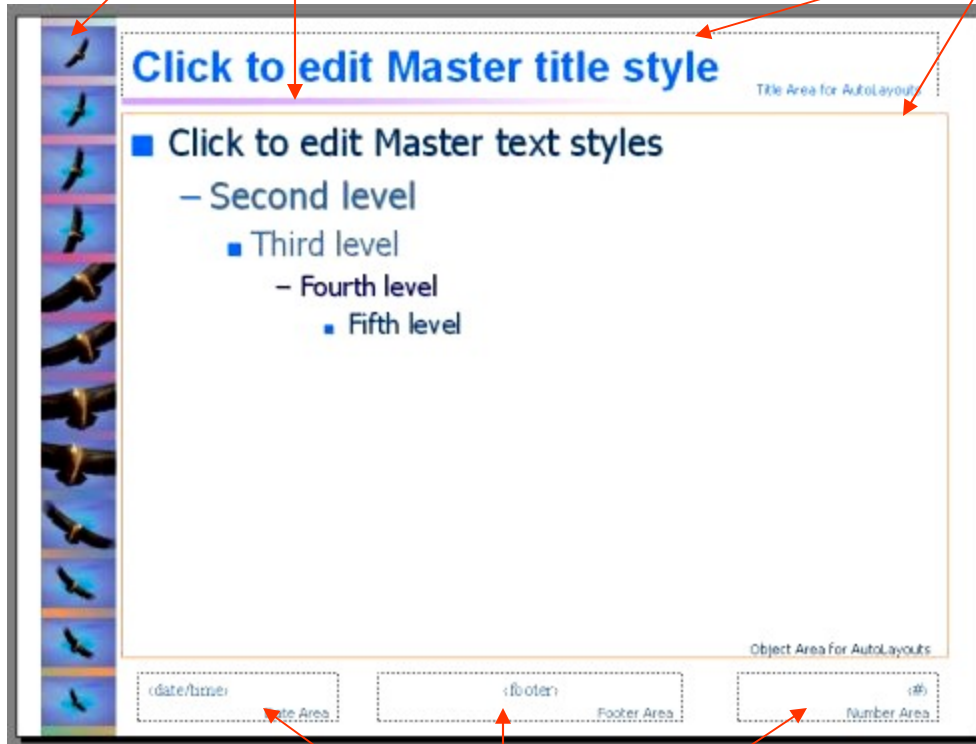
- Slide layout
 - Slide master
 - Layout, graphic and text attributes for all slides except the first, or title, slide
 - Title master
 - Same as for slide master, but only for cover slide
- Hyperlinks, actions, animation, sound
- Sequence of slide show
- Output (slides, foils) and handouts



Slide Layout

Pictures/Artwork

Text box



The text box looks like this when highlighted with the cursor - note how the cursor has four arrows emanating from its center.



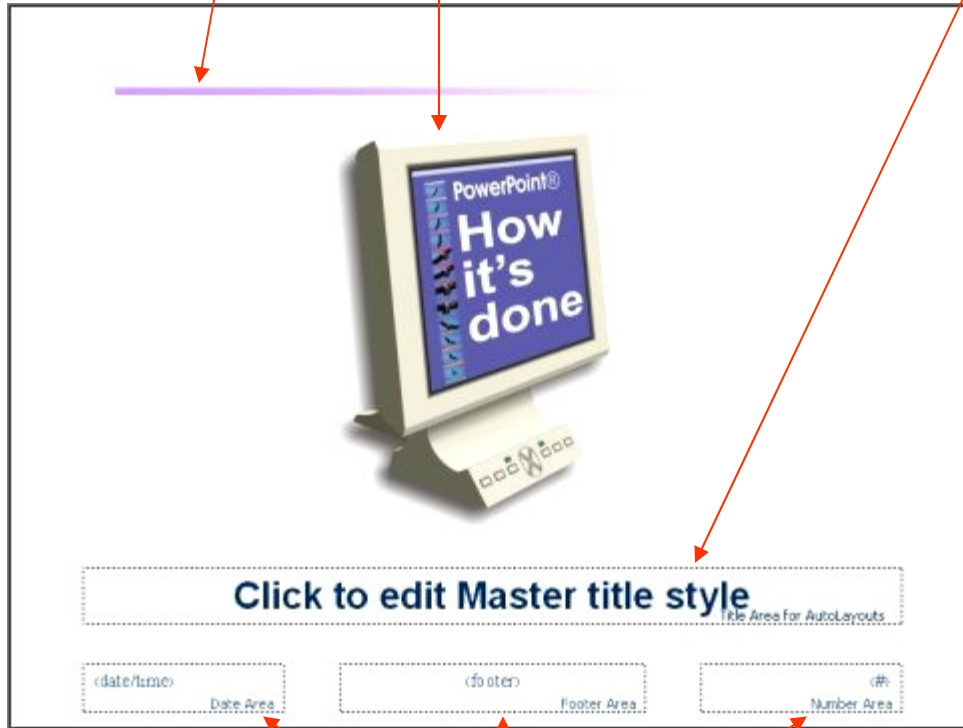
Once highlighted, you can change Font attributes inside the box.



Title Slide Layout

Pictures/Artwork

Text box



The text box looks like this when highlighted with the cursor - note how the cursor has four arrows emanating from its center.

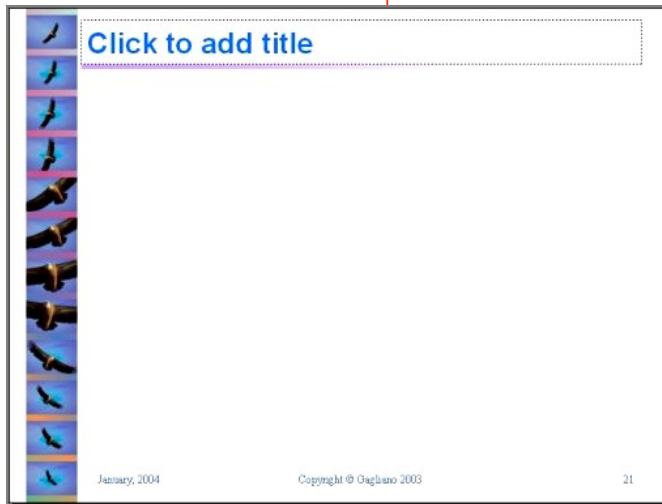
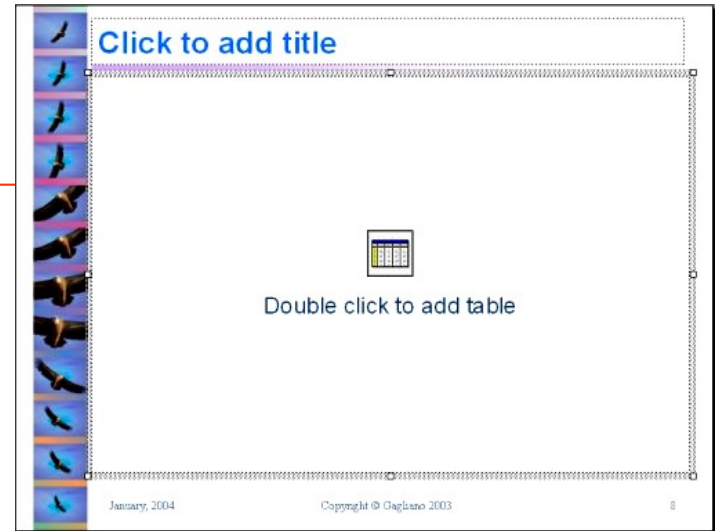
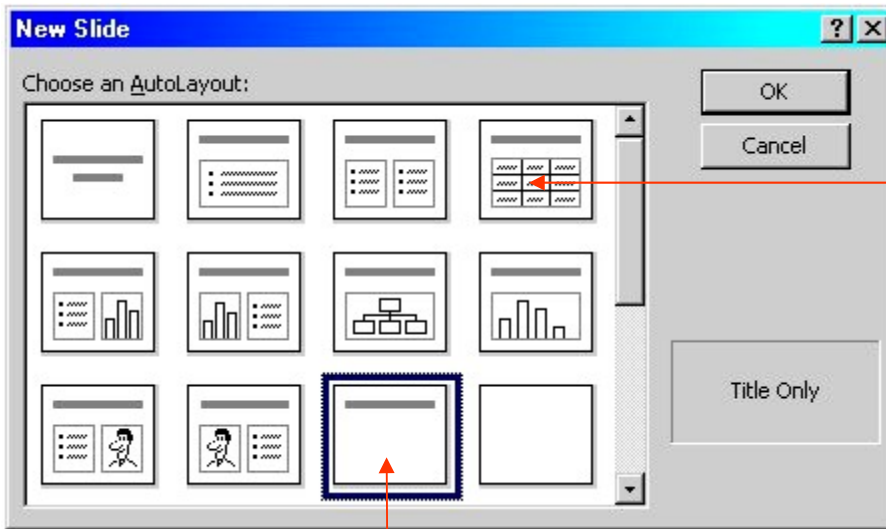


Once highlighted, you can change **Font** attributes inside the box.

Footer



Layout Options

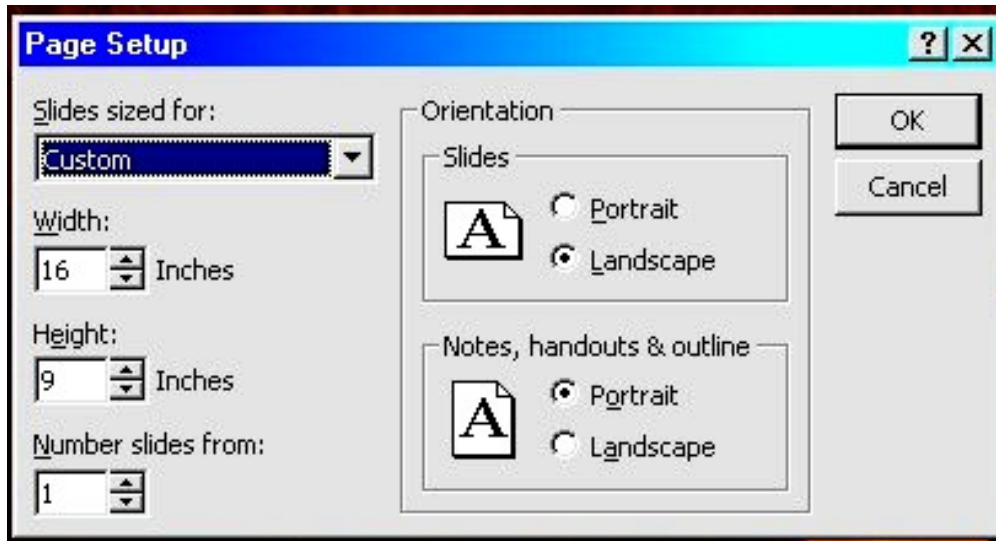


When adding a new slide to a presentation, a “**New Slide**” pop-up menu shows the different types of available layouts. Highlight the slide layout you want and click OK.

