

Microsoft PowerPoint

Guide

MICROSOFT POWERPOINT

STARTING A NEW PRESENTATION.....	2
USING A DESIGN TEMPLATE.....	3
OPENING AN EXISTING PRESENTATION.....	3
USING A BLANK PRESENTATION.....	3
<i>Pre-Designed Slide Layouts</i>	4
INSERTING A SLIDE	4
ADDING TEXT TO A NEW SLIDE	4
POSITIONING TEXT WITHIN A SLIDE	5
VIEWS WITHIN POWERPOINT	5
<i>Normal View</i>	5
<i>Outline View</i>	5
<i>Slide View</i>	5
<i>Slide Sorter View</i>	5
<i>Slide Show View</i>	5
INSERTING CLIP ART, PICTURES, SOUND AND MOVIES	6
POSITIONING CLIP ART AND PICTURES	6
ADDING TRANSITIONS TO A SLIDE SHOW	6
ANIMATION	7
SAVING YOUR PRESENTATION.....	7
VIEWING THE SLIDE SHOW	8
NAVIGATING WHILE IN YOUR SLIDE SHOW	8
PRESENTATION TOOLS	8
<i>Slide Timings</i>	8
<i>Notes</i>	8
<i>Annotate</i>	8
<i>Handouts</i>	8
<i>Slide Show Controls</i>	8
PRESENTATION TIPS.....	9
<i>Keep it Simple</i>	9
<i>Keep it Clear</i>	9

Microsoft PowerPoint

Microsoft PowerPoint is a powerful tool to create professional looking presentations and slide shows. This tutorial will help you get started with Microsoft PowerPoint 2000, but it is a good idea to use the Help Files that come with Microsoft PowerPoint in addition (**Help→Microsoft PowerPoint Help**).

When giving a presentation, it is very important that your message and ideas are presented clearly. Your presentation must be easy to follow so that your audience can easily grasp your information. Using Microsoft PowerPoint can help you communicate your information.

As you develop a PowerPoint presentation, it is important to remember that you should not try to include every piece of information you wish to deliver. PowerPoint slides should contain brief, concise, descriptive phrases that will help you remember what you want to present and to serve as a reminder for your audience. The most common mistake made by novice PowerPoint developers is to put too much information on each slide.

Starting a New Presentation

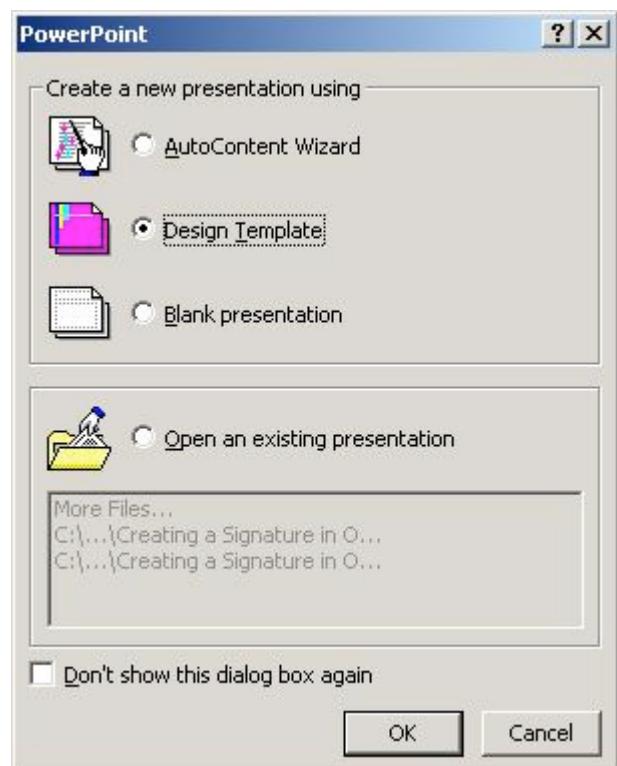
When you open PowerPoint, you see the Startup dialog box. You can choose from the following starting options:

AutoContent Wizard: Guides you through the process of creating an entire presentation

Design Template: Lets you choose a background design for all the slides to start with

