

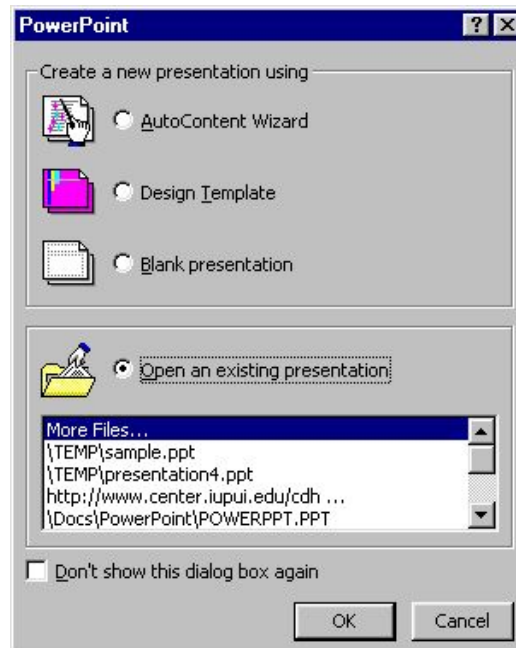
Power Point 2000 Basics Tutorial

Power Point is an application that lets you build, print, and deliver presentations. You have several options for the delivery of a presentation, but you only have to develop it once. You can print slides (a "slide" is what Power Point calls each screen of information), print handouts, print notes pages, prepare for 35mm slides, or deliver an on-screen presentation. Only the on-screen presentation allows you to use the full range of Power Point's features.

As you develop a Power Point presentation, it is important to remember that you should not try to include every piece of information you wish to deliver. Power Point 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 Power Point developers is to stuff too much information on each slide.

Getting Started

When you start PowerPoint, the new presentation dialog box offers four choices:



AutoContent Wizard walks you through a series of questions designed to elicit information about you and the type of presentation you are making. The Wizard then builds a dummy presentation that will guide you in developing the content of the presentation.

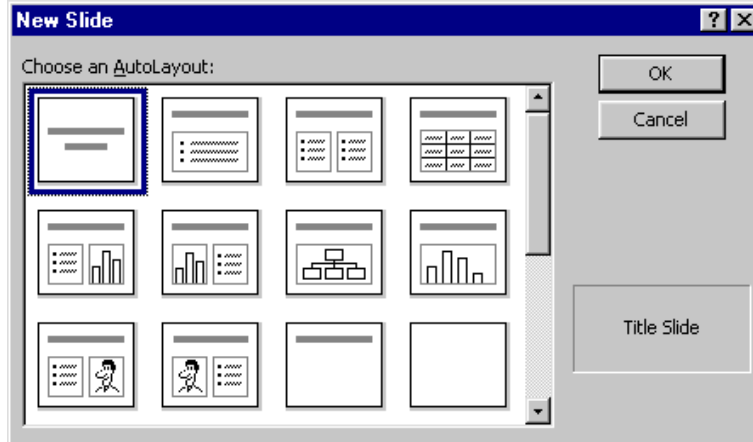
Design Template allows you to establish the background and color scheme from the available templates prior to beginning work in the new presentation. Template choices are generally easier to make after you have opened the new presentation because you can better see the characteristics of each template before making a selection.

Blank presentation opens a new presentation with no template.

Open an existing presentation displays a list of recently opened PowerPoint presentations from which you can choose. Or, you may choose More Files to move to the location of a previously saved presentation file and open it.

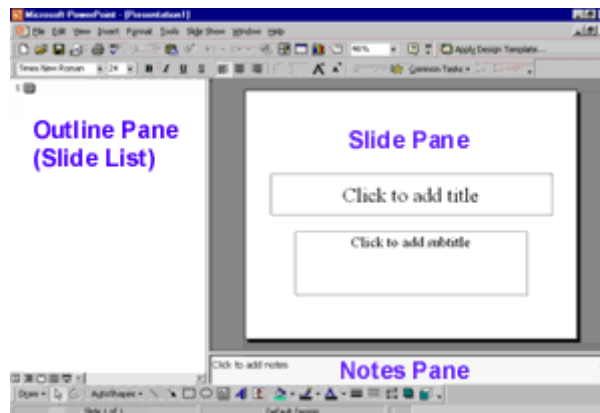
Auto Layout

After you have opened a new presentation, PowerPoint displays the New Slide dialog box containing several Auto Layouts. **Auto Layouts** provide a pre-determined layout for each specific type of slide. They provide consistency throughout the presentation. Each layout depicted is described in the lower right corner when you click the layout. This sample New Slide dialog box shows the Title Slide selected (denoted with the thick border).



New Look of PowerPoint 2000 Development Area

PowerPoint 2000's normal view has a three-pane development area that includes the outline pane on the left, the slide development pane on the top right, and the notes pane on the lower right.



The outline pane contains each slide's title, as well as any information typed into a **Placeholder**. If you want more room to type text directly into an outline, click the **Outline View Tool**. This causes the slide pane to display as a miniature.

The slide pane displays any text you type into a **Placeholder**, as well as any objects you place on the slide. If you want more room to develop in slide view, click the slide view tool. This causes the slide to increase in size, leaving only a list of slide numbers in the outline pane.

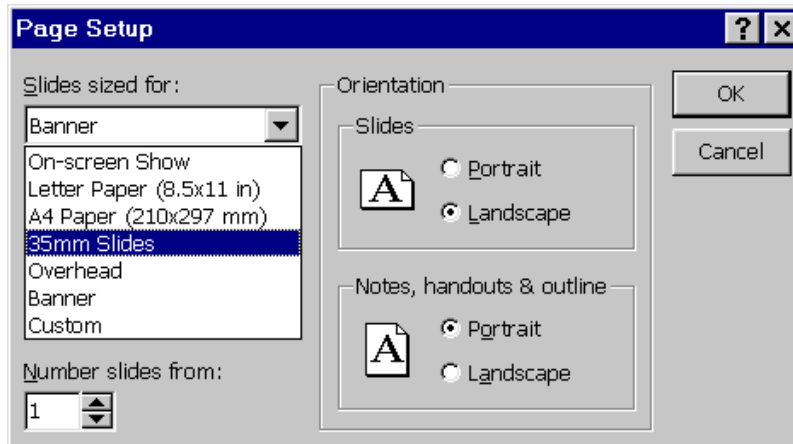
The Notes Pane replaces the notes view found in previous versions of PowerPoint. (Although you still can choose VIEW : Notes Pages from the menu.) This pane allows you to type speaker's notes without changing views. If you wish to view the Speaker's Notes page as it will print, or wish to have a larger area in which to type notes, choose VIEW : Notes Page.

Page Setup for 35mm Slides

PowerPoint assumes that you will be delivering an on-screen presentation. If you are using PowerPoint for development but will be creating 35mm slides, you should size the presentation for that medium before beginning development. 35mm slides are wider than on-screen presentations; if you develop slides before setting the page size, you run the risk of your slides not looking the way you want them to look.

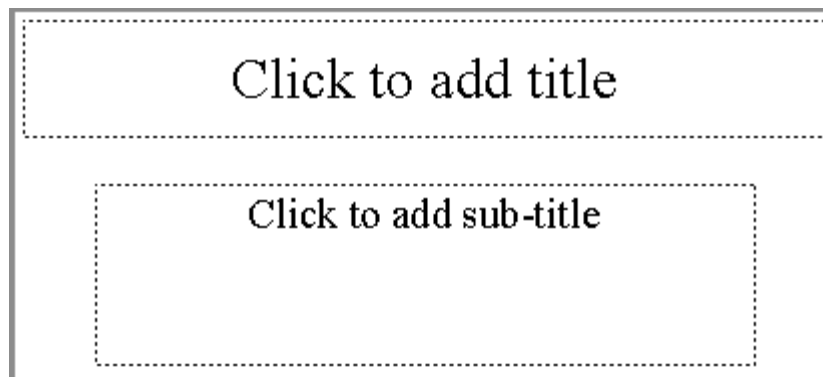
To size your presentation for 35mm slides :

- From the menu, choose FILE : Page Setup.
- In the Page Setup dialog box, click the drop-down box beside Slides sized for. Choose 35mm Slides. Click OK.



Using Placeholders

All but two of the Auto Layouts supply pre-selected places called Placeholders in which to insert text. It is important to insert text into each "title" placeholder because PowerPoint uses that information to help you orient yourself during presentations when you need to move to a different slide and when scrolling through the presentation in Normal or Slide View during development.



By using Placeholders, the presentation will have consistent spacing each time you use a slide with that type of layout.

To type in a Placeholder , click anywhere within the dotted line box and begin typing. If you do not need to use a particular Placeholder, there is no need to delete it; unused Placeholders do not display in the presentation.

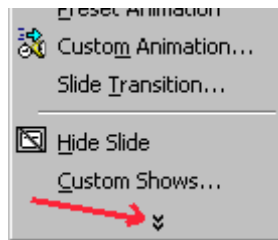
To move a Placeholder ,

- Click the Placeholder dotted line box to select it.
- Move your cursor near the edge of that box until the cursor is a four-headed arrow.
- Press and drag the Placeholder to the new location.

Identifying Toolbars

You can accomplish most tasks in PowerPoint either through menu choices or via a toolbar. Generally, you will find the toolbars easier and quicker to access once you are comfortable with their functions.

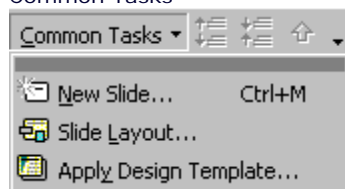
Office 2000 may be installed to show only your most recent menu selections. To see non-visible choices, click the double-headed arrow at the bottom of the menu list, or hold the mouse over the menu for a few seconds. Either of these actions will then display all the choices in that menu item. After you choose an option, that menu choice becomes "recently used" and is visible when menus are pulled-down. When toolbars contain more choices than can easily be displayed on a toolbar, additional, less frequently used choices, are hidden. You can click the double-headed arrows, as well as drop down arrows, to display additional toolbar choices.



To "**permanently**" reveal all menu choices , choose TOOLS : Customize. Click the Options tab and uncheck "Menus show recently used commands first." This will not affect the toolbar, only the menu choices.

NOTE: Changing this option will affect each Microsoft Office suite application, including Word, PowerPoint and Excel.

Common Tasks



 To add a new slide , click the Common Tasks, New Slide to see the New Slide dialog box. New slides are added below the current slide.

The Slide Layout Tool applies, or re-applies, the selected layout and uses almost the same dialog box as New Slide. Slide Layout reapplies the selected current master style and is useful when you've moved Placeholders or decided to change the format of a slide and need to return to (or apply) a specific layout format. To apply or re-apply a layout, click the Slide Layout Tool and make your layout choice.