Notice that the last slide, for example, is totally blank (except for any artwork you might have added to the Master Slide). Experiment by clicking on each of the layouts to see what they offer.



Layout Options



Normal size slide



Custom slide

The **Page Setup** menu, under the **File**, menu lets you choose the size and orientation of slides. Even though generally slides are in the ratio of 7.5:10, there are times when you may want to have a different ratio. In this example, the size was chosen to fit an LCD (Liquid Crystal Display) screen at a trade show



Pictures/graphics/artwork

Pictures and artwork help make slide presentations more interesting, but remember:

- Don't use graphics indiscriminately
- Try to maintain consistency
 - Avoid mixing different styles of graphics
 - Use to emphasize, not to distract
- If you embed a flash animation or video in your slide, make sure the original files are in the same directory as the PowerPoint presentation



Navigation Bars - 1

New Presentation

Open New File

Save work

Print

Spelling

Cut

Copy

Paste

Format Painter

Undo

Redo

Insert Hyperlink

Web Toolbar

Insert Word Table

Insert Excel Table

Insert Chart

Insert Clip Art

Insert New Slide

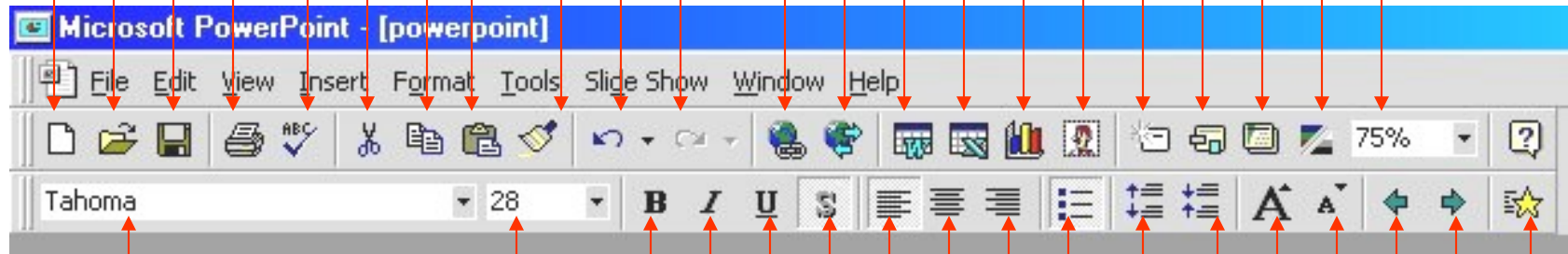
Slide Layout

Apply Design

Black & White

View

Zoom



Typeface Name

Font Size (in Points)

Bold

Italic

Underline

Drop Shadow

Align Type Left

Center Type

Align Type Right

Increase Para. Spacing

Decrease Para. Spacing

Increase Font Size

Decrease Font Size

Promote Paragraph

Demote Paragraph

Animation Effects

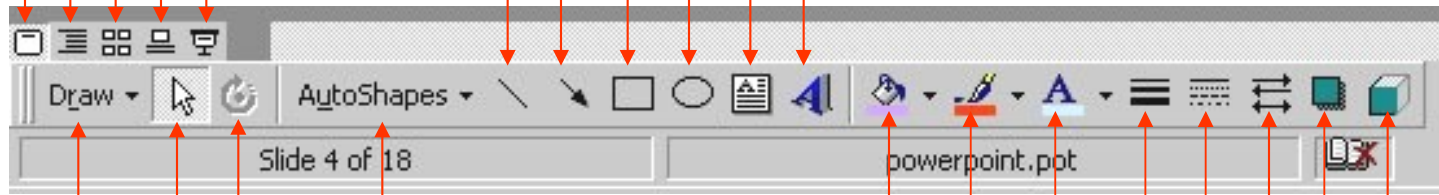
Use Bullets



Navigation Bars - 2 (Drawing)

Slide Views
Normal Slide View
Outline
Slide Sorter
Notes Pages
Slide Show

Line
Arrow
Square
Oval
Text Box
Word Art



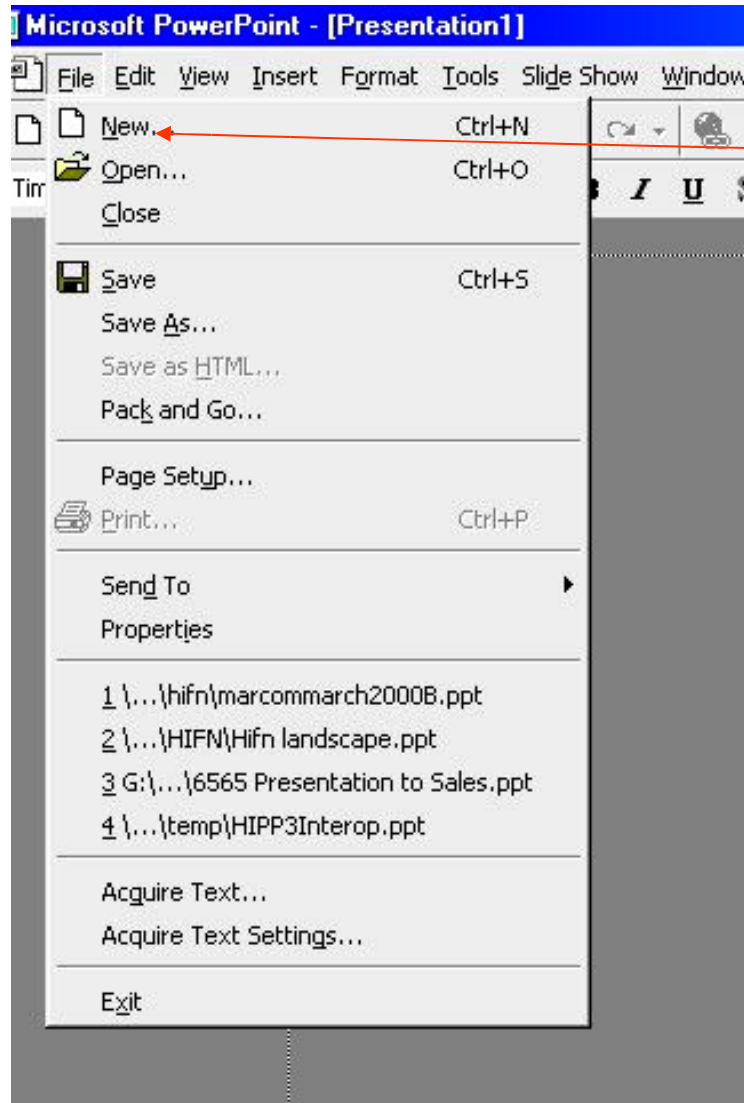
Draw Menus
Select Objects
Free Rotate
AutoShapes Menu

Fill Color
Line Color
Font Color
Line Styles
Dash Styles
Arrow Styles
Drop Shadow
3-D Effects

Slide 4 of 18
powerpoint.pot



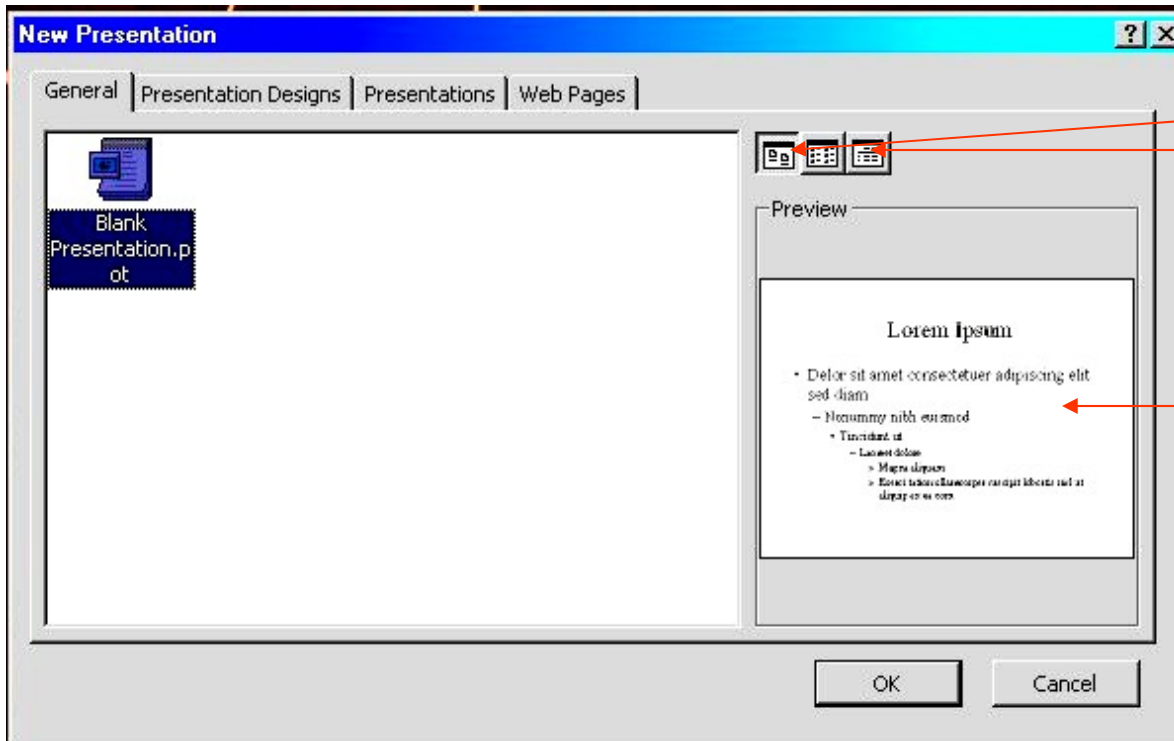
Getting Started...