Blank Presentation: For when you want to start with a blank slate

Open an Existing Presentation: Lets you browse for an existing presentation

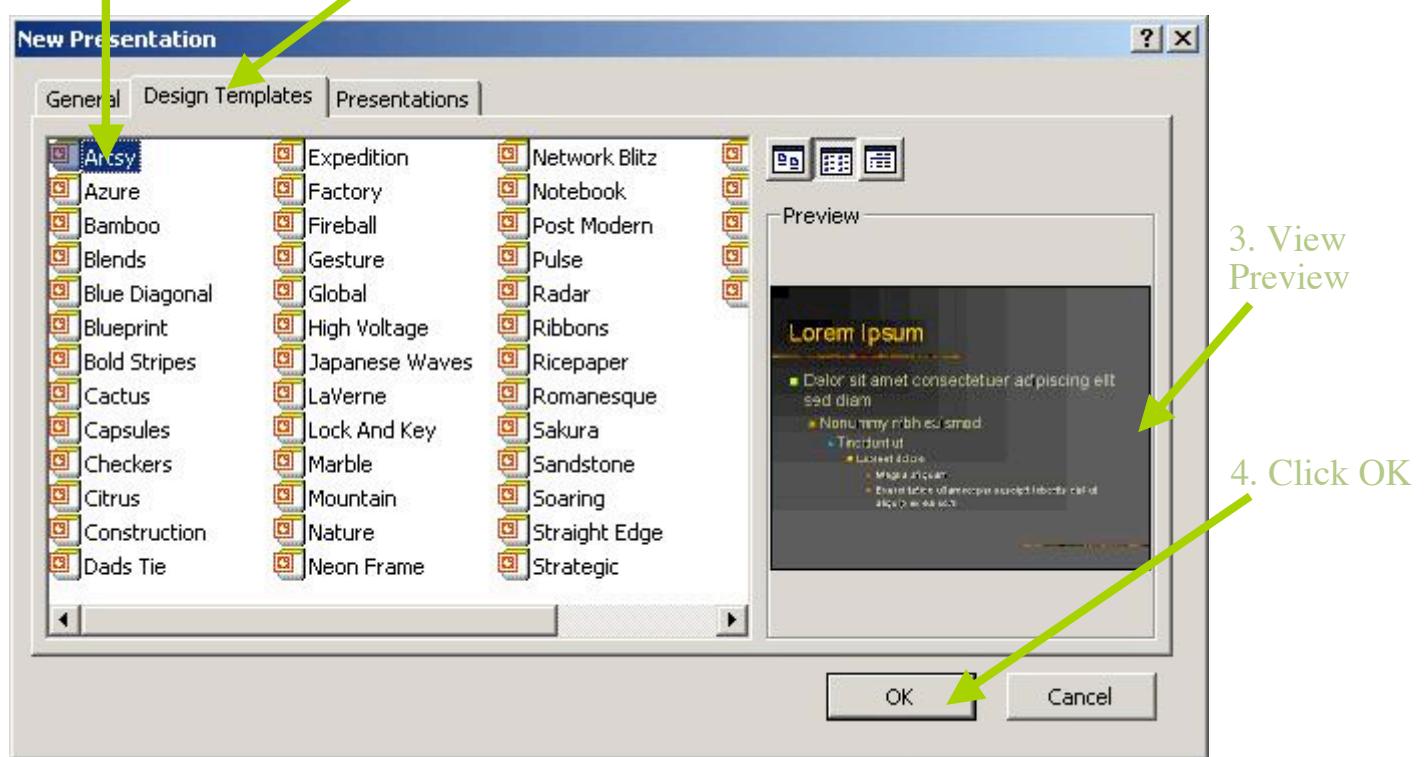


Using a Design Template

1. Choose to Create a new presentation using **Design Template**
2. **Or go to File→New** and click on the **Design Templates** tab
3. Choose the design you want for your presentation or a blank presentation

**2. Choose
Design**

1. Click Design Templates tab



**3. View
Preview**

4. Click OK

Opening an Existing Presentation

1. Select Open An Existing Presentation from the Startup dialog box
2. Click on your presentation in the white box
3. If you do not see your presentation in the white box, select More Files and hit OK
4. Locate your existing Presentation and hit Open