To change the applied template , click and select a different template. All slides in your presentation will have the newly chosen design applied, and any charts you've created will be updated with the new color scheme.

View



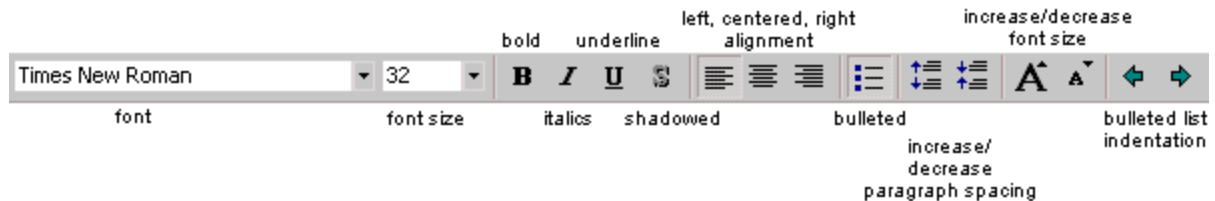
The View Toolbar is located in the lower left corner of the screen and lets you quickly move through different views of the presentation:

- Normal default view
- Outline view for textual development
- Slide view for graphical development
- Slide Sorter view of a thumbnail of each slide
- Slide Show displays on-screen presentation

Text

Options on the Text Toolbar allows you to make choices affecting highlighted text.

NOTE: Keep in mind that some options may be hidden. To access those, click the double-headed or drop-down arrow on the toolbar.



Drawing

The Drawing Toolbar contains the tools (each is described in detail later in this tutorial) to incorporate objects into a presentation:



Inserting New Slides

 New slides are added after the current one. **To add a new slide** below the current one, click the New Slide Tool. Then choose the layout of the new slide from the New Slide AutoLayout dialog box.

Understanding Apply to All and Apply

On many dialog boxes, when making option selections in PowerPoint, you will see two choices: Apply to All and Apply. When you choose Apply to All, each slide in the presentation will change according to the selections you made, both existing and future slides. When you choose Apply, you will affect only the slide you are currently viewing.

Applying Design Templates

PowerPoint calls its built-in color schemes Design Templates. You can apply a Design at any point during development, but most of you will prefer to establish the Design from the outset so that you see the effects of your development. You can change your mind and apply a different design at any time.

You may find that you wish to keep the templates found in previous versions of Microsoft Office to use in addition to those found in the new version. To do so, on the Office CD where the templates are located, find the directory containing the templates, then copy the individual templates into the directory on your workstation containing the current version's templates. They will then appear in the selection list alongside the current templates.

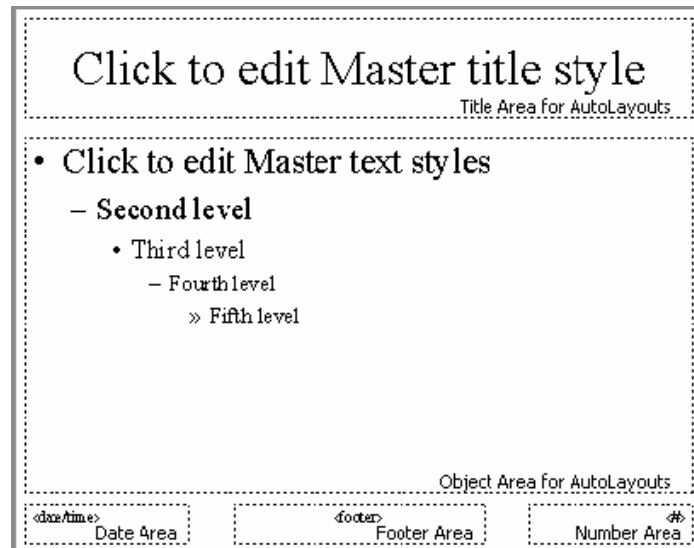


To apply a Design , click the Apply Design Tool.

Though you can apply only a single Design to a presentation, you still can affect the appearance of individual slides within the presentation by altering the slide color scheme and the background . You can find these two options under the Format menu.

Setting Up Presentation Masters

Masters allow you to make design decisions that will then affect each slide or page in the presentation. There are masters for Slides, Title Slide, Handouts and Notes.



You can make decisions about text, including placement, font styles and sizes; bullet styles; footers; objects; and images. Individual slides can deviate from the master (see working with the slide background), but each new slide will follow the master specifications.

You should set up the master before building any slides. When you create the master first, all slides you add to the presentation will be based on that master. If, however, you build slides before establishing the master, some items on the slides may not change to conform. Any text or object you place on the master will display on every slide in the presentation in the location that you placed it on the Master.

To create a Master , choose VIEW : Master. Then, choose the master you wish to create from the list.

NOTE: Title Master is only available after you have applied a Design Template.

Text Guidelines

To make font changes on the master , highlight the text that you want to change, then make the changes using the tools on the Text Toolbar . For example to change the title text to 44-point Helvetica, highlight the words "Click to edit Master title slide," then choose Helvetica and 44 from the font face and type size boxes, respectively.

When making choices about fonts in the presentation, keep these guidelines in mind:

- Text will be easier to read when formatted in a sans serif font such as Arial or Helvetica.
- Slide titles should be no less than 44-point type.
- Body text should be no less than 24-point type in order to remain clearly readable to all your audience.

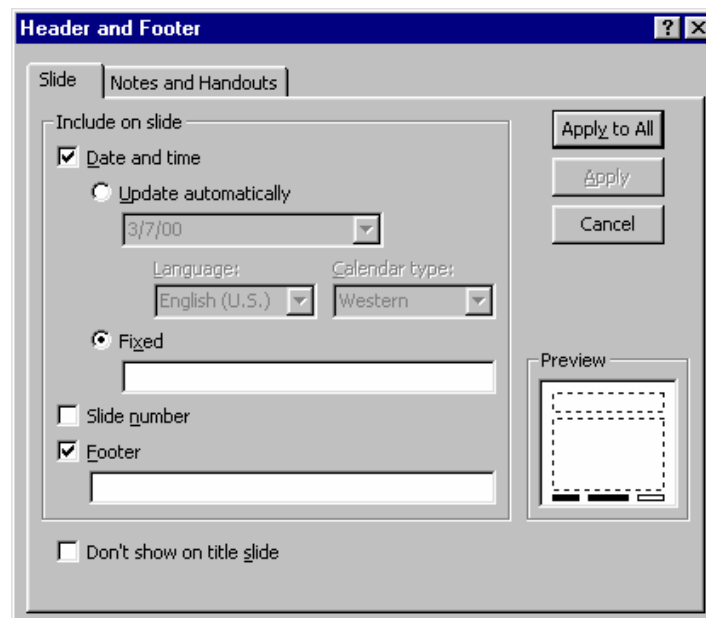
Headers & Footers

The Slide Master shows you the default location of any date, slide number, or textual footer that you choose to use.

NOTE: When you apply a Design Template, these default locations may be hidden behind the Design itself, so wait until you have applied it before making any footer choices.

To insert text into the footer ,

- Choose VIEW : Header and Footer.
- Make sure that Footer is checkmarked , then type the text in the Footer text box.



To insert a date ,

- Choose VIEW : Header and Footer.
- Make sure that the Date and time option is checked.
- Choose either Update automatically or Fixed .
- **Update automatically** updates the date and time on your presentation slides each time you open the presentation.
- **Fixed** allows you to type a specific date into the box that will be displayed on your slide.

To insert a slide number ,

- Choose VIEW : Header and Footer.
- Click the checkbox for Slide Number.

NOTE: Click the checkbox if you prefer that the footer not be displayed on your title slide. You can not selectively choose to include or omit individual footer items from the title slide.

To insert objects, images, and diagrams that will appear on each slide in your presentation, create or insert the object, size it, and move it to the location on the Slide Master where you want it to display on each slide.

Creating Custom Design Templates

While PowerPoint comes with a variety of **Design Templates**, you can also create custom templates. **To create a custom template ,**

- Open a blank presentation with a new slide. Use the AutoLayout , Title Slide.
- Choose VIEW : Master : Slide Master.
- Design the slide the way you wish the template to look, making any color, image and font choices you desire.
- Choose FILE : Save as.
- In the Save as type drop-down box, choose Design Template (*.pot).
- In the File name text box, type a name for your new template.
- If you want your Custom Template to display in the same list with PowerPoint Design Templates, you must locate the folder in which they are located on your system. On my system, they are located in the following folder sequence: Program Files / Microsoft Office / Templates / Presentation Designs. Your system may be similar.

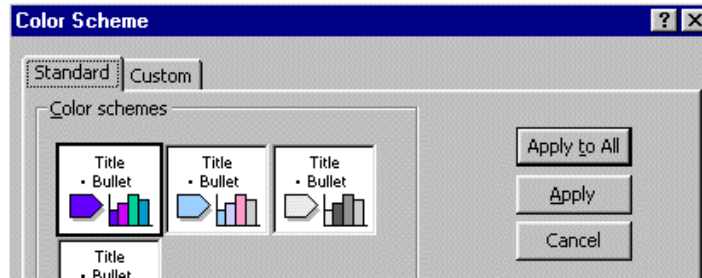
This will save the slide as a .pot file (rather than a PowerPoint . ppt file) and will make it available for you to apply as a Design Template in future presentations. Return to your presentation by clicking on the Slide View Tool on the View Toolbar.

Altering Template Appearance

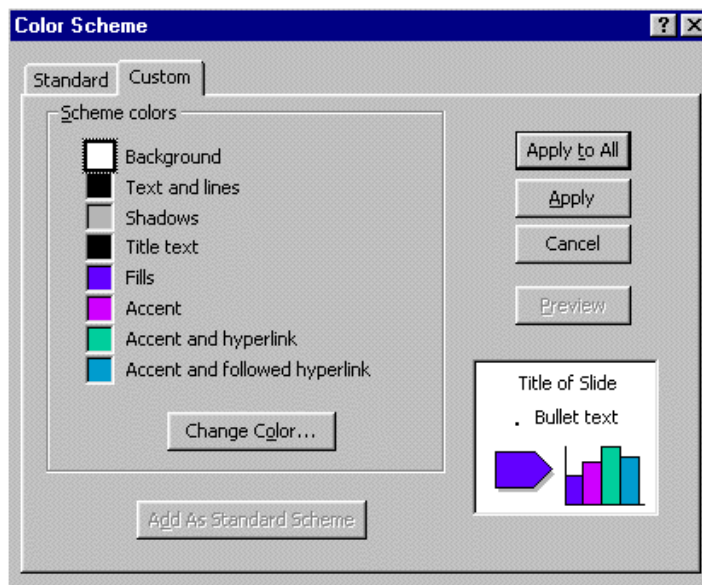
Although you can not apply more than a single Design Template to a presentation, there are other options for varying the appearance: changing the slide's Standard Color Scheme, changing the individual items' color scheme and omitting items from the background.