Let's begin by starting a new presentation. Clicking on the **File** drop-down menu and picking **New** begins the process, immediately presenting you with a set of options in a nested **New Presentation** sub-menu



New Presentation - General



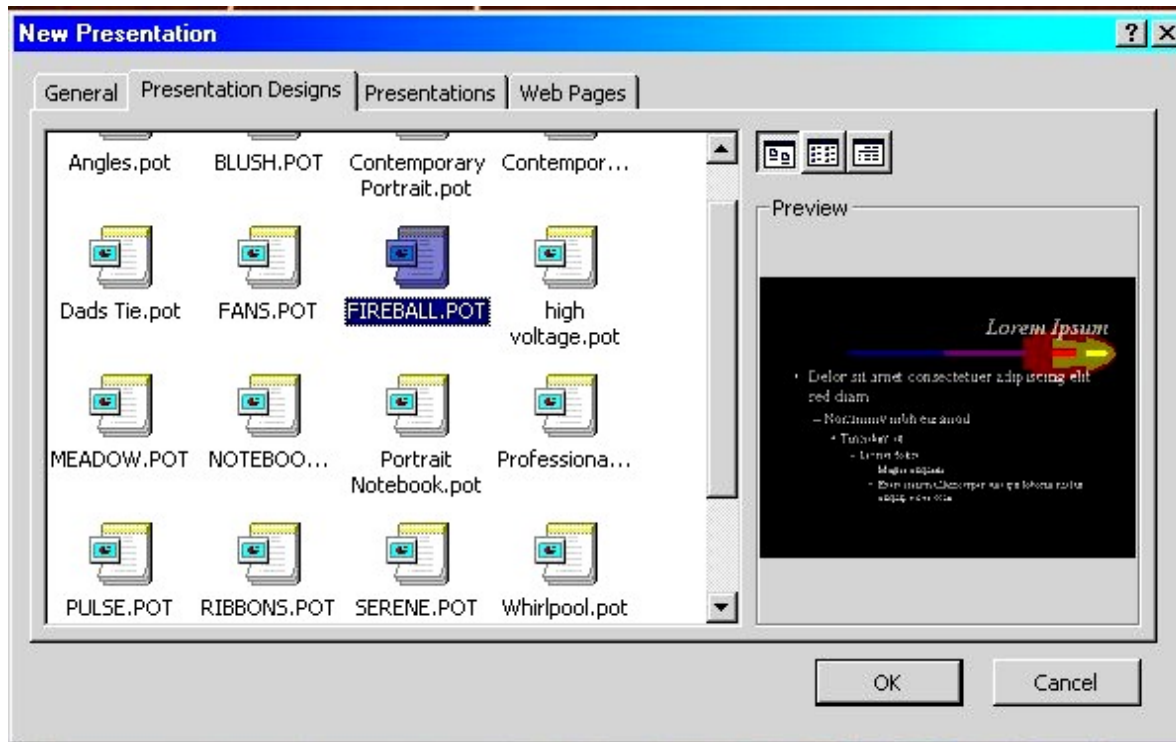
Different file views for the same presentation

Example slide format, showing paragraphs and sub-paragraphs for **Blank Presentation.pot** - .pot identifies a template

The **General** tab points to a generic, blank presentation slide format. This is what you would choose if you wanted to create a presentation using mostly original material - format, graphics, fonts, navigation, etc. Double-click on the presentation template, or click OK



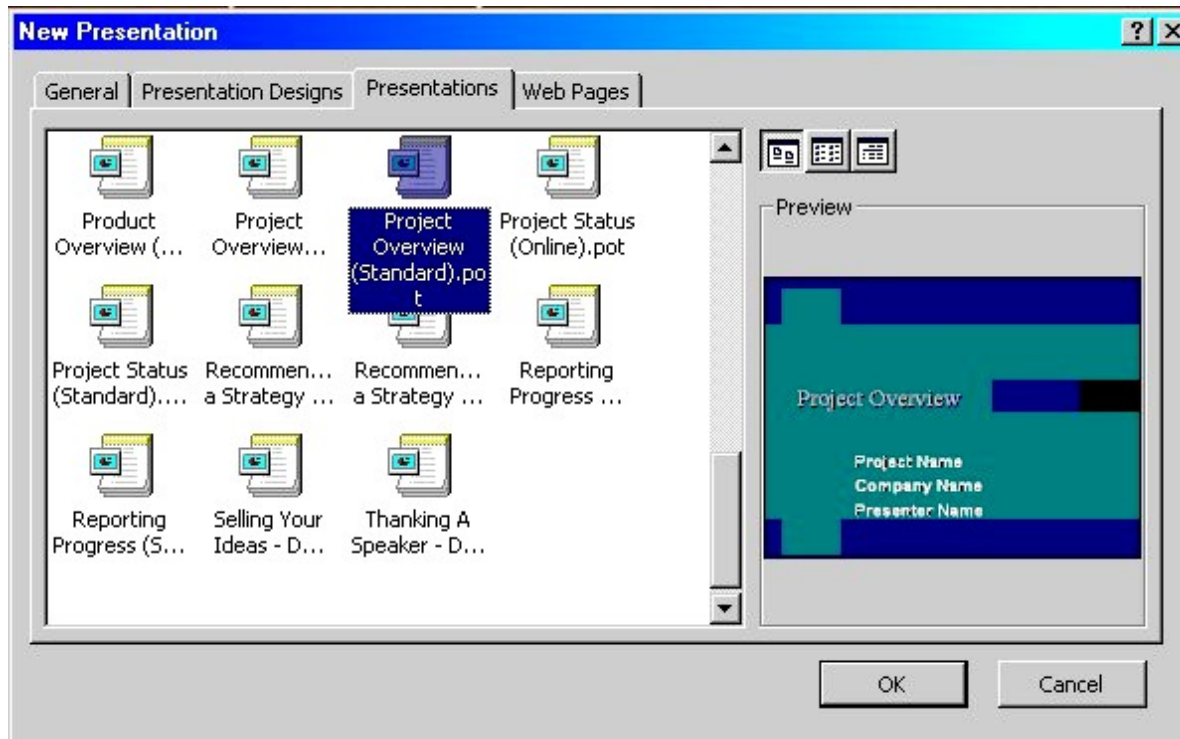
New Presentation - Presentation Designs



The **Presentation Designs** tab points to a library of presentation slide formats. This is what you would choose if you wanted to create a presentation without having to do much of the design work required by a blank presentation. Point to the presentation template of your choice and double-click, or click OK



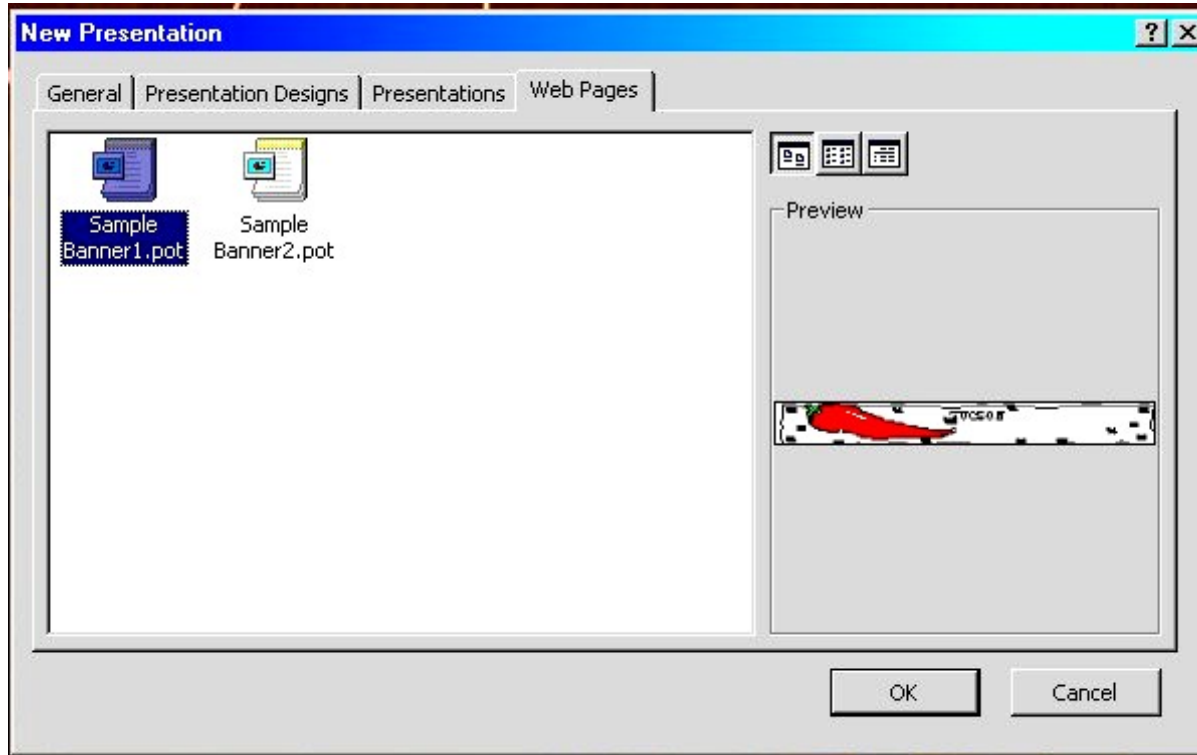
New Presentation - Presentations



The **Presentations** tab points to a library of presentation templates. These are actual presentations that you can edit to deliver your own data (business plan, company meeting, etc.). Point to the presentation template of your choice and double-click, or click OK



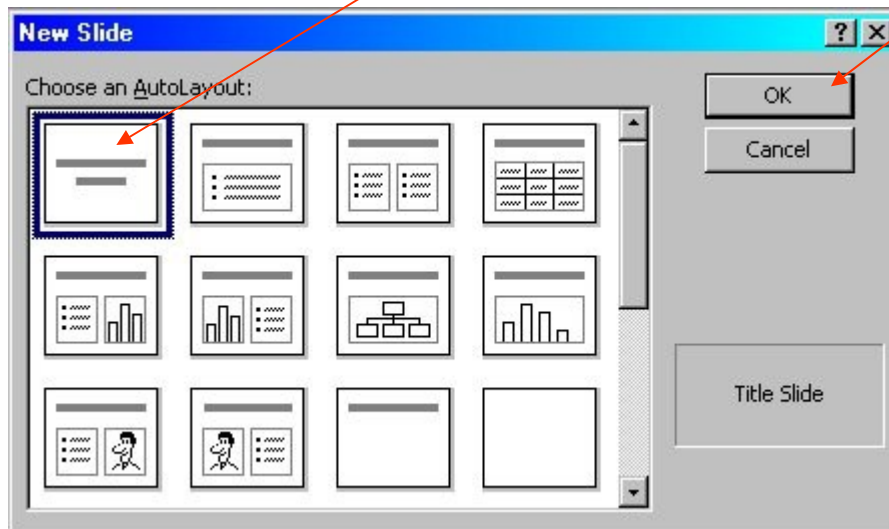
New Presentations - Web Pages



The **Web Pages** tab points to sample web banners. These may be of limited value given recent web site development tools