Using a Blank Presentation

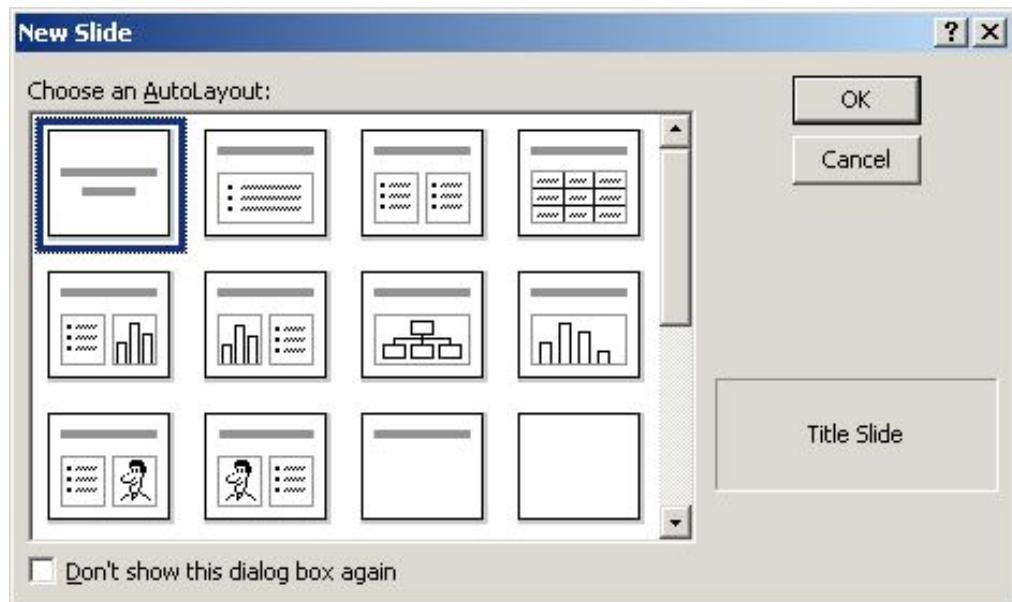
1. If you want to create your own design or not use a Design Template, choose Blank Presentation
2. After you select Blank Presentation, a window pops up asking you to select the layout of the first slide

Choosing a Slide Layout

For each new slide you create, the following dialog box will appear. It allows you to choose the layout for your new slide:

Pre-Designed Slide Layouts

- Title Slide
- Bulleted List
- Two Column
- Text
- Table
- Text & Chart
- Chart & Text
- Organizational
- Chart
- Chart
- Text & Clip Art
- Clip Art & Text
- Title Only
- Blank Slide



Inserting a Slide

1. Select **Insert→New Slide**
2. You will then see the **New Slide Type** window
3. Choose the kind of slide you want next
4. Choices can include text, charts, tables, pictures, or a mixture

Adding Text to a New Slide

1. To start, choose a **Title Slide** from the New Slide prompt and click OK (or **Insert→New Slide**)
2. Type and Format text just like in Word
3. Go to **Format→Font** and format as you wish

Click to add title

- Click to add text

Positioning Text Within a Slide

1. To move text box, move the cursor over the box until a 4-point arrow appears
2. Hold down the mouse button and drag to desired position
3. To resize a text box, move the cursor over the box until a 2-point arrow appears
4. Hold down the mouse button and drag to desired position

Views within PowerPoint

Normal View

Switches to normal view, where you can work on one slide at a time or organize the structure of all the slides in your presentation

Outline View

Switches to outline view, where you can work with the structure of your file in outline form. Work in outline view when you need to organize the structure of your file

Slide View

Switches to slide view, where you can work on one slide at a time

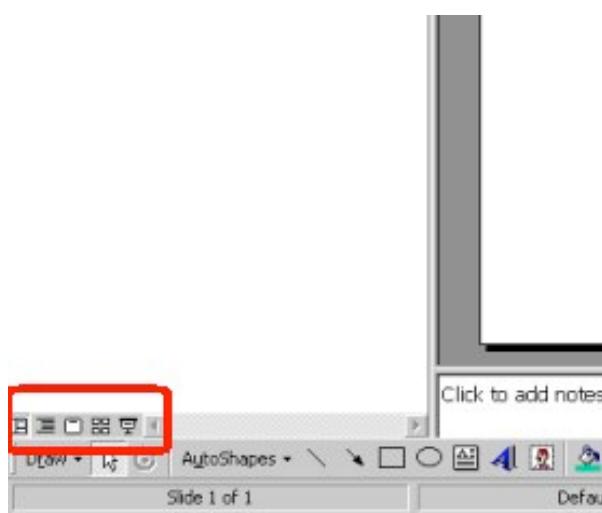
Slide Sorter View

Displays miniature versions of all slides in a presentation, complete with text and graphics. In slide sorter view, you can reorder slides and add transitions, and animation effects. You can also set the timings for electronic slide shows

Slide Show View

Runs your slide show in full screen, beginning with the current slide if you are in slide view or the selected slide if you are in slide sorter view.