Slide Color Scheme

Choose FORMAT : Slide Color Scheme. In the slide Color Scheme dialog box, the Standard tab allows you to choose a pre-determined Color Scheme by clicking on the desired choice.



The Custom tab allows you to selectively change the colors of the applied Design's features.

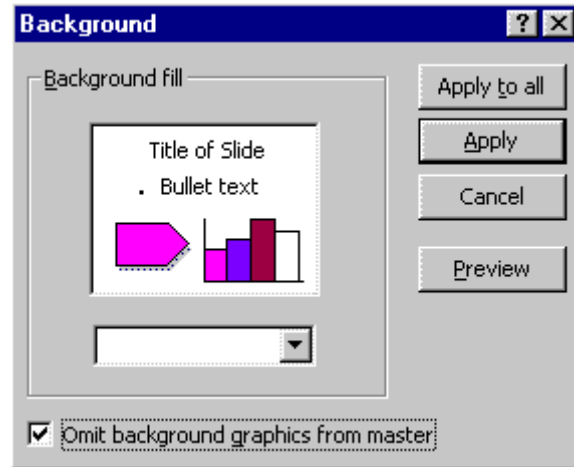


NOTE: You may want to take note of the default colors before changing item colors because it is sometimes difficult to determine from the sample exactly what type of objects/features may be affected by your color changes and you may want to return the colors to the default choices.

- Click the colored box next to the feature you wish to change.
- Click the Change Color button and make your color selections.

Background

Choose FORMAT : Background to make changes to the "wallpaper" of the slide. The drop-down box allows you to change colors, patterns, gradients, and other fill effects.

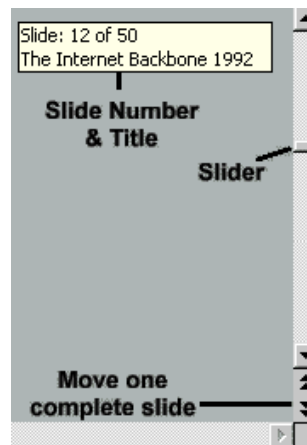


Every object on a **Slider Master**, including the design on the Design Template itself, is considered a Master Item. You can choose not to display Master Items on the current slide, or all slides by clicking the option to Omit background graphics from master. You can not selectively omit items on a single slide.

To omit all Master Items, choose FORMAT : Background. Click Omit background graphics from master. Click either Apply or Apply to all.

Navigating during Development

To navigate through the slides during development, you can use the Scroll Bar on the right of the screen. Press and drag the Slider to move continuously through the presentation. An indicator shows the slide you are currently passing and the title of that slide. Release the Slider to move to the indicated slide.



To move one complete slide forward or backward, click the appropriate double-headed arrow at the bottom of the Scroll Bar.

Another option is to **move directly to the desired slide** by clicking on the slide itself in the outline pane.

All AutoLayouts but two (Blank and Large Object) have a Placeholder for Title. The Slider demonstrates one reason why it is important to always use a layout that contains a Title Placeholder and to always title each slide—the title helps orient you to the location within the presentation.

In addition, the bottom left corner of the PowerPoint screen shows the current slide, out of the total number of slides, as well as the name of the Design Template applied to the presentation.

Creating Bulleted Lists

To create a bulleted list from the AutoLayout , choose the Bulleted List layout. Click in the main Placeholder and begin typing. Each time you press ENTER, the cursor is automatically placed in the next bulleted point. If the text you type in a bulleted item is longer than a single line, the text will automatically wrap to subsequent lines and indent appropriately.

Each new bullet appears somewhat "greyed out" or dim prior to you typing the first character in the item. This is because the bullet will not appear on the slide unless it has accompanying text.

Each slide should contain no more than **seven (7) bulleted points** . Multiple-line items should have no more than **2-3 lines** each. You should decrease the number of bulleted points in proportion to multiple-line entries.



To create subsequent indented levels , make sure the cursor is in the line in which you want the next level to begin, then click the Demote Tool.



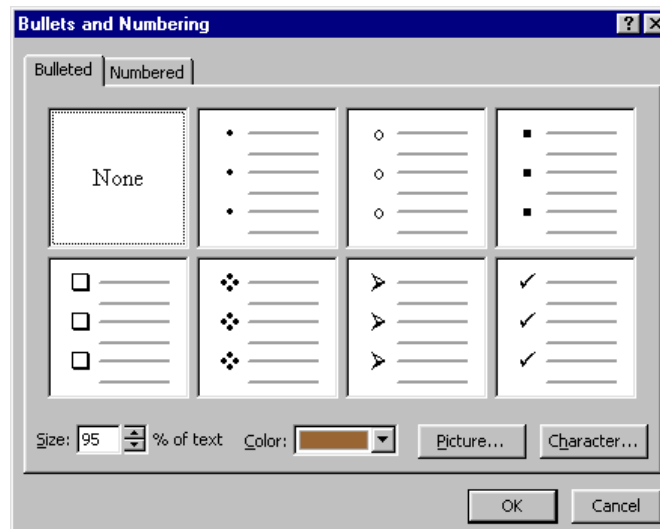
Each consecutive point will remain on the current level until you click the Promote Tool to return to a previous level or the Demote Tool to indent one level further.

Bullet Styles

Although you can set Bullet Styles in the Master, you also can change the bullet style on any slide or on any bulleted point. When you change the bullet style, every subsequent bullet on that slide, whether promoted or demoted, will have that style until you change back to the default or change to a different slide.

To change the bullet style , make sure the cursor is in the line of text in which you wish to change the bullet, then choose FORMAT : Bullet.

NOTE: Sometimes it is difficult to remember exactly what the default bullet style was, so pay close attention to the selected bullet before proceeding with any changes.



You can choose from the selections provided by PowerPoint, choosing both the size (in percentage of text size) and the color.

Click Character to include any symbol font installed on your system. Keep in mind, however, that if you choose a font that is not installed on the computer from which you are giving your presentation, the presentation computer will choose the "closest" font to the one you chose and the result may not be one you like. Both Symbol and Wingdings font are standard on most computers and should display as you intended.

PowerPoint 2000 also has a number of "Picture" bullets in the [Clip Art](#) from which you can choose.

Adding / Removing Bullets



The Bullet Tool is a toggle. Click it once to place a bullet at the beginning of the current line of text (the one in which the cursor is flashing). Click it again to remove the bullet. This way you can add bullets to text you have typed without using the Bullet AutoLayout .

Working with Text

Any time you wish to make formatting changes to text, you must highlight the text to be changed. Making a selection from the Text Toolbar affects the highlighted text only. In addition to the standard text formatting tools of font choice and size, bold, italics, and underline, you also can align text left, center, or right. Other special tools are described below.

NOTE: Only TrueType fonts can be embedded and "taken with you." If the computer on which you are giving an on-screen presentation does not have the font installed that you used during development, a substitution will be made by the computer system itself.


Shadowed Text

The Shadow Text Tool places a slight shadow behind the text. Although the effect is not prominent, this is an excellent tool to use to give more definition to title text. You should NOT shadow all body text since this makes it very "muddy" to read.

Hollingsworth
shadowed

Hollingsworth
not shadowed

To shadow text ,

- Type the text to be shadowed.
- Highlight the text.
-  Click the Shadow Tool.

Increase / Decrease Paragraph Spacing



The Increase and Decrease Paragraph Spacing Tools expand and contract paragraph spacing, respectively. Generally there is little need to increase paragraph spacing; however, when you run into a situation where you need a little more room, you can contract paragraph spacing using the Decrease Paragraph Spacing Tool. Be careful not to overuse this tool since plenty of "white space" is important for readability.

Format Painter



The Format Painter Tool picks up any formatting applied to existing text and applies that same formatting to any text it is "painted" over. The two pieces of text do not have to be on the same slide.

To use the Format Painter ,

- Highlight the text containing the formatting you desire to "pick up."
- Click the Format Painter Tool.
- Press and drag over the text as you would to highlight it. The formatting will be applied.

After the formatting is applied the Format Painter will de-select.

To apply formatting to multiple selections of text without needing to click the Format Painter between each application, double click the Format Painter. The Painter will remain the selected tool until you click it to de-select, allowing you to press and drag over multiple sections of text, applying the same format to each.

Increase/Decrease Font Size



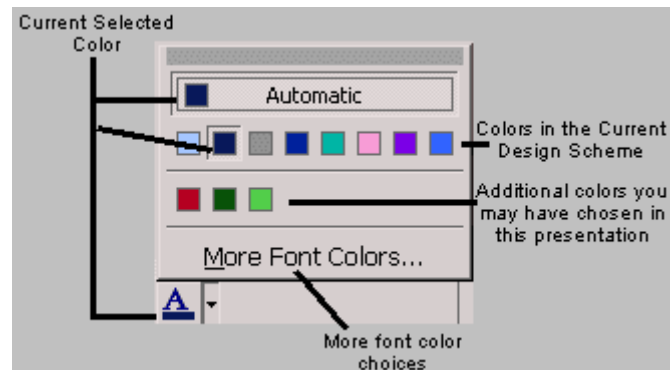
You can increase or decrease the font size of highlighted text by clicking on the Increase Font Size or Decrease Font Size Tool, respectively. Size increments and decrements by the standard font sizes.

Text Colors



You choose text colors with the Font Color Tool located in the Drawing Toolbar. Highlighted text will change to the color displayed in the band beneath the A.

To make additional color choices or to see additional non-scheme colors you have used in this presentation, click the drop-down arrow beside the A.



Word Wrap

Whether text is in a Placeholder or a textbox, you can narrow or widen the width of the box by dragging the box border. This affects where the text wraps. Make sure the cursor looks like a two-headed arrow to affect the Placeholder width; a four-headed arrow will move the placeholder.

Drawing Objects

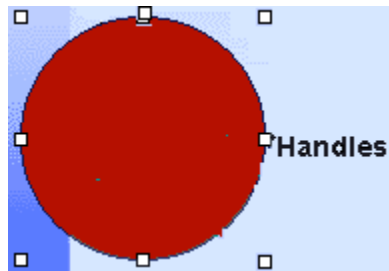


To draw a line, an arrow, a square, or a circle, select the appropriate tool from the Drawing Toolbar. When you move the cursor over the slide, it will be a crosshair. Press and drag the cursor to insert the object. The larger an area you drag, the larger the object will become.

TIP: To draw a straight line or arrow, or a perfect square or circle, hold SHIFT as you press and drag.

Selecting

To alter any PowerPoint object, you first must select the object. When you click the object, you will see Handles around the perimeter of the object. This lets you know exactly which object you will be affecting.