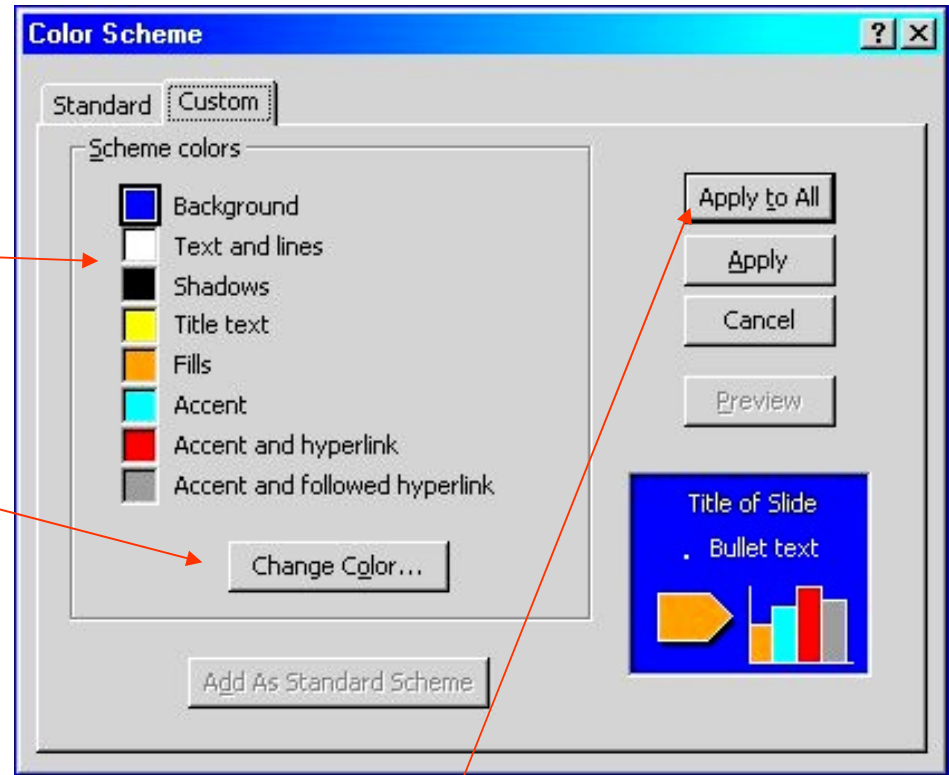
New Presentation - Start-up Sequence 1

1. Open the **file** drop-down menu
2. Click on **New > New Presentation > Blank Presentation.Pot**
3. Pick the first slide (title slide) and click ok



New Presentation - Start-up Sequence 2

4. Click on **Format > Slide Color Scheme >** custom tab
5. Change colors to match colors here by clicking here and...



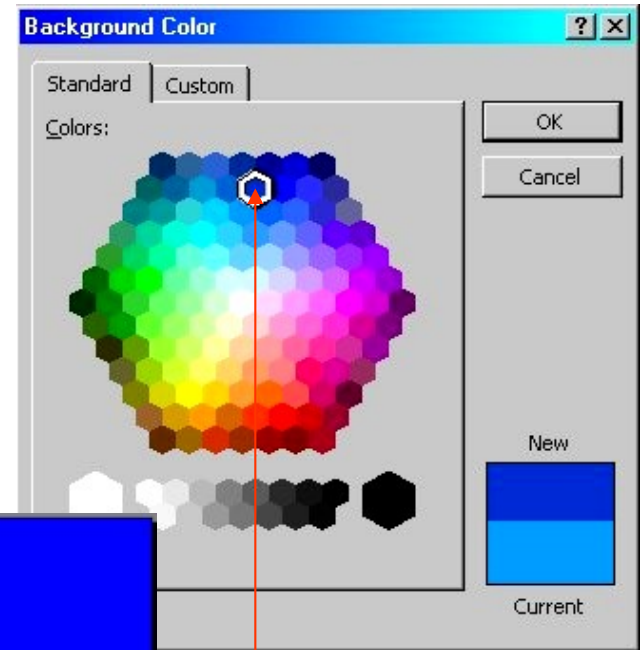
PLEASE NOTE: After completing step 6 you will see this menu again. Make sure to click on **Apply to All** to implement the new color scheme on all slides



New Presentation - Start-up Sequence 3

Select the appropriate color for each box in turn (text and lines, shadows, etc.)

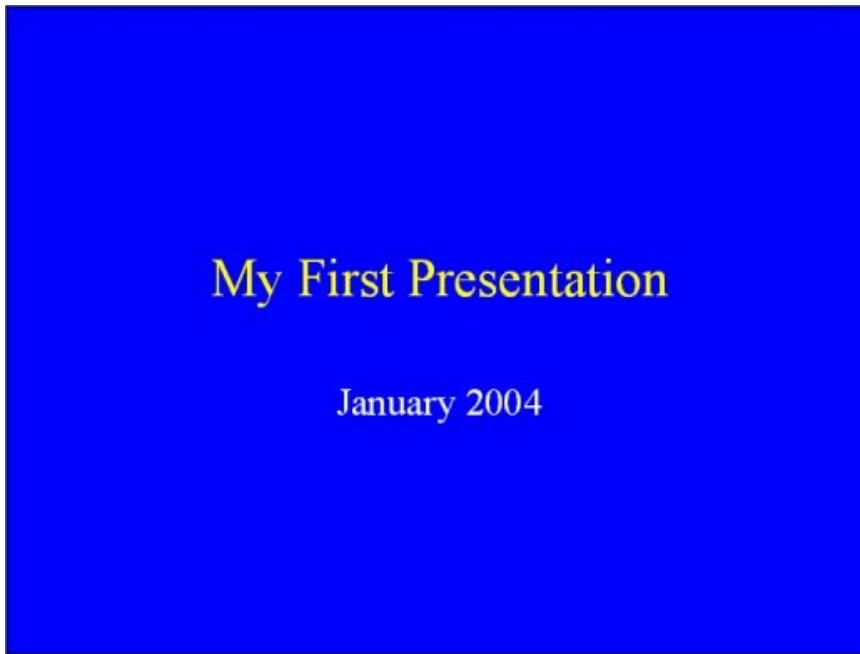
6. After you have chosen all the colors and clicked ok your cover page will look like this



Change colors by dragging the polygon here, using your cursor, to the desired color. Press OK after changing each of the colors (Background, Text and Lines, Shadows, etc.)

New Presentation - Start-up Sequence 4

7. Now you may title your opening page by clicking on the two text boxes (click to add title, click to add sub-title). For example, say you decide to use **My First Presentation** as the title and **January 2004** as the sub-title



New Presentation - Start-up Sequence 5

8. The title page you just created may be adequate, but you may want to add more information, such as the date it was created, or copyright statement. To do so, you need to become familiar with recurring data carried in **Header and Footer**. Click on **View** and pick **Header and Footer**

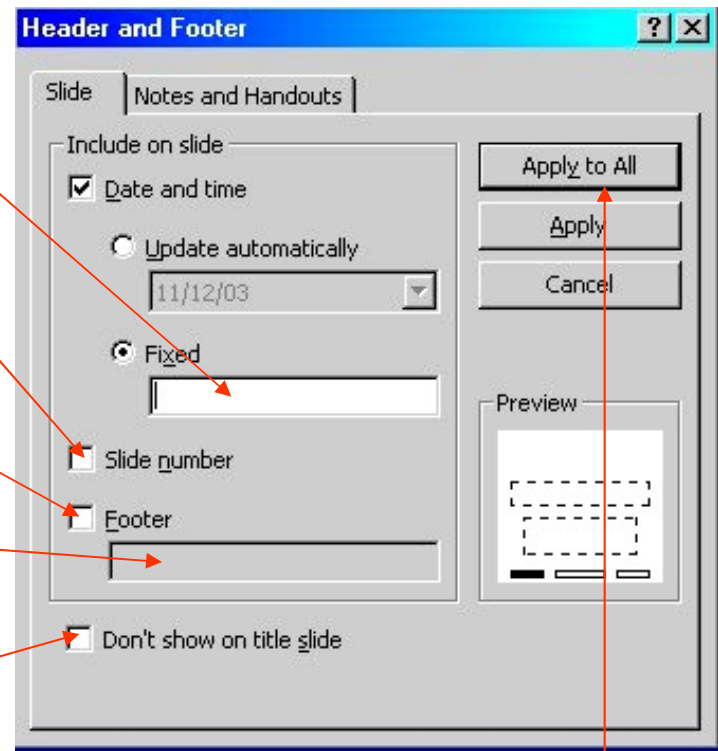
Enter the date that the slide presentation was created here

Check the Slide number box (pages are automatically numbered)

Check the Footer box

Enter the Copyright information here

Check this box if you want the footer information on all but the Title slide

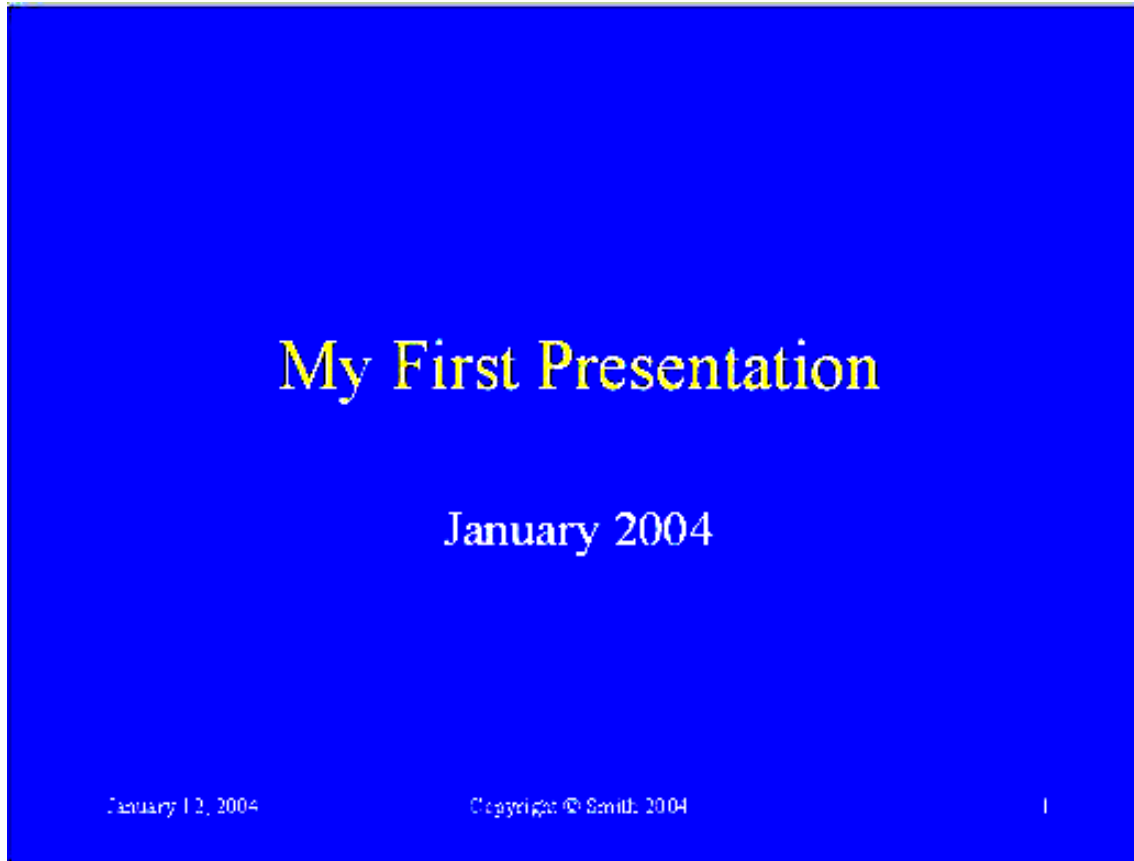


Click on **Apply to All** to implement changes



New Presentation - Start-up Sequence 6

9. Here's your completed title page:



New Presentation - Start-up Sequence 7

10. Following the creation of a title page you may begin to add pages to your presentation. You have four options:

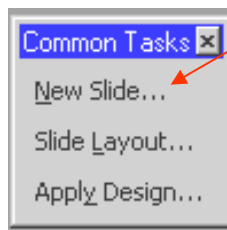
I Use the shortcut on the standard menu bar