The views can be found in the lower left hand corner of the window:



Inserting Clip Art, Pictures, Sound and Movies

1. To insert clip art, click **Insert→Picture→Clip Art** and search for your desired clip art
2. To insert a Picture, click **Insert→Picture→From File** and browse for pictures on your computer to insert
3. To insert sound, click **Insert→Movies and Sounds→Sound from file...** and browse to the file you want to add
4. To insert a movie file, click **Insert→Movies and Sounds→ Movie from file...** and browse to the file you want to add

Positioning Clip Art and Pictures

1. To move an image, move the cursor over the image until a 4-point arrow appears
2. Hold down the mouse button and drag to desired position
3. To resize an image, move the cursor over the image until a 2-point arrow appears
4. Hold down the mouse button and drag to desired position
5. To bring the image in front or behind text, right click and go to **Order**
6. To format the image, right click and go to **Format Picture**

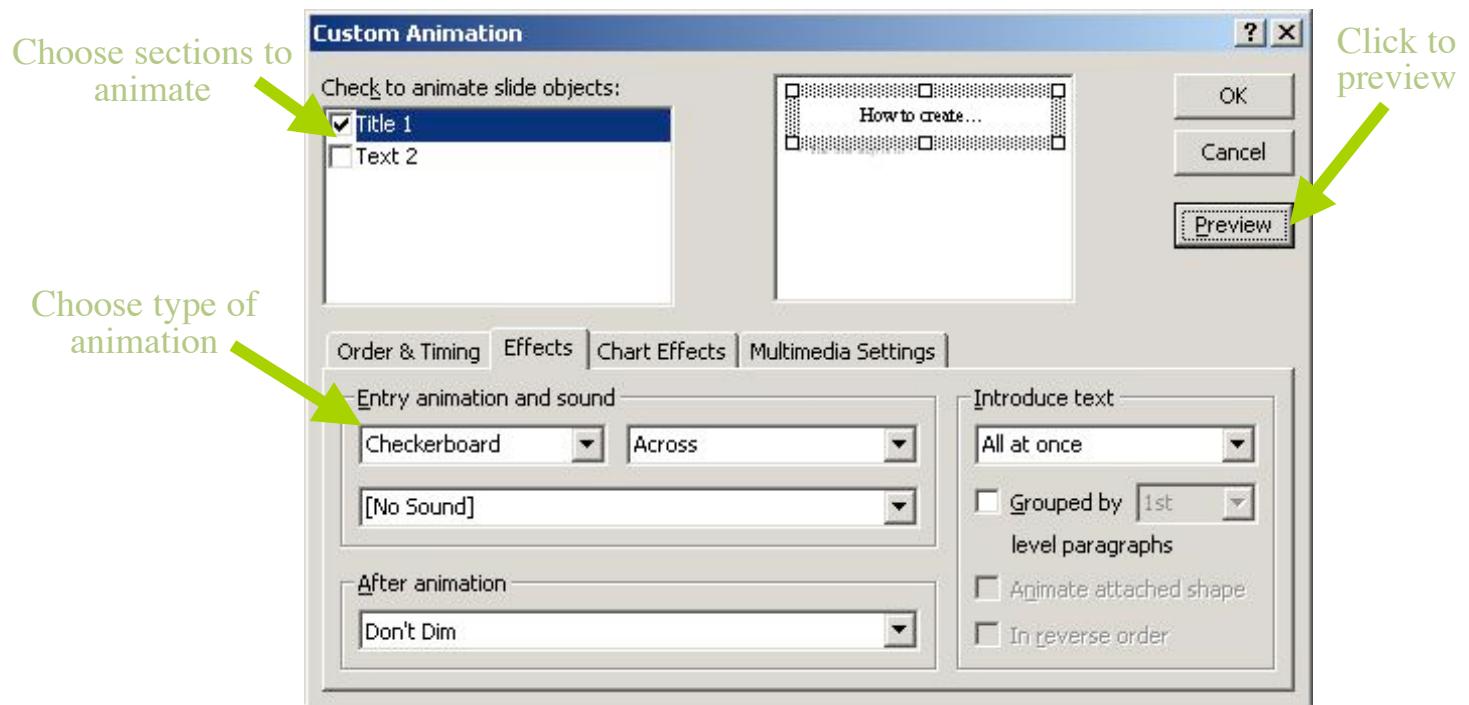
Adding Transitions to a Slide Show

1. When adding transitions between slides, it is best to change the View to Slide or Slide Sorter
2. Select the slide you want, and then go to **Slide Show→Slide Transition...**
3. Under Effect, choose the type of transition you want. The transition will be modeled above
4. Choose the speed of the transition and how you want the slide show to advance (whether you want it to automatically change slides or change on click)
5. To apply the transition to just the selected slide, choose **Apply**. To apply to all the slides, click **Apply to All**
6. To see your transitions, go to **Slide Show→Animation Preview**