Deleting

To delete an object, click to select it, then press DELETE.

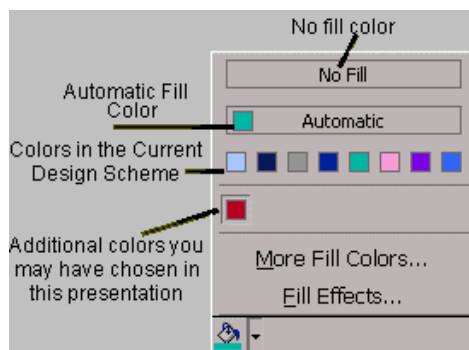
Fill Colors

When you draw solid objects (squares and circles), they fill with the automatic color. The underline under the Paintbucket is the current fill color.



To fill an object with the current fill color, select the object, then click the Paintbucket Tool.

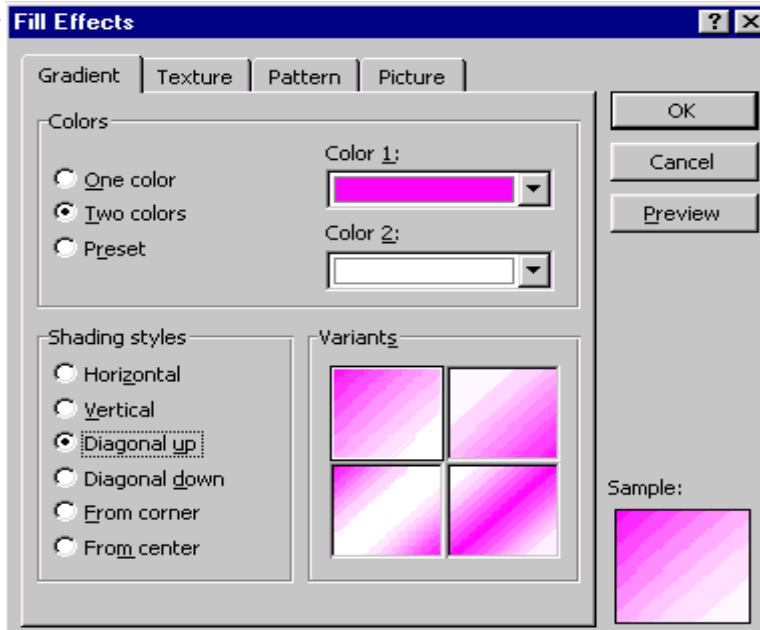
To change the current fill color, drop down the arrow beside the Paintbucket and make a new selection. There are also additional options under Fill Effects, including choosing no fill color at all.



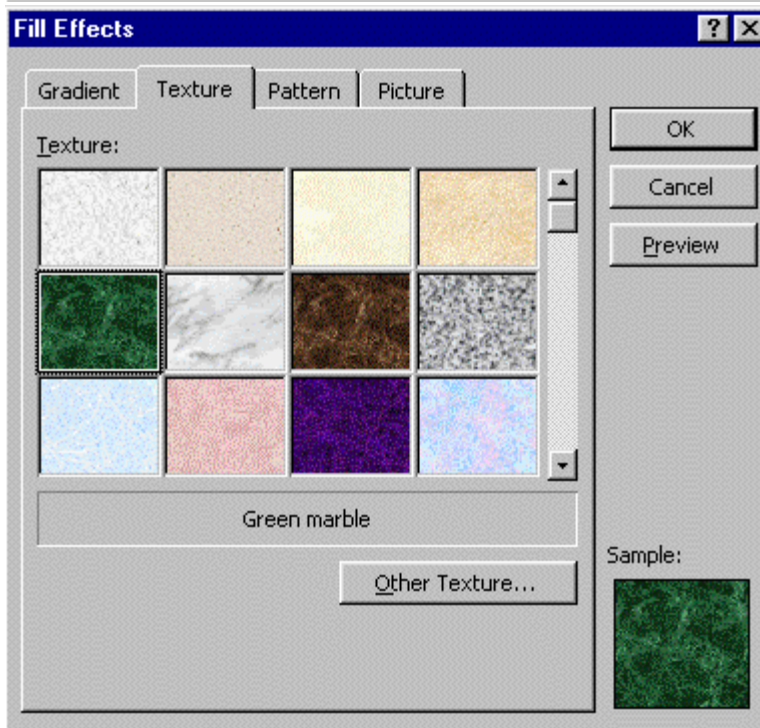
Fill Effects

Fill effects include **Gradients** where you can select one or two colors of your choice, as well as the direction and variants of the gradient. **Textures** are image files similar to web page wallpapers; you can use PowerPoint's selections or choose an image file from your workstation. **Patterns** allow you to choose two colors and the pattern design with which you want to fill the object. **Picture** allows you to choose an image file from your workstation; the photograph will center itself within the selected object, hiding any parts of the image which do not automatically show within the object's shape.

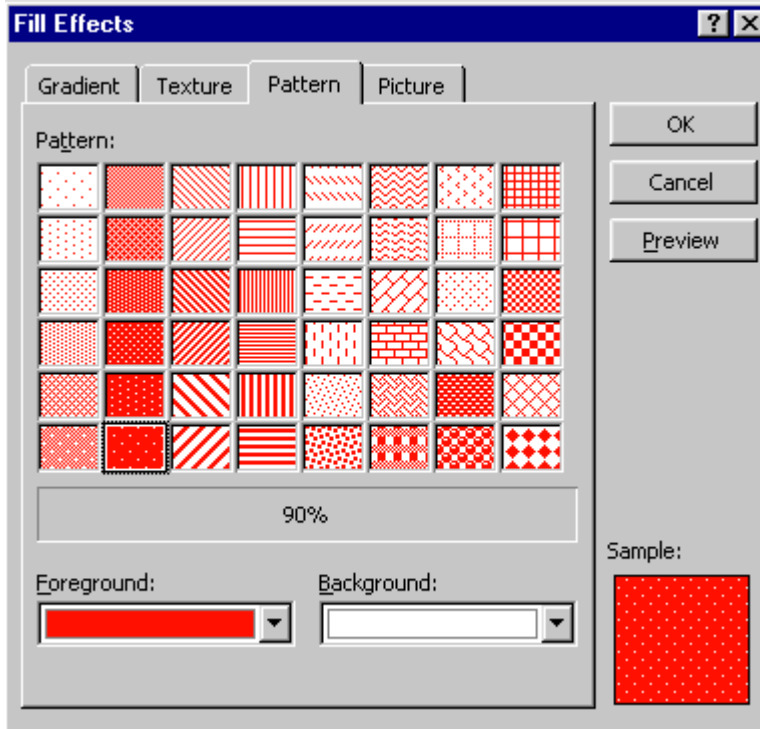
Gradients



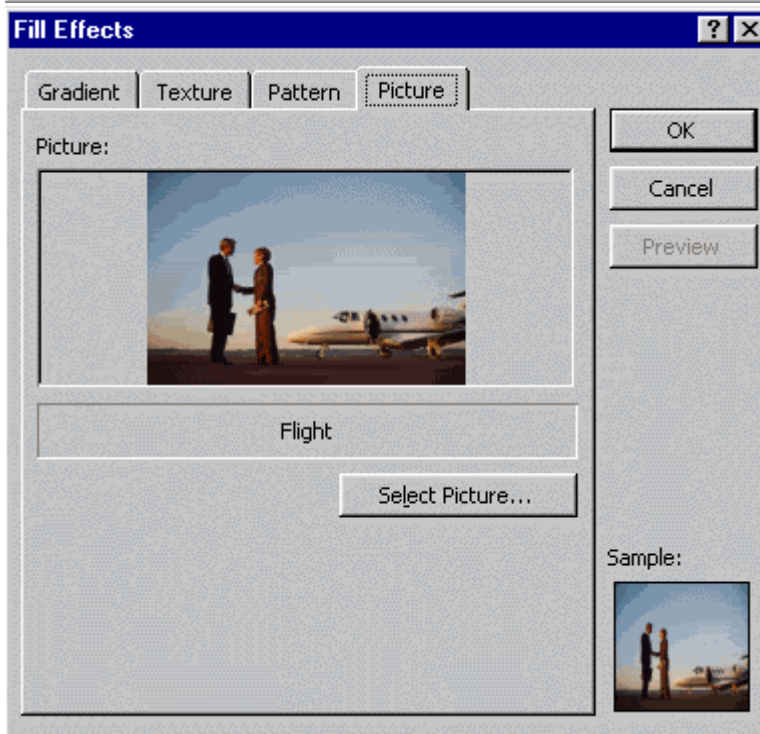
Textures



Patterns



Photos



Line Effects



Each drawing object has an outline the color of the automatic color. The underline under the Line Color Tool is the current line color. **To outline an object** with the current line color, select the object, then click the Line Color Tool.

To change the line color , drop down the arrow and make a new selection. Other options with the Line Color Tool include color and patterns similar to the Fill Tool.



To change line style, dash style, and arrow style , click on these tools, respectively, after drawing the object and while it is still selected.

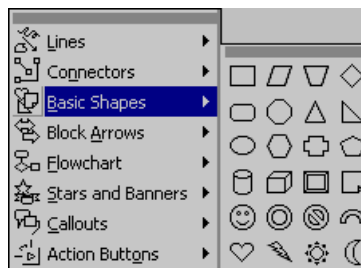
Object Effects

To place a shadow or 3D effect on an object, select the object, then click the tool selection.

AutoShapes and WordArt

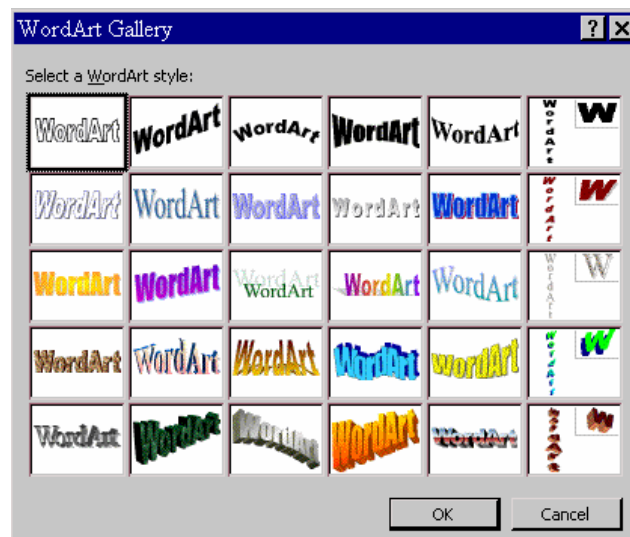
If you're not particularly artistic, AutoShapes and WordArt can come to the rescue. To use AutoShapes ,

- From the Drawing Toolbar, click the drop-down arrow beside AutoShapes, then select the shape type.
- Click the shape you want. The cursor will change to a cross-hair as you move the mouse across the slide.
- Click on the slide where you want to place the shape.
- Move the object, change its size or color it as desired.