II Use the **Insert** drop-down menu and click on new slide

III Type **ctrl+m** (ctrl stands for the control key)

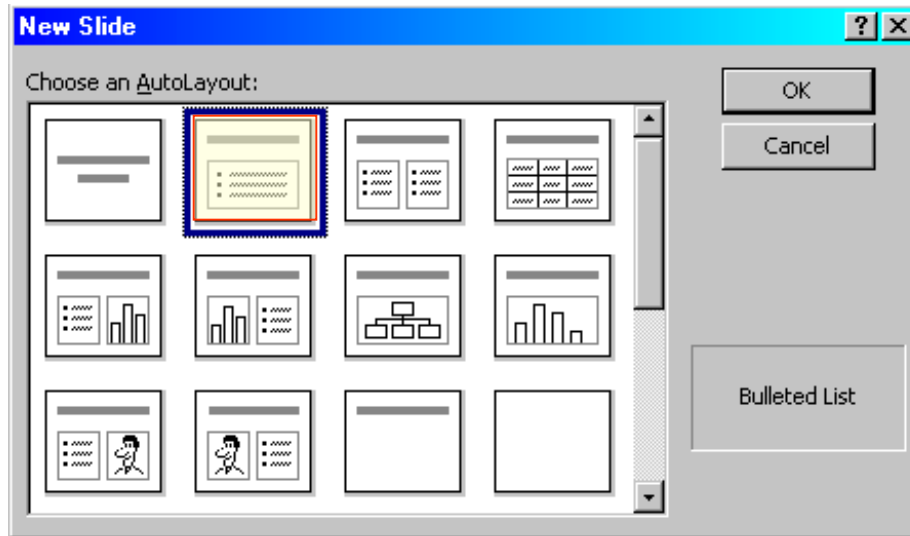
IV Click **New Slide** in the **Common Tasks** toolbar



(View > Toolbars > Common Tasks)



New Presentation - Start-up Sequence 8

11. Pick a slide layout for the first slide to follow the title slide



For the purpose of this demonstration, let's pick the first slide layout following the title slide

New Presentation - Start-up Sequence 8

12. In the **click to add title** area type in: *PowerPoint features*
13. In the **click to add text** area type: *Powerful presentation software*
14. Press enter ↵
15. Type: *Excellent quality*
16. Click on **Demote** symbol 
17. Press **enter** ↵
18. Type: *Flexible*
19. Press **enter** ↵
20. Type: *Unique multimedia capabilities*
21. Click on **Promote** symbol 



New Presentation - Start-up Sequence 9

22. Your first slide should look like this. If it looks somewhat different, i.e. A different font is shown, it may be due to your default settings - it's ok for now

PowerPoint Features

- Powerful presentation software
 - Excellent quality
 - Flexible
- Unique multimedia capabilities



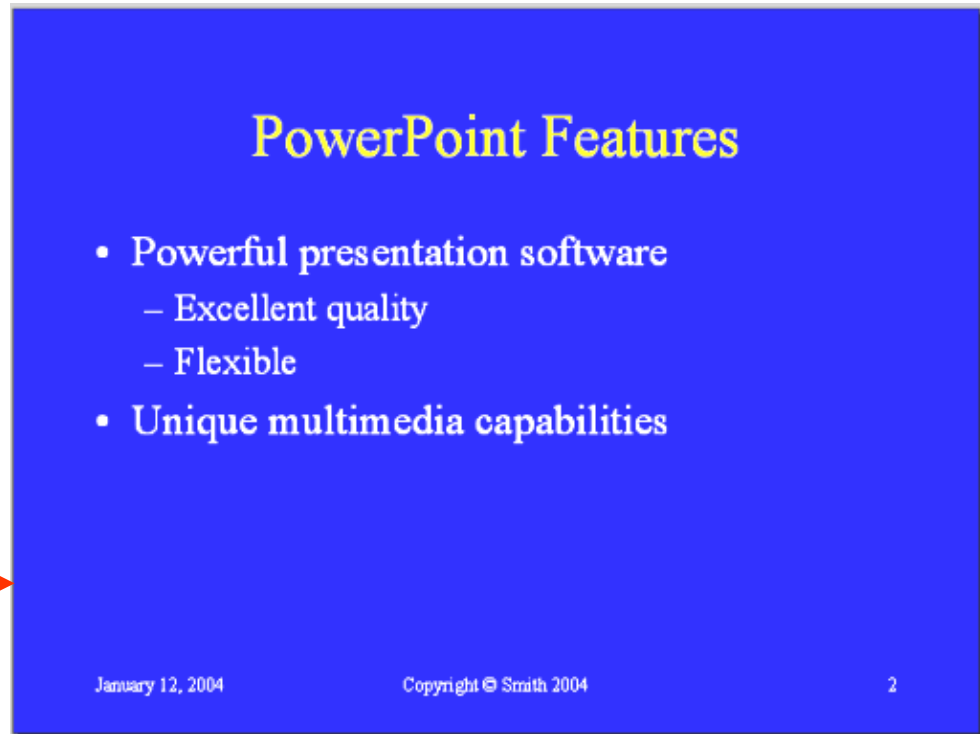
New Presentation - Start-up Sequence 10

23. You may have noticed that the **Footer** information is not visible (the font color for the footer is white). Also, the white background is stark in comparison to the title slide's vivid blue. So, let's change the coloring scheme to match the title slide. Begin by clicking on **View > Master > Slide Master**

24. Click on **Format > slide color scheme**

25. Repeat steps 5 and 6 to change colors

26. Click **View > Slide** and the new color scheme will be applied



New Presentation - Start-up Sequence 11

27. You may now add any number of slides to your presentation by going through steps 10 and 11 (new slide + choice of autolayout)

This completes the completion of a first, no frills added presentation.

Practice creating a few more presentations of the no-frill variety to become accustomed to using the basic tools.



Editing - Changing Text 1

Editing text is essentially the same as in Word, with a few minor differences. The Promote and Demote Paragraph icons are a departure from usual Word options. They are used to assign paragraph attributes based upon the Slide Master layout

Click to edit Master title style

Title

■ Click to edit Master text styles

– Second level

■ Third level

– Fourth level

■ Fifth level

If your cursor is placed on the topmost or first-level paragraph



clicking the **Demote** icon will transform it into a Second level paragraph



clicking the **Promote** icon will restore the Second level paragraph to First level

Editing - Changing Text 2 (Fonts)

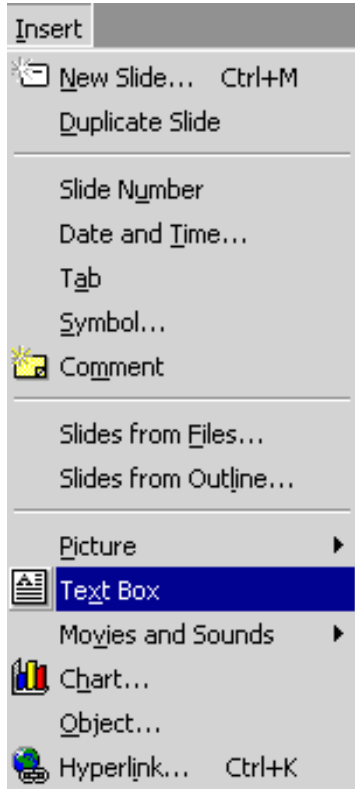
The following PowerPoint font icons may be new to Word users:



These are short cuts to enlarging or reducing the spacing between lines. Place the cursor on a line within a paragraph and click on the diverging or converging arrows to increase or decrease the interline space within that paragraph.

These are short cuts to enlarging or reducing the font size. Highlight the text you want to change and click on the large A to increase the size, or on the smaller A to reduce the size.

Editing - Changing Text 3 (Text Box)



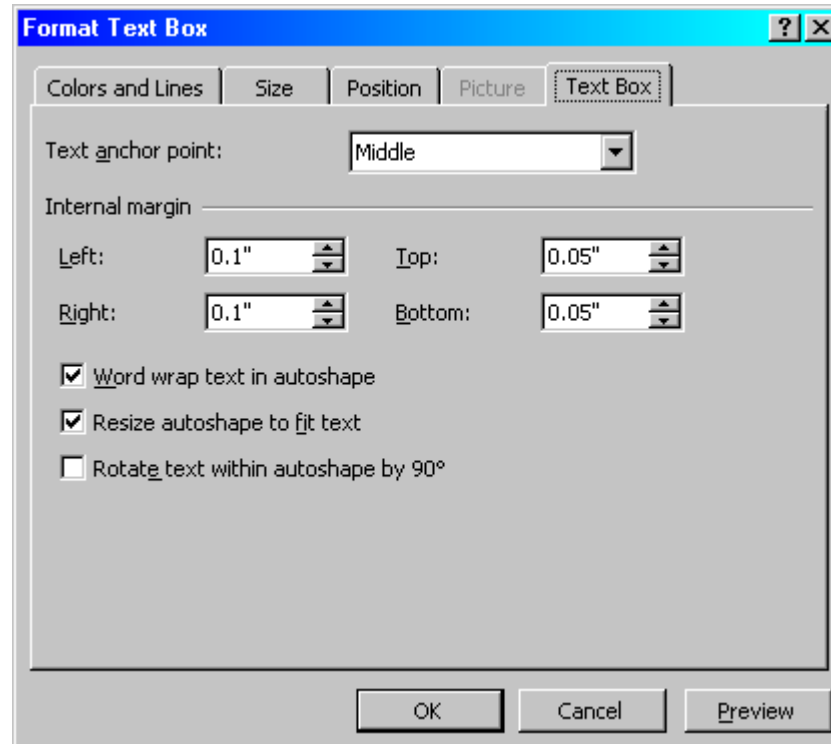
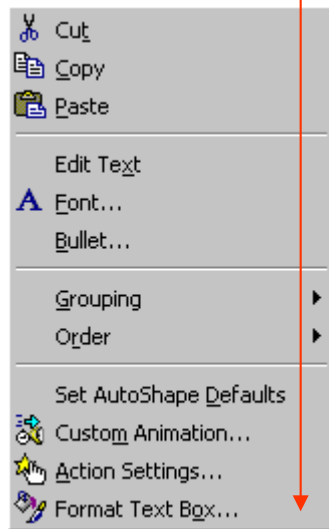
Text boxes make it possible to position text anywhere in a slide. You can create a text box by clicking on the **Insert>Text Box** drop-down menu or the **Text Box** icon.



Editing text within the **Text Box** can be performed by highlighting the box with the cursor and then applying changes with toolbars, or with the drop-down menu **Format**.