Animation

1. Click on a particular part of a slide that you want to animate (text, picture, etc)
2. Click **Slide Show→Custom Animation**
3. Under the **Effects** tab, choose the animation effect you want, and click **Preview** to see what the effect will look like
4. Check the slides in **Check to animate slide objects:** that you want the animation to be effective for
5. Click on the **Order & Timing** tab to change timed settings
6. After everything is as desired, click **OK**
7. To see how the animation looks, click on **Slide Show→Animation Preview** or **Slide Show→View Show** to see the entire show full screen



Saving Your Presentation

1. Save the original file as a PowerPoint presentation (.ppt). This format will always open in the PowerPoint editing window
2. There are times you will want to save as a PowerPoint Show (.pps). These files open directly as a full screen presentation, not as an editable file
3. You can also save as a webpage (**File→Save as Webpage**), but if you have added links into your presentation, they may not work if saved in this format

Viewing the Slide Show

These are all ways of starting your slide show:

1. Click **Slide Show→View Show**
2. Click the **Slide Show** button in the view menu (lower left hand corner of window)
3. Go to **View→Slide Show**
4. Press F5

Navigating while in your Slide Show

Forward navigation Use the enter key, the left mouse button, or right click→**Next**

Reverse navigation Use the backspace key or right click→**Previous**

Ending the show Hit the Esc key or right click→**End Show**

(More options shown in Slide Show controls below)

Presentation Tools

Slide Timings

(**Slide Show→Rehearse Timings**) Click through your show presenting as you would, then save timings so you will not need to click while presenting

Notes

Write notes for yourself to help you remember what you want to say for each slide. Click on **Click to add notes**. You can print these out or use them while presenting (**File→Print**, Print what: **Notes Pages**)

Annotate

During your slide show, you can use the pen to write on your slides to help with presentation. Click **Ctrl P** for the Pen and **Ctrl A** to go back to the Arrow. Press **E** to erase all writings and markings

Handouts

Print out handouts of your slides for your audience. Go to **File→Print** and then change **Print what:** to **Handouts**. Choose 3 slides per page to provide lines for notes to be written along each slide

Slide Show Controls

Press **F1** during a Slide Show to see Slide Show controls (Shown right)

Slide Show Help	
During the slide show:	<input type="button" value="OK"/>
Left click, space, 'N', right or down arrow, enter, or page down	Advance to the next slide
Backspace, 'P', left or up arrow, or page up	Return to the previous slide
Number followed by Enter	Go to that slide
'B' or ','	Blacks/Unblacks the screen
'W' or ','	Whites/Unwhites the screen
'A' or '='	Show/Hide the arrow pointer
'S' or '+'	Stop/Restart automatic show
Esc, Ctrl+Break, or 'L'	End slide show
'E'	Erase drawing on screen
'H'	Go to hidden slide
'T'	Rehearse - Use new time
'O'	Rehearse - Use original time
'M'	Rehearse - Advance on mouse click
Hold both buttons down for 2 secs.	Return to first slide
Ctrl+P	Change pointer to pen
Ctrl+A	Change pointer to arrow
Ctrl+H	Hide pointer and button
Ctrl+U	Automatically show/hide pointer and button
Right mouse click	Popup menu/Previous slide

Presentation Tips

Keep it Simple

1. Avoid using too many colors
2. Use the same background/style throughout
3. Find a font that is readable and stick with it
4. Animation, slide transition and sound effects have their uses but may irritate your audience if they are over-used
5. Resist the temptation to overcrowd your slides

Keep it Clear

1. Aim for a maximum of 8 lines of text per slide
2. Write concise bullet points - you can fill in the details when you speak
3. Use diagrams where appropriate to illustrate concepts
4. Transition information- Bullets appearing all at once on a slide may lead the audience to read ahead instead of listening to you