To use WordArt ,

- Click the Word Art Tool.
- From the WordArt Gallery, click the design you want, then click OK:



- In the Edit WordArt Text box, type your text. You can also change the font face and type size, or add bold or italics. Then click OK.

The art will be placed in the center of the slide and is nearly always smaller than you would like—press and drag the handles to enlarge the object to the desired size.

Many of the WordArts also have one or more small yellow diamond-shaped handles. You can press and drag any of these to distort the shape of the object:



To change the colors in WordArt, make sure the object is selected, then choose **FORMAT : WordArt** and make your selections.

Text Tool



To insert text on the slide other than in a Placeholder,

- Click the Text Tool.
- Press and drag the cursor over the slide to create a Text Box.
- Type in the box.

NOTE: Any text you type in a placeholder will show in Outline View; text inserted via the Text Tool is treated as an object and will not display in the outline.

Moving

To move an object on the slide, select it, then move the cursor over the object until you see the four-headed arrow along with the cursor. Press and drag the object to the location you need it.

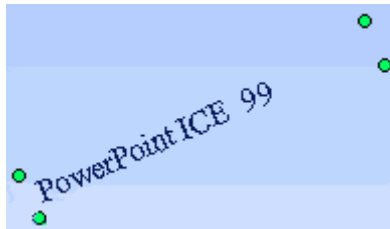
NOTE: Be sure it is a four-headed arrow rather than a two-headed arrow. Two-headed arrows re-size objects.

To move a text box, select it, then move the cursor over the frame until you see the four-headed arrow along with the cursor. Press and drag the text box to the location you need it. If you move the cursor within the box, it will change to an insertion point so that you can type or edit text.

Rotating

To rotate any object, including a text box,

- Click the Rotate Tool.
- Click the object to be rotated.
- You will see small green disks in place of the normal handles on the object:



- As you move the cursor over the disk, it will change to a looped circle. Position the loop over one of the green disks and press and drag to the desired rotation.

- Click the Rotate Tool to deselect it.

Layering

When you layer objects, occasionally they are ordered incorrectly. **To affect the order of the layers**,

- Select the layer you want to affect.
- Choose DRAW : Order.
- Move the layer forward, backward, to front, or to back.



Grouping and Ungrouping

Often after you have created multiple objects and layered them in the sequence you need, you want them to "stay put". By grouping multiple objects, you can move or resize them as a single entity rather than manipulating their individual components.

To group multiple objects ,

- Size each individual object as necessary.
- Layer objects as necessary.
- Each object must be selected prior to grouping. **To select multiple objects**, hold SHIFT then click each object. Each object clicked becomes selected and the handles of each are displayed. Release SHIFT after you have selected each of the objects to be grouped.

NOTE: If you have trouble clicking an object that is mostly obscured, try using your mouse .

- From the drawing toolbar, choose DRAW : Group. You will see that the objects' individual handle-sets will be combined, leaving a single handle-set for the grouped object.

Sometimes, if your object is very complex, you will find it beneficial to group your object components incrementally. When you finish a subset of your final object, group the components you have finished. Then you can continue building additional components, knowing you won't accidentally move or re-size the portion you have completed.

Text that you include in a grouped object will not change point size if you re-size the grouped object, however, word-wrapping may adjust to conform to the re-sizing.

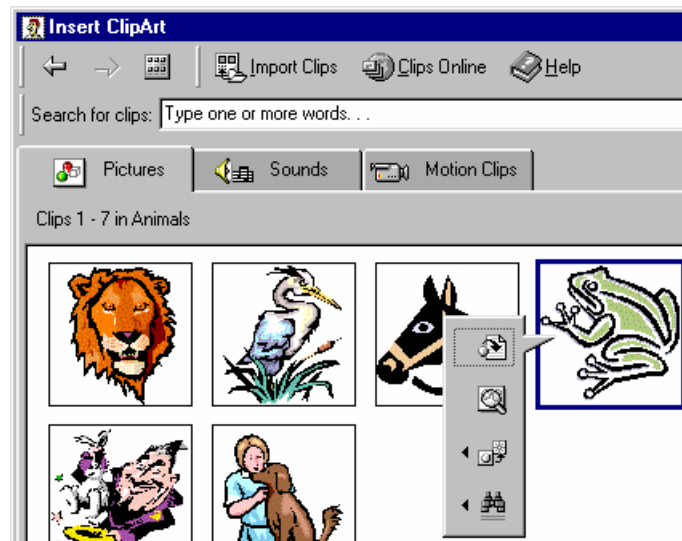
To manipulate individual components of grouped objects, you must ungroup them. **To ungroup** an object, select it, then from the Drawing Toolbar, choose DRAW : Ungroup. After editing, you can choose Re-group.

Using Images and Other "Clip Art"

PowerPoint comes with a library of "clip art" that includes traditional clip art, as well as videos, photographs, and sounds. You can also insert graphics from other sources into a presentation.

To access PowerPoint's ClipArt Gallery, click the ClipArt Gallery Tool (located on the **Drawing Toolbar**).

To use a Gallery ClipArt image, in the Insert ClipArt dialog box, select the category pertaining to the type of image you are looking for. Then select the image you want. A pop-up box will allow you to: insert the image, preview the clip, add the clip to a different category, and/or find similar clips.



The greatest benefit of the ClipArt Gallery is that you can add multiple selections to your presentation without leaving the Gallery.

ClipArt images will be inserted in the center of the slide. You can move, enlarge, or reduce them.

If you are connected to the Internet you can download additional clips from Microsoft's online Art Gallery by clicking on Clips Online.

You can further manipulate PowerPoint objects by ungrouping them. Ungrouping an imported object such as ClipArt will convert it to a Microsoft Office drawing, and you will lose any linking information. However, it is unlikely that ClipArt will hold any linked information.

To change the colors of a PowerPoint clipart,

- Select the artwork, then from the Drawing Toolbar, choose DRAW : Ungroup. You will see the message: This is an imported picture, not a group. Do you want to convert it to a Microsoft Office drawing object? Click Yes.

This will not change the original clip art in the Gallery but will allow you to manipulate the individual components of the object. You will most likely be astounded at the number of individual components making up the object. If they were built with incremental grouping, individual objects can be further ungrouped.

- Click off the image to deselect all the objects, then select the component you wish to re-color.
- Click Paintbucket Icon and choose the fill color or effect you wish to use. You could also choose to change the line color.
- After you have completed altering the object's components, you can re-group the components. Because it is highly unlikely you can click to select each component without missing one, you will need to select all of them a different way:

To select multiple objects using the mouse ,

- Position your mouse cursor beyond the corner of the object to be re-grouped. Make sure you start far enough beyond the objects to catch all of the components.
- Press and drag diagonally across the objects to select all the components. Make sure that you do not mistakenly include an object in the selection that you don't want to be selected. (You may have to try this step several times, it is a bit tricky to master.)
- After all the components are selected, from the Drawing Toolbar, choose DRAW : Group (or Regroup).

Linked Files

Some sounds, video clips, and photographs (as well as these types of files you gather from outside PowerPoint) may be inserted as linked objects. This means that you must place the original files of linked objects in the same folder as the presentation, **then** insert them into the presentation after they are in that folder. This lets PowerPoint "find" the file during the presentation.

Sound, Video Clips and Photos

You insert sound, video clips, or photos, the same way you insert ClipArt images. If you are connected to the Internet you can download additional clips from Microsoft's online Art Gallery by clicking on Clips Online. When you insert these objects, they are inserted in the center of the slide. You can press and drag them to new locations.

PowerPoint 2000 now accepts animated gif files!

- When you insert a sound clip, a speaker icon is placed in the center of the slide.
- When you insert a video clip, the opening screen of the clip is inserted into the slide.

Activating

You must activate video and sound clips before they will play in the presentation. With some file types, PowerPoint asks you when the file is inserted if you want it to play automatically, or if you want it play when clicked. **To activate a clip** , click the icon to select it and choose SLIDE SHOW : Action Settings.

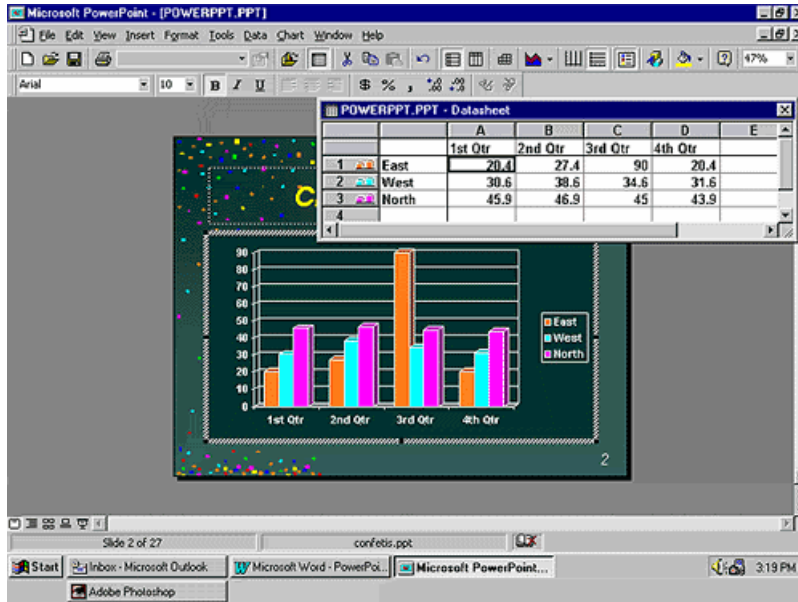
You can choose to play the clip by mouse click or by mouseover. If you choose mouse click, you will need to click the icon during the presentation to start it playing. If you choose mouseover, you need to slide the cursor over the icon to start the sound.

Using Charts

PowerPoint uses Microsoft Graph to let you create simple charts in a presentation. However, creating the charts and graphs are one of the more complex features in PowerPoint with many options. You probably will need to experiment with charts to see the many options available.

To create a chart, click the Chart Tool. (Or choose the Chart AutoLayout and double click inside the Chart placeholder to create a chart.)

A new window opens showing a dummy spreadsheet, a graph based on that dummy data, and chart menu and toolbar options.



To insert your own data, replacing the dummy data, type in each cell as you would in any spreadsheet application. As you do so, you will see the graph change to reflect the changes in data. You can also change the chart types, colors and other formatting by making the appropriate menu and toolbar choices.