Editing - Changing Text 4 (Text Box)

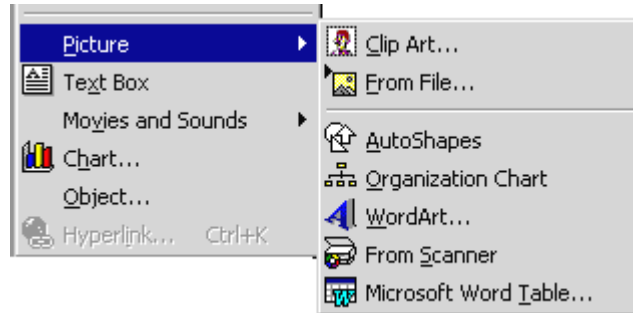
The Text Box itself can be formatted for margins. Place the cursor on the text and right-click on **Format Text Box** or click on **Format > Text Box**



The **Format Text Box** menu has tabs to sections that allow you to change colors and lines attributes, to size the box and position it, as well as to set margins. This box, for example, has a red border and light yellow background that were set using **Format Text Box**.

Inserting clip art and pictures

The **Insert** drop-down menu has a number of options for inserting graphics and clip art



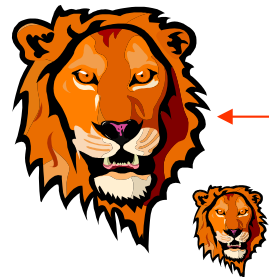
Click on any one of the individual **Picture** headings for more options. A degree of familiarity with standard graphics procedures is required to utilize these options to their best advantage. **Clip Art, AutoShape, Organization Chart** and **WordArt** consists mostly of *vector generated* artwork. Files with .jpg, .tif, .bmp, .gif, .pcx, and .pic extension are *bit-mapped* images.

Vector-generated artwork

Common vector formats include AI (Adobe Illustrator), CDR (CorelDRAW), CGM (Computer Graphics Metafile), SWF (Shockwave Flash), and DXF (AutoCAD and other CAD software).

Vector graphics yield smaller file sizes than bitmaps. They are called resolution independent because they can be scaled without loss of clarity, but can only be viewed on the web with the use of plug-ins.

Clip art is often vector art



.wmf (Windows MetaFile)
Vector clip art. Enlargement or reduction does not lead to loss of definition

Raster or bitmapped images

Common bitmap-based formats are JPEG, GIF, TIFF, PNG, PICT, and BMP. Images consist of pixels in a grid. Each pixel or "bit" contains information about the color to be displayed. Photographs, for example, are usually bitmaps.

Bitmapped images have a fixed resolution and cannot be resized without losing image quality. Therefore, it is better to create bitmapped images in the size that will be used, or nearly so.



**Enlarged bitmap
image loses definition**



Fancy graphics

- Unless you are able to use programs such as Photoshop, Photopaint, Flash, Illustrator, CorelDraw, etc., you should rely on others to provide ‘fancy’ graphics for you to use.
- Less complex programs (and less costly), such as Paint Shop Pro, are excellent for converting graphic file formats, cropping images, sizing, and a variety of color adjustments.
- GIF format should be used if a color transparency (such as the background) or animation is required.
- Excel charts can be linked to PowerPoint slides, but make sure the Excel file resides in the same directory as the PowerPoint presentation.



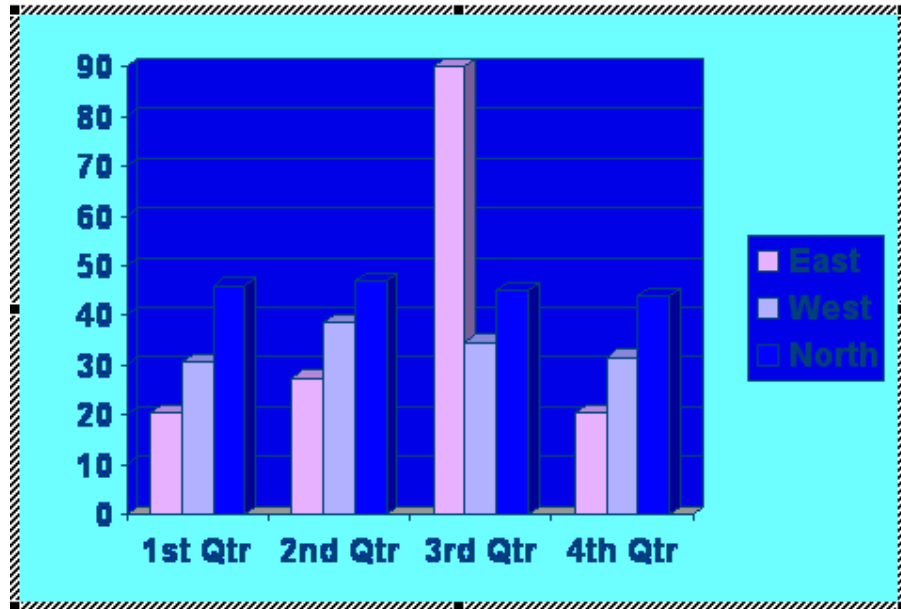
Inserting Charts

Insert Format Tools Slide S

- New Slide... Ctrl+M
- Duplicate Slide
- Slide Number
- Date and Time...
- Tab
- Symbol...
- Comment
- Slides from Files...
- Slides from Outline...
- Picture
- Text Box
- Movies and Sounds
- Chart...**
- Object...
- Hyperlink... Ctrl+K

powerpoint.ppt - Datasheet

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

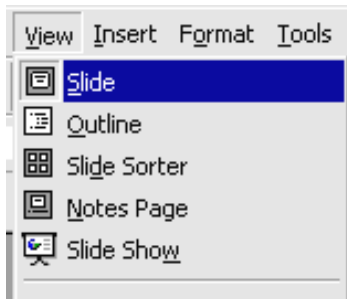


Insert > Chart yields a spreadsheet and chart that can be edited to suit your own numbers and parameters. If you **right-click** and **Edit Chart Object** you are presented with a new tool bar and editing options from layouts to colors.



Slide Views

- You have a choice of five different slide views:
 - A view of the slide you are editing, creating, or reviewing
 - An **outline view**
 - A **slide sorter view** showing many slides at once
 - A **notes view**, where you can create or edit slide notes
 - The slide show view, full screen
- Views are picked via the **View** menu or by clicking on the icons at the bottom-left of the page



- On all views but the **Slide Show** you can control the magnification or zoom



Outline View

The screenshot displays the Microsoft PowerPoint 2003 interface. The menu bar includes File, Edit, View, Insert, Format, Tools, Slide Show, Window, and Help. The toolbar contains various icons for file operations, editing, and navigation. The status bar shows the font is Arial, size 32, with bold, italic, and underline options. The main workspace is in Outline View, showing a list of slide content:

- 34 **Vector-generated artwork**
- 35 **Raster or bitmapped images**
- 36 **Fancy graphics**
 - Unless you are able to use programs such as Photoshop, Photopaint, Flash, Illustrator, CorelDraw, etc., you should rely on others to provide 'fancy' graphics for you to use.
 - Less complex programs (and less costly), such as Paint Shop Pro, are excellent for converting graphic file formats, cropping images, sizing, and a variety of color adjustments.
 - GIF format should be used if a color transparency (such as the background) or animation is required.
 - Excel charts can be linked to PowerPoint slides, but make sure the Excel file resides in the same directory as the PowerPoint presentation.
- 37 **Slide Views**
 - You have a choice of five different slide views:
 - A view of the slide you are editing, creating, or reviewing
 - An outline view
 - A slide sorter view showing many slides at once
 - A notes view, where you can create or edit slide notes
 - The slide show view, full screen
 - Views are picked via the **View** menu or by clicking on the icons at the bottom-left of the page
 - On all views but the Slide Show you can control the magnification or zoom
- 38 **Outline View**

A 'Color' dialog box is open on the right side of the screen, titled 'Slide Views'. It contains the following text:

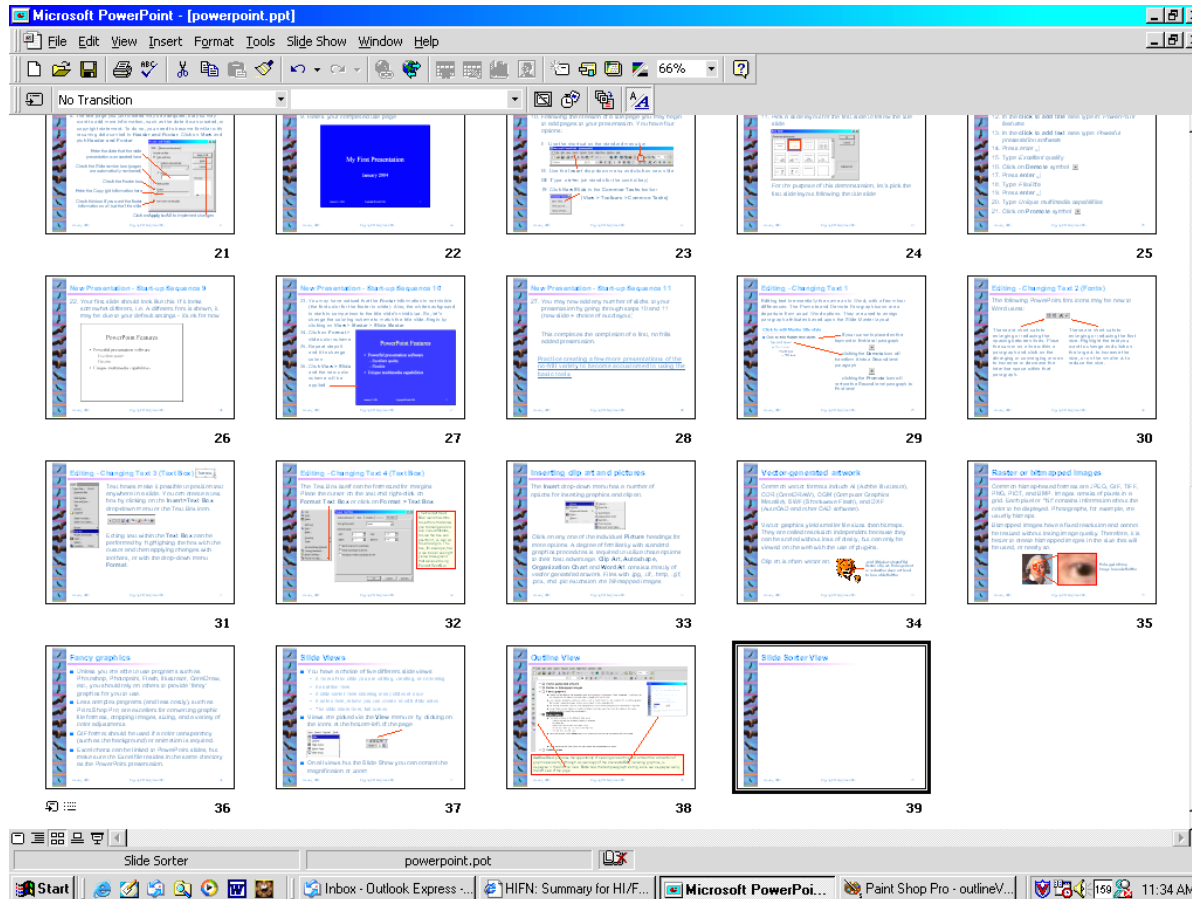
Slide Views

- You have a choice of five different slide views:
 - A view of the slide you are editing, creating, or reviewing
 - An outline view
 - A slide sorter view showing many slides at once
 - A notes view, where you can create and edit slide notes
 - The slide show view, full screen
- Views are picked via the **View** menu or by clicking on the icons at the bottom-left of the page
- On all views but the Slide Show you can control the magnification or zoom

Red arrows point from the 'Slide Views' icon in the left sidebar to the 'Slide Views' dialog box and from the 'Outline View' icon to the main slide content area.