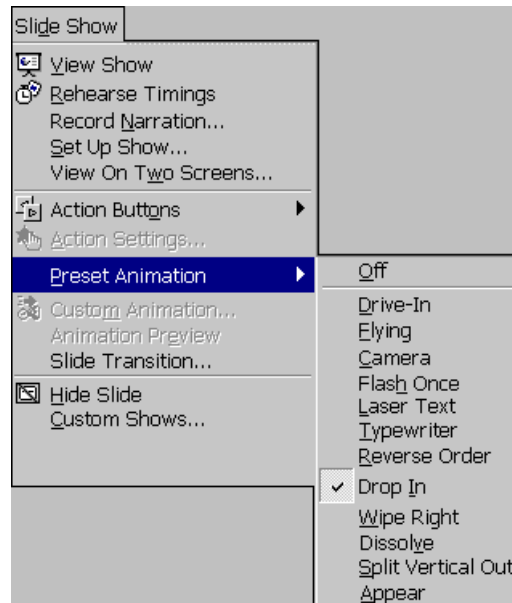
TIP: If the "spreadsheet" window is obscuring the graph, you can press and drag the colored strip at the top of the window to move it to a new location.

- **To accept the data modification and insert the chart** into the PowerPoint slide, click anywhere outside the border of the chart.
- **To modify the chart** in the future, double click it to re-start Microsoft Graph.
- **To delete the chart**, select it, then press DELETE.

Animating the Presentation

To animate a single object on a PowerPoint slide

- Select the object.
- Choose SLIDE SHOW : Preset Animation.
- Select the animation effect you desire for the selected object.



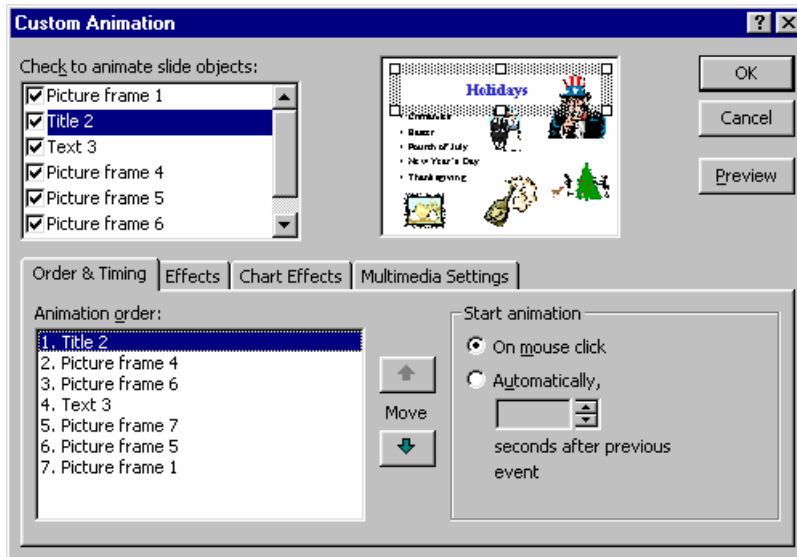
Animated Layers or Slides

You may find it useful to bring a layered object into a presentation one layer at a time, building it on-screen. **To animate a layered object or to animate each object on a slide ,**

- Choose SLIDE SHOW : Custom Animation. (You must be in Normal , Outline, or Slide View.)
- In the Custom Animation dialog box, each object is identified in the Check to animate slide objects list.

(If you don't remember what a particular object is, click the object's name in the list; that object appears selected in the preview window.

- Click in the object's checkbox to animate that object. It will be added to the Animation order list.
- To change the order that the animated objects appear, select the object in the Animation order list, then click the up or down arrow to move the object through the list.
- Choose whether the object appears only on a mouse click or after a specified number of seconds.



To choose other effects such as sound effects and how the object appears on the slide during the on-screen presentation, click on the Effects tab.

To animate text ,

- Click on the Effects tab.
- In the Introduce Text section, from the drop-down box, choose whether the text is introduced all at once, by word, or by letter.

To animate charts click the Chart Effects tab. You can choose to introduce the data by series, categories, or elements.

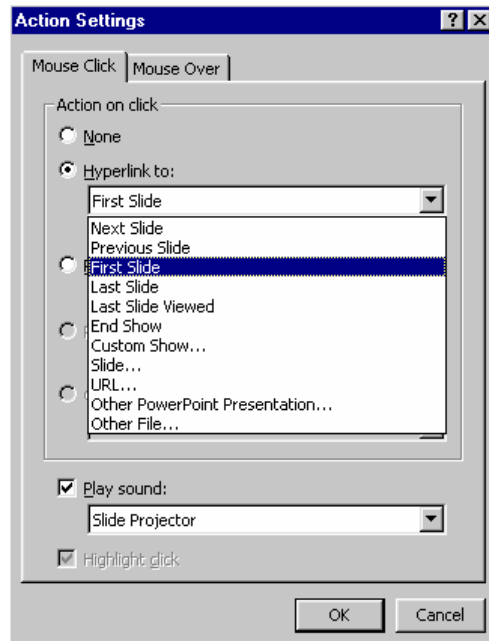
NOTE: Be careful of using too many effects in any single presentation because they soon become a detraction to rather than an enhancement of the presentation.

Creating Hyperlinks

Hyperlinks cause the selection of an object to result in a move to a new location or the performance of an action. You can create your own object or choose an AutoShape Action button.

To link an object with an action , select the object, then choose SLIDE SHOW : Action Settings.

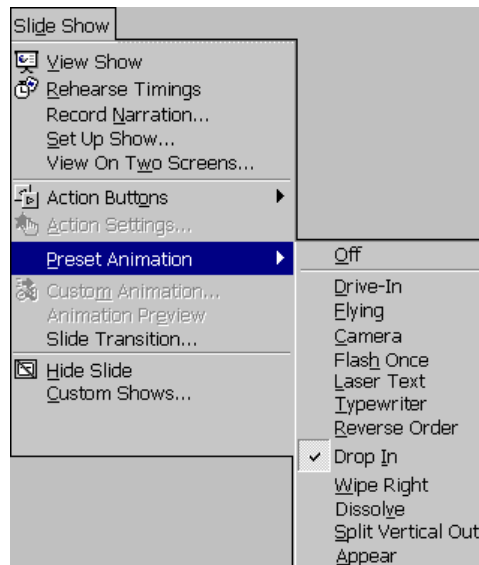
In the Action Settings dialog box, choose either Mouse Click or Mouse Over. Then select the button "Hyperlink to" then select the destination or action. You can also choose to play a built-in PowerPoint sound during this action and/or to highlight the object as you click it.



Animating the Presentation

To animate a single object on a PowerPoint slide

- Select the object.
- Choose SLIDE SHOW : Preset Animation.
- Select the animation effect you desire for the selected object.



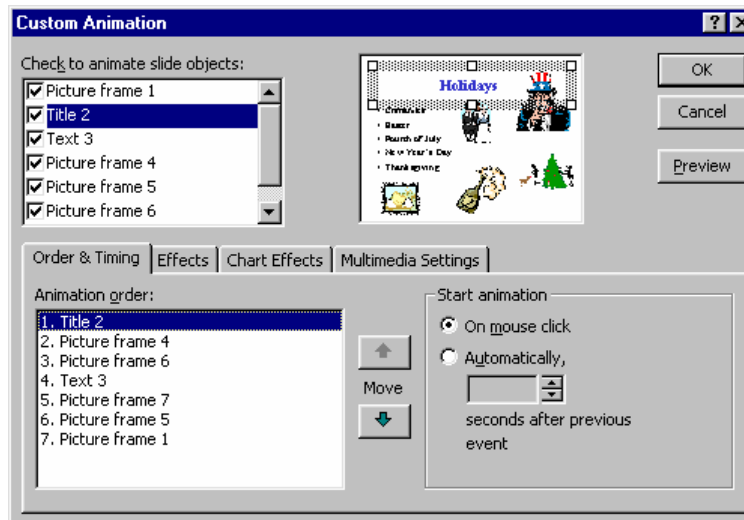
Animated Layers or Slides

You may find it useful to bring a layered object into a presentation one layer at a time, building it on-screen. **To animate a layered object or to animate each object on a slide**,

- Choose SLIDE SHOW : Custom Animation. (You must be in Normal , Outline, or Slide View.)
- In the Custom Animation dialog box, each object is identified in the Check to animate slide objects list.

(If you don't remember what a particular object is, click the object's name in the list; that object appears selected in the preview window.)

- Click in the object's checkbox to animate that object. It will be added to the Animation order list.
- To change the order that the animated objects appear, select the object in the Animation order list, then click the up or down arrow to move the object through the list.
- Choose whether the object appears only on a mouse click or after a specified number of seconds.



To choose other effects such as sound effects and how the object appears on the slide during the on-screen presentation, click on the Effects tab.

To animate text ,

- Click on the Effects tab.
- In the Introduce Text section, from the drop-down box, choose whether the text is introduced all at once, by word, or by letter.

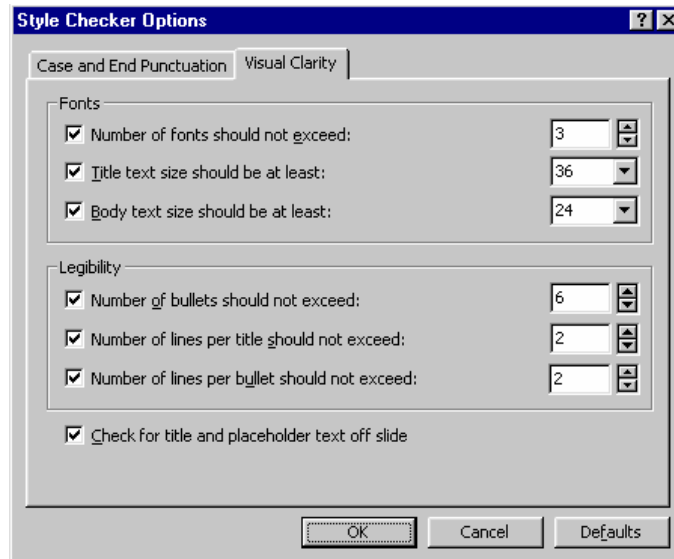
To animate charts click the Chart Effects tab. You can choose to introduce the data by series, categories, or elements.

NOTE: Be careful of using too many effects in any single presentation because they soon become a detraction to rather than an enhancement of the presentation.

Using PowerPoint Tools

Style Checker

The Style Checker checks for spelling, visual clarity, and case and end punctuation. This valuable tool checks to see that the case in each of the Title Placeholders match, whether or not you have included end punctuation, and that each slide is set for maximum readability.



To activate style checker, choose TOOLS : Options. Click the Spelling and Style tab, and make sure that Check Style is selected. While you can change the options, the default settings are generally the best for a great presentation.

The Office Assistant automatically checks style as you develop your presentation. You must have the Assistant enabled for this option to work.

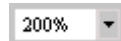
To enable the Assistant,

- Choose HELP : Show the Office Assistant.
- Right click on the Assistant and choose Options.
- Check the Use the Office Assistant.



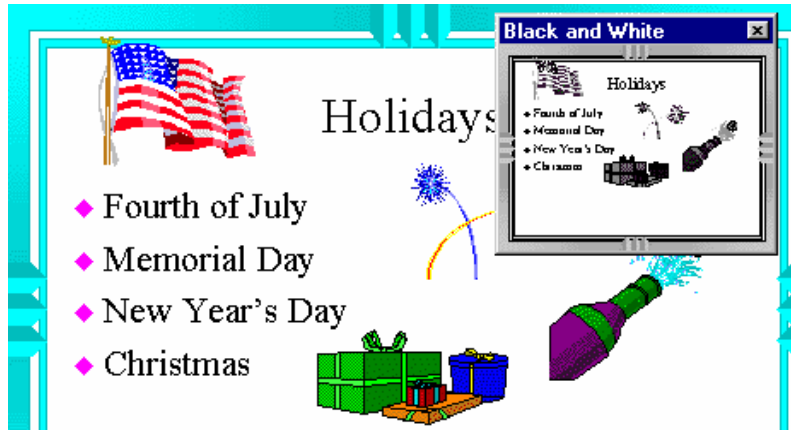
Style issues are marked with a Lightbulb Icon.

Zoom

 The Zoom Tool allows you to magnify the view of the slide for better close-up work on a portion of the slide. **To use the Zoom Tool** click the drop-down box and choose the percentage of magnification you need.

Slide Miniature

When you have zoomed the view of your slide so that all of the slide can not be seen on the screen at one time, PowerPoint will create a black and white Slide Miniature in the corner. This allows you see the overall effects of the changes you are making to the slide.



You may also choose to work in black and white mode by choosing VIEW : Black and White. **To see a small color view of the current slide** when you are working in black and white, choose VIEW : Slide Miniature.

Pack and Go

Pack and Go packages together all the files and fonts (TrueType only) used in a presentation. When you intend to run the show on a computer that doesn't have PowerPoint installed, you may also package the PowerPoint Viewer on the disk. (The viewer is a way to display an on-screen presentation without the complete PowerPoint application being installed on the computer.)

The Pack and Go Tool compresses the presentation, creating an executable file from which to run the presentation (and any additional files of the actual presentation it needs). If the presentation exceeds a single diskette, Pack and Go prompts you for additional disks.

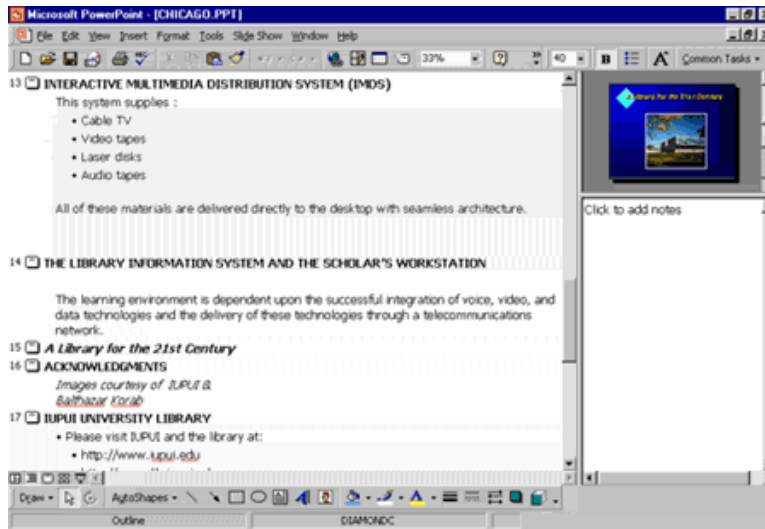
To Pack and Go your presentation, choose FILE: Pack and Go, then follow the screen prompts.

To run the on-screen presentation, copy the Pack and Go executable file onto the presentation computer. Then "unpack" the presentation by double clicking the executable file. Pack and Go will prompt you to insert any subsequent disks it needed.

NOTE: It will help if you number your disks as Pack and Go is creating your presentation so that you will know the correct order to insert them during unpacking.

Working in Outline View

Outline View allows you to type presentation text in a more word processing-like environment than does Slide View. As you type in Outline View, you can see a color thumbnail of the current slide. The text you type in Outline View is inserted into Title and Bulleted List Placeholders on the slide.



Graphic objects are not displayed in this view.

Each individual slide is numbered and bullet points are displayed. **To demote or promote** bullet points, make sure the cursor is in the line you wish to affect, then press:

- TAB to indent a bullet point on a slide.
- SHIFT + TAB to "back up" to a previous indent level.

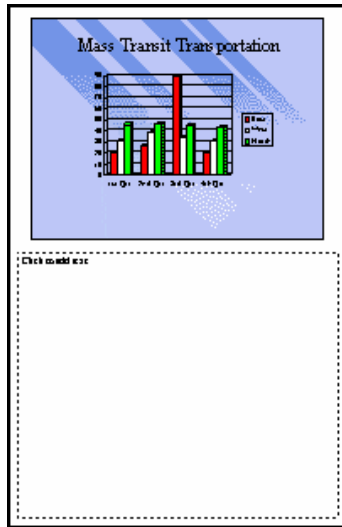
If you are on the title level (it will be bold), to create a new slide, press ENTER.

To rearrange the slides, click on the slide icon of the slide you wish to move. All contents of that slide will be highlighted and your cursor will change to a four-headed arrow. Press and drag the slide to its new location.

Using Notes Pages

By default you have a Notes Pane beneath the Slide pane in **Normal View**. You can type notes in this pane, but may want to add notes in a larger area, or see how the Notes Page will appear when printed.

To view the Notes Page, choose VIEW : Notes Page. Notes Pages show you a small view of the slide and give you room at the bottom to type notes. Notes are great tools to print and refer to as you are delivering an on-screen presentation.




In this view, the slide itself is usually displayed at about 40% in order to show the entire page on the screen. This does not provide a way for most of us to easily read the notes we are typing.

36% To increase the viewable size of the typing area so you can see what you are typing, click the drop-down box in the Zoom Tool and select the magnification you need to increase the percentage.

You can also use the VIEW : Master : Notes Master to set up master items on Notes Pages or to change the size of the slide and/or notes areas.

Using the Slide Sorter

 The Slide Sorter shows a thumbnail of each slide in the presentation. From this view, it is easy to rearrange the presentation, make duplicate slides, delete slides, and place transitions into the presentation. **To place your presentation in Slide Sorter View**, click the Slide Sorter Tool. The current slide is denoted by a thicker border.



To select a different slide, click the slide you wish to become current.

To duplicate or delete the current slide, choose EDIT : Duplicate (or Delete) Slide.

PowerPoint provides visual indicators beneath each slide showing any slide transition, text animation, or advance timing that you have applied to that slide.



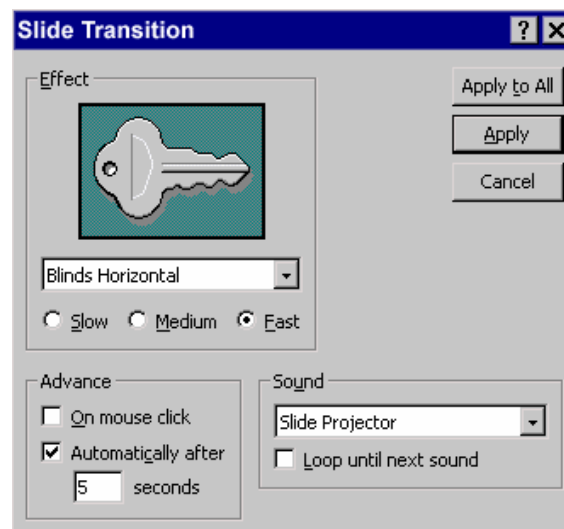
Using Transitions

Transitions determine the effects applied when you move from one slide to another during an on-screen presentation. You must be in Slide Sorter View to access the Transition Toolbar.

To choose only a transition effect, click the dropdown box beside the words "No Transition" and select a transition. **To have other transition choices** available to you, click the Slide Transition Tool.



When you click the Slide Transition Tool, the Slide Transition dialog box allows you to choose not only a transition effect from a drop-down box, but also offers other choices that affect your on-screen presentation.



TIP: Don't use a different transition on each slide because your audience's attention should remain focused on you and the content, not the effects. If you want to use multiple transitions, a good rule of thumb is to apply a unique transition to each slide in a specific module of the presentation.

Generally, you should leave the Effect Speed set to Fast. This brings in the next content slide quickly and keeps your audience's attention focused on the presentation content.

PowerPoint contains a few built-in sounds. **To play a sound** as the slide is transitioning, make a sound selection from the Sound drop-down box. Unless you have a well thought out reason for doing so, don't choose to have the sound loop until the next sound; it can become annoying very fast while you're giving a presentation, as well as making it difficult for you to speak over. Also, many presentation locations don't have adequate speakers attached to the computer to allow all of your audience to hear the sound.

Advance determines when the current slide proceeds to the next.

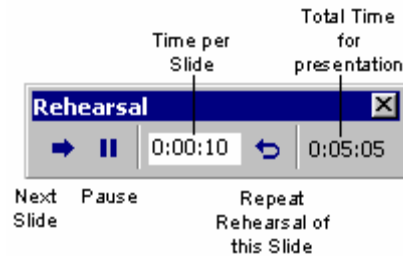
- On mouse click advances the presentation to the next slide, or displays the next bullet point, only when you click the mouse. (You can also use the keyboard arrow keys or the spacebar.)
- Automatically after xx seconds, makes the transition xx seconds after the preceding transition ended.

NOTE: Make sure that if you select Automatically, that you remove the check in On mouse click.

- For self-running presentations that function similar to a kiosk presentation where your audience may stop, watch, then leave, generally you will want to set the advance to 3-5 seconds.
- For a self-running presentation where you are speaking in synchronization with the presentation, generally you will want to set the advance to 3-5 minutes.

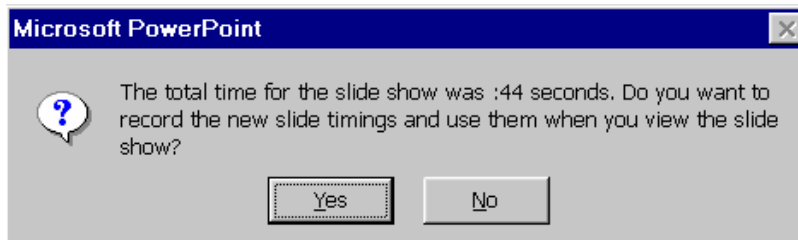
Rehearse Timings

The Rehearse Timing Tool allows you to practice giving an on-screen presentation, regardless of any slide advance timings you may have set previously. The tool times not only the entire presentation, but also each individual slide, as you rehearse. Each time you advance the slide, the time is recorded. You must be in Slide Sorter View to access the Rehearse Timing Tool.