Outline View provides the opportunity of viewing and editing text without the distraction of graphic elements, although a small copy of the **current slide** is displayed in the Outline View. **Note** how the text/paragraph editing icons are displayed along the left side of the page.

Slide Sorter View

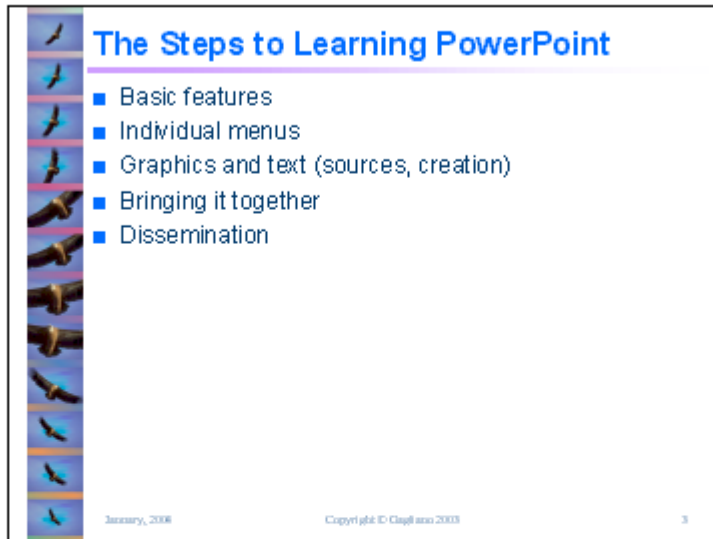
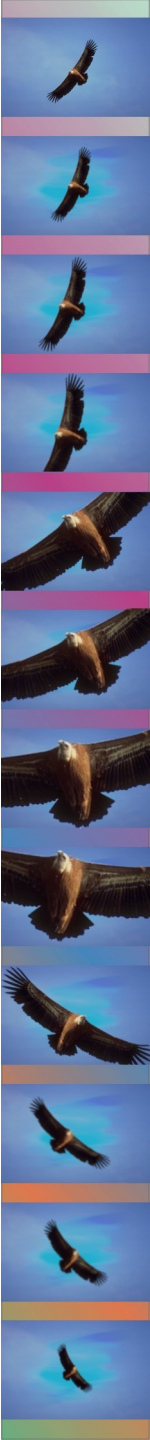


Click and drag slides to change their position in a presentation

The **Slide Sorter View** is a handy way to move slides around, hide slides (why? for those occasions when you don't want to show the entire presentation), create transition effects (more about that later), and rehearse timing.



Notes View



The Steps to Learning PowerPoint

- Basic features
- Individual menus
- Graphics and text (sources, creation)
- Bringing it together
- Dissemination

January, 2004 Copyright © Gagliano 2003 3

This presentation has been constructed to follow a pattern that begins with the most basic components before tackling the more complex elements.

The basic features of PowerPoint are briefly discussed. Individual menus are then introduced; however, given the amount and complexity of menus, menus are re-introduced as the instruction continues. The topics of graphics and text are also covered more than once, since content is at the core of any presentation.

Bringing it together and dissemination complete the course

The **Notes View** makes it possible to view the slide as you enter speaker notes. Speaker notes are not absolutely essential, but they are very useful if the presentation is ever to be delivered by more than one person, or if the content shown on the screen is less than self-explanatory.



Animation 1

Animation can be fun, but overdoing animation can be distracting. For example, there may be instances when you want to bring a sequence of paragraphs to the screen one at a time - but building your whole presentation where the audience is made to wait for each paragraph can be boring and counterproductive.

In **Slide Show** view, click your mouse or press **PgDn** (Page Down)

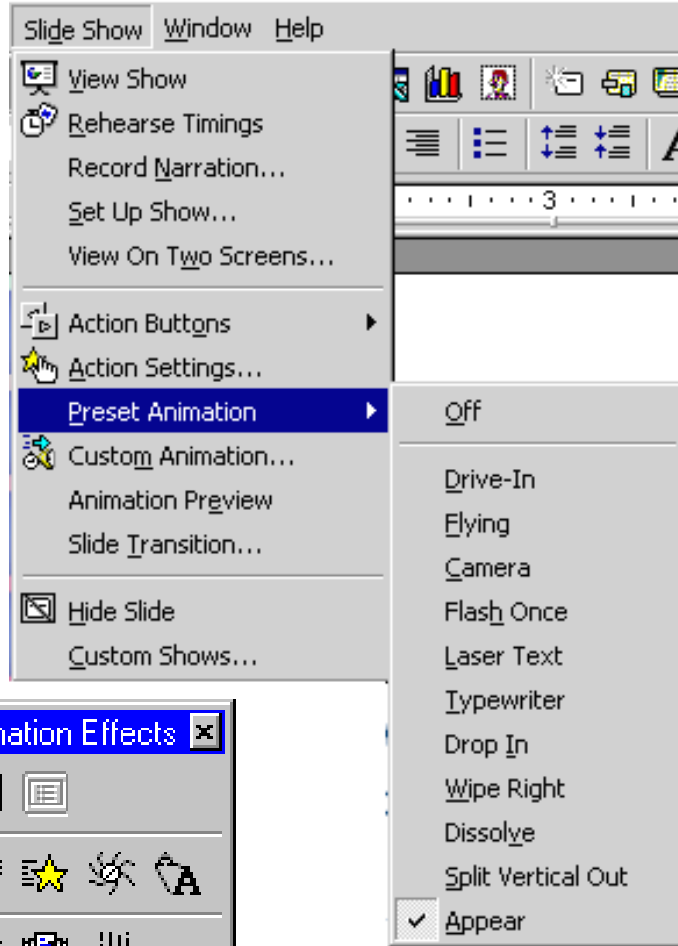
And the next paragraph appears...click again

And the next words show up...click again

And the next paragraph flies in...



Animation 2 (Preset Animation)



To apply animation to an individual component, such as the text in the previous slide, begin by 'selecting' it with your cursor. You can then apply the effect of your choice under **Slide Show > Preset Animation**. For more elaborate animation sequences choose **Custom Animation**

The yellow star on your toolbar is a shortcut to **Animation Effects**



Animation 3

- Animation can be applied to a slide or to individual components of the slide - Text Boxes, Pictures, Clip Art, etc.
- Sound and sequences can be programmed into animation



new products = cash in the bank



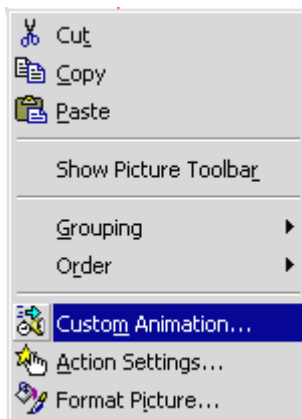
Animation 4 (Custom Animation)

To apply animation to an individual component, begin by 'picking' it with your cursor. The "New" clip art in the previous slide, for example, was first inserted from file



Note how the handles become visible after you select an object with the cursor

Right-click on the object and select **Custom Animation**



Animation 5 (Custom Animation)

Custom Animation

Animation order

1. Picture frame 3
2. Picture frame 4
3. Text 5

Timing Effects Chart Effects Play Settings

Entry animation and sound

Swivel

Applause

After animation

Don't Dim

Introduce text

All at once

Grouped by

level paragraphs

In reverse order

Animate attached shape

Entry animation and sound

Swivel

Applause

Breaking Glass

Camera

Cash Register

Chime

Clapping

Drive By

Drum Roll

Explosion

After animation

Don't Dim

More Colors...

Don't Dim

Hide After Animation

Hide on Next Mouse Click

The options that were chosen for the New clip-art included **Swivel** animation, **Applause** sound effect, and **Don't Dim** after animation. As can be seen, there is a broad array of other options.



Animation 6 (Custom Animation)

Note how each object on the page that has animation properties is displayed in this window. Scrolling to each allows you to fine tune animation on the page without having to go to each object in turn

Use the Up and Down Arrows to scroll.

Selected objects are displayed here



Animation 7 (Custom Animation)

Custom Animation

Animation order

1. Picture frame 3
2. Picture frame 4
3. Text 5

Animation 2

- Animation can be applied to a slide or to individual components of the slide - Text boxes, Pictures, Clip Art, etc.
- Sound and sequences can be programmed into animation

new products = cash in the bank

OK
Cancel
Preview

Timing Effects Chart Effects Play Settings

Slide objects without animation

Title 1
Text 2

Start animation

Don't animate
 Animate
 On mouse click
 Automatically, 1 seconds after previous event

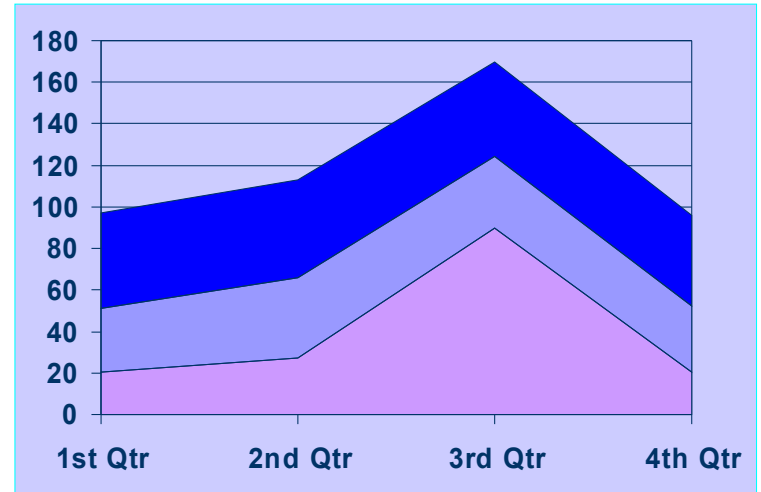
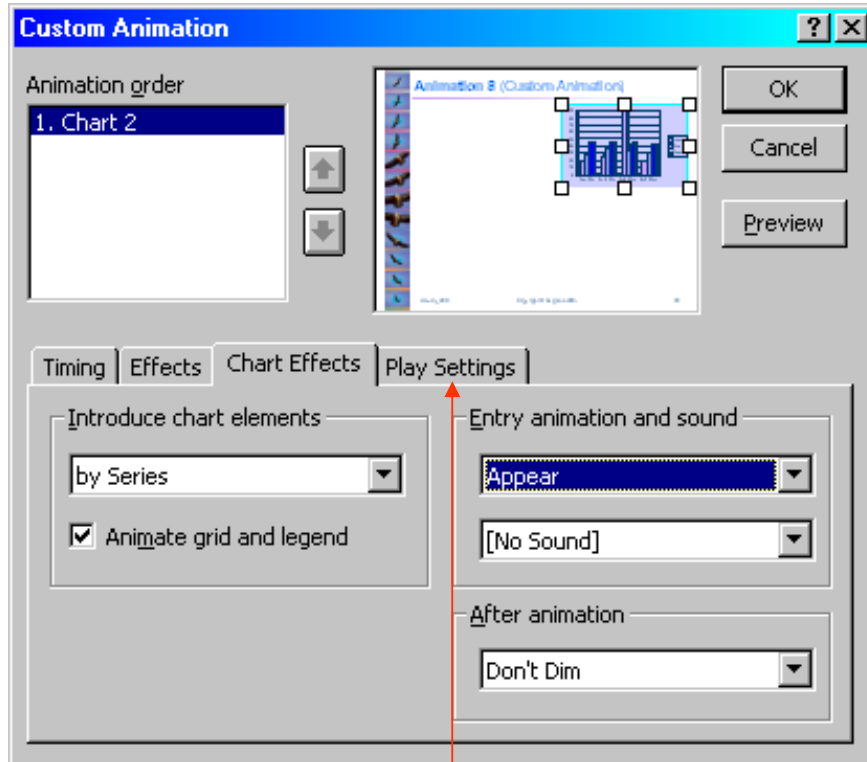
The **Timing** tab in **Custom Animation** lets you decide how the animation takes place (on mouse click or automatically) and how many seconds after the last event (such as new slide, last animation of another object, sound, etc.).