To use the Rehearse Timing Tool , click the Rehearse Timing Tool.

When you have completed rehearsing, PowerPoint displays the total time for the rehearsed presentation and asks if you want to record the new timings. If you click "Yes," these new timings will replace any slide advance timings you may have previously set for the presentation.



Bullet Effects

The Text Preset Animation Tool controls how bulleted points appear on the slide during an on-screen presentation. You must be in Slide Sorter View to access the Text Preset Animation Tool.

To animate bulleted points , the slide containing bulleted points must be the current slide. Then click the drop-down box and choose the animation effect you desire.




Hidden Slides

You can hide slides within a presentation. Hidden slides remain available as part of the saved presentation and are accessible to you during development or in future presentations but do not appear as one of the consecutive presentation slides during a show.



You must be in Slide Sorter View to access the Hidden Slide Tool. To hide a slide, make sure it is the current slide, then click the Hide Slide Tool.

 Hidden slides display in Slide Sorter View with a slash through the slide number. Slide View does not differentiate between hidden and non-hidden slides, and all are displayed. During presentation, however, hidden slides are passed over unless specifically chosen by you through the **Slide Show Navigator**.

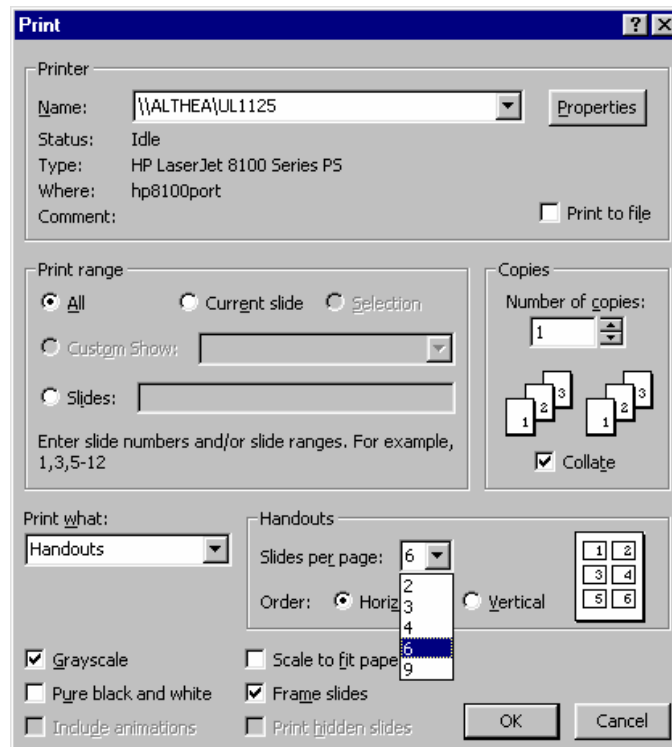
Printing the Presentation

When you print a presentation, you have several options. You can print all the slides, the current slide, or a selection of slides. Selections can be comma separated or dash separated, i.e., 2, 3, 5-9.

You can choose the format of the printed output.

- **Slides** —prints a single page per slide on 11 x 8 1/2 paper.
- **Notes Pages** —prints a single page of notes on 8 1/2 x 11 paper .
- **Outline** —prints the outline of the presentation on 8 1/2 x 11 paper .
- **Handouts** — The most popular option for handouts is to print the presentation three slides per page. This option prints three slides down the left margin and a lined area to the right of each slide on which to take notes.


If you choose to print two slides per page, each page will contain half-sheet views of two consecutive slides. Printing six or nine slides per page will print six (or nine) equally sized consecutive slides on each page. These options don't include space for note-taking.



To give definition to printed slides, you can choose to frame the slides. This prints a simple box around each slide.

If you are printing a color presentation on a black and white printer, the printer will interpret all the colors as shades of gray. Another choice is to click the Pure black and white printer option. The printer then will eliminate all shading. You will lose detail, leaving only text and the outline of graphics.

Giving an On-screen Presentation

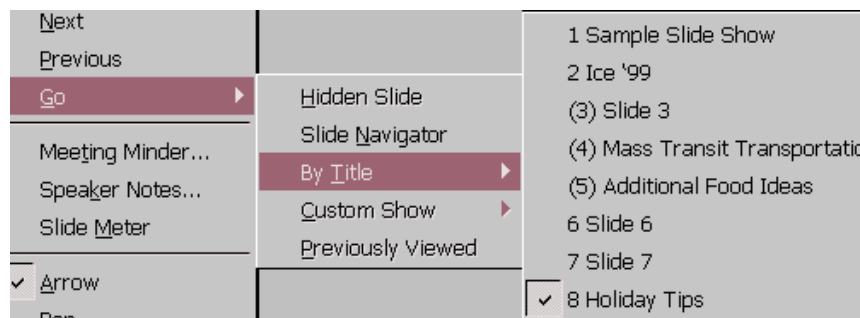
 Slide Show View allows you to view the presentation on your computer monitor as the audience will see it projected. The presentation/show will begin on the current slide, so if you want to view the presentation from the beginning, be sure to move to the first slide prior to selecting the Slide Show View Tool. **To change to Slide Show View**, click the Slide Show View Tool.



When you are giving an on-screen presentation, as you move the mouse, the show controls become visible in the lower left corner. This allows you to access navigation and other tools. These controls are nearly invisible because they take on the characteristics of whatever background you have chosen for that slide, but always appear in the same location, so you'll get used to spotting them. **To access the show controls**, click anywhere within the show controls rectangle.

Navigation during the Presentation

During a presentation, you can navigate to a different slide in the presentation by making a selection from the Slide Show Controls menu. You can move to the Next or Previous slide. You can also move directly to a slide by choosing its Title from the list, or by selecting Slide Navigator.



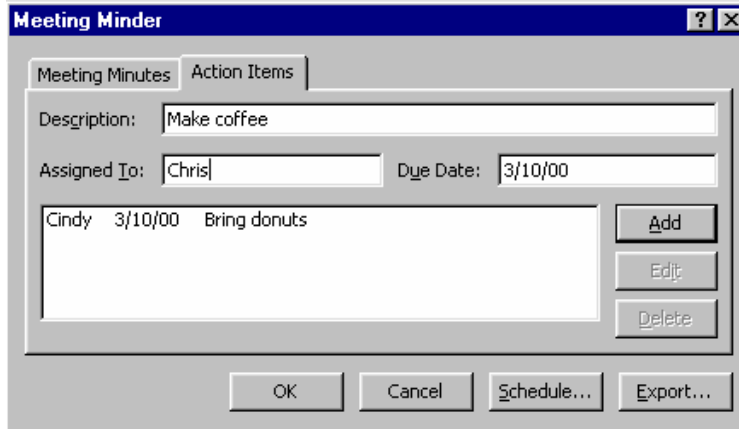
Slide Navigator opens a dialog box from which you can select the slide you want. If there are more slides than will fit at one time in the window, it provides a scroll bar. The slide Title list is a pop-up menu choice. The Title list usually provides easier access unless you have more than about 26 slides, then you will have to point at the arrow at the bottom of the list which will cause the list to scroll. When the slide you want is visible in the list, you can select it.

The title of each **hidden slide** will show on the navigation list, identified with parentheses around the slide number. This feature allows you to include supplemental information slides, but not access them unless specifically needed.

The current slide is denoted with a checkmark beside the title of the slide.

Meeting Minder

Meeting Minder is way of jotting down notes and tasks during an on-screen presentation. During a presentation, **to access Meeting Minder**, click the Show Controls and choose Meeting Minder. You can then type notes, assign tasks, and identify due dates. You could also choose to record Meeting Minutes, by clicking on the **Meeting Minutes** tab.



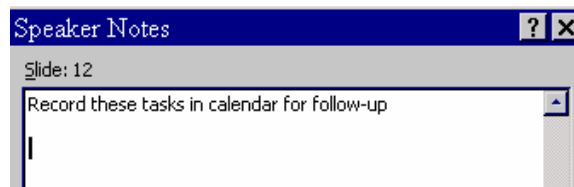
- **Schedule** opens an empty Microsoft Outlook appointment for you to supply the details.
- **Export** allows you to Send meeting minutes and action items to Microsoft Word as RTF (rich text format) text or Post action items to Microsoft Outlook's Task list.

PowerPoint inserts any action items that you included in Meeting Minder on a new final slide at the end of your presentation. This makes notes and tasks recorded during the presentation available for review at the end of your presentation. If you need to permanently keep these notes in your presentation, be sure to save your file before exiting PowerPoint and turning off your computer.

Action Items		
<u>Owner</u>	<u>Due Date</u>	<u>Description</u>
Stacy	2/10/99	Bring Donuts
Joe	2/10/99	Make coffee

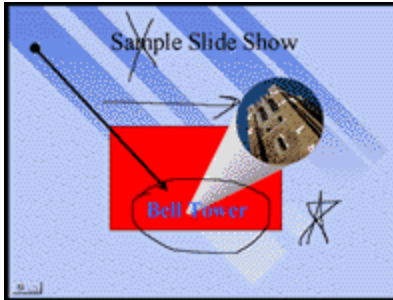
Speaker Notes

During a presentation, you can record notes via the Show Controls. The notes you add are recorded on the Notes Page for that slide. **To record notes**, from the Show Controls, choose Speaker Notes. Keep in mind that your notes are visible to the audience while you are typing them even if you have not chosen to print Notes Pages for your audience.



On-screen Notes

During a presentation, you can "mark" on a slide with the Pen Tool. **To create slide "marginalia,"** from the Show Controls, choose Pen. You will see the cursor change to a pencil. Press and drag the mouse to "mark" on the slide. Any markings made with the Pen remain on the slide only as long as it is the current slide.

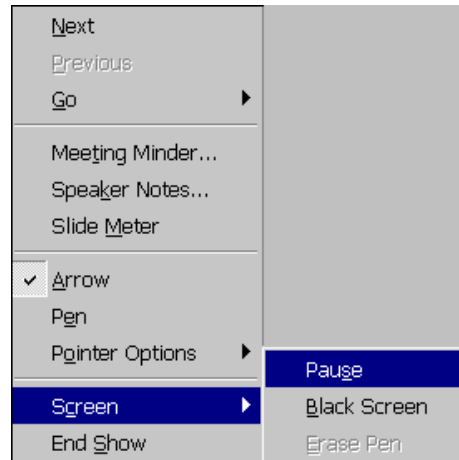


To change pen colors , from the Show Controls, choose Pointer Options : Pen Color, then choose the color you want. You must make pen color selections