In this example the "New" star is the first object to animate upon loading the slide.

Animation takes place 1 second after the slide has loaded.



Animation 8 (Custom Animation)



The **Chart Effects** tab in **Custom Animation** lets you present your slide by introducing elements one-by-one, as well as entry animation and sound, and what to do after the animation.

The **Play Settings** tab in **Custom Animation** has options only for movies, sound, or OLE objects.





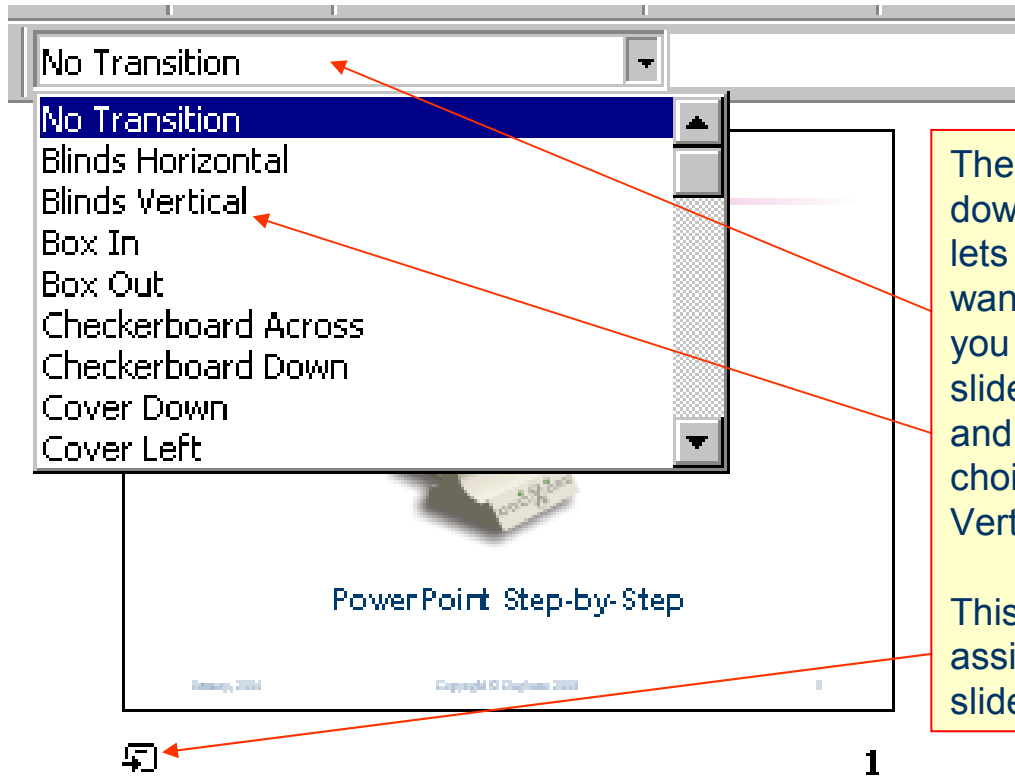
Bringing it together

Once you have finished preparing each individual slide it's time to visit the **Slide Sorter View** to:

- Adjust any slide sequence you deem necessary to improve the flow of your presentation
- Introduce the transition effects of your choice - for each slide, for all slides, or for a mix of the two. This is how one slide follows the other, through fades, dissolves, and other effects
- Edit text sequences, if you decide to use such sequences (paragraphs flying in, words appearing one letter at a time, etc.)



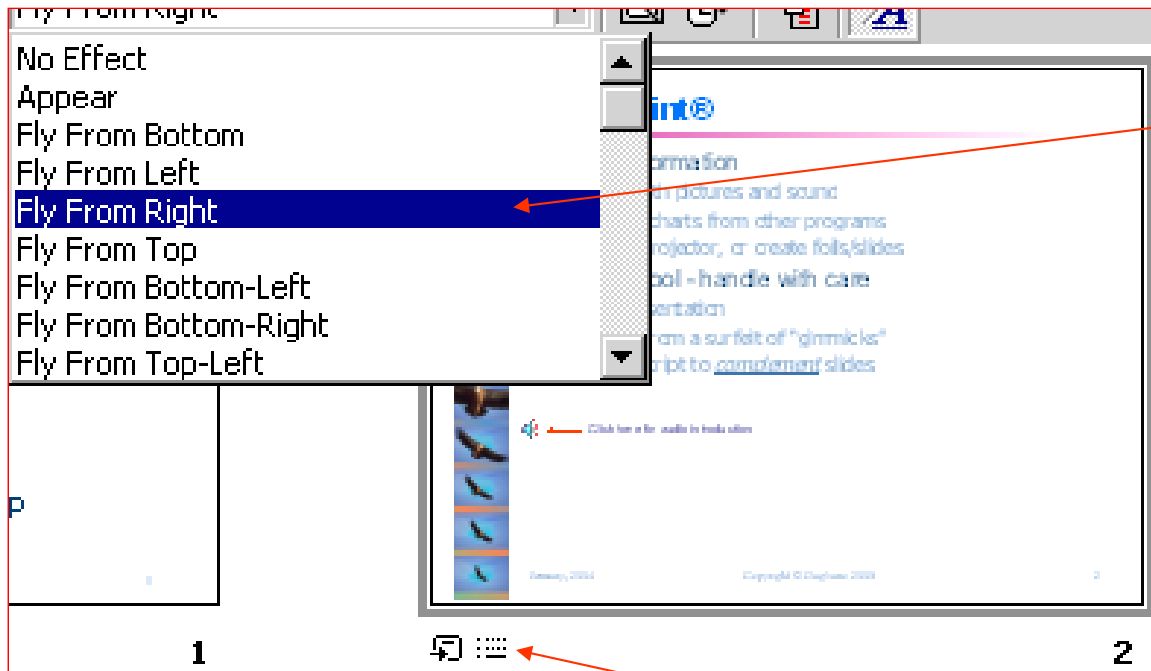
Bringing it together (Slide Sorter)



The **Slide Transition** effect drop-down menu in the **Slide Sorter View** lets you assign the transition you want to apply to each of your slides. If you want to use the same effect to all slides, do **Ctrl+A** to select all slides and then click on the effect of your choice (Blinds Horizontal, Blinds Vertical, etc.)

This icon shows that you have assigned a slide transition to the slide.

Bringing it together (Slide Sorter 2)




The **Text Preset Animation** drop-down menu in the **Slide Sorter View** lets you assign the behavior you want to apply to each of the paragraphs within a slide. If you want to use the same effect to all slides, do **Ctrl+A** to select all slides and then click on the effect of your choice.

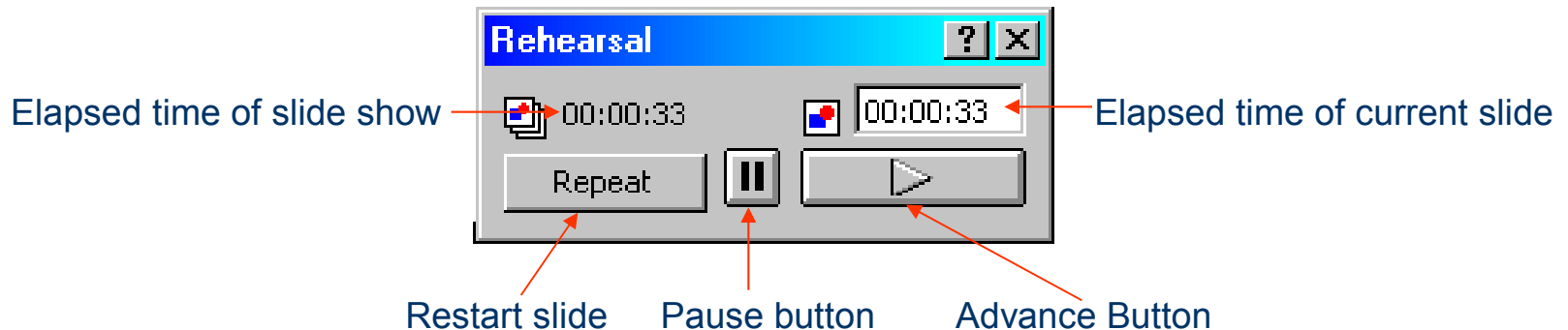
This icon shows that you have assigned **Text Preset Animation** to the slide.

PLEASE NOTE: On some slides **Text Preset Animation** does not activate (i.e., the drop-down menu is not accessible when you click on the slide). If there is text on that page and you want to animate it, go to **Slide View > Slide Show > Custom Animation**.

Bringing it together (Slide Sorter 3)

At any time during the creation of your slide show you have the option of rehearsing your presentation, either in **Slide View** or **Slide Sorter View**:

- Click on **Slide Show > Rehearse Timing** or the  icon in **Slide Sorter View**.
- The presentation will go into **Slide Show** mode, displaying the first slide with the following toolbar:



- Go through each of the slides as you would during the actual presentation to get a total time.





Dissemination

- **File > Pack and Go** activates a Wizard that takes you through the steps of “packaging” your presentation with active links, sound files, embedded fonts, and a stand-alone viewer (options at your discretion)
- When using the same computer to create and deliver the presentation there is no need to “Pack and Go”
- If are planning to use a projector such as InFocus, follow the manufacturer’s instructions for delivering the presentation
- For printing the presentation - both transparencies and handouts - follow the printer instructions. PowerPoint allows a wide selection of options (number of slides on a page, notes, etc.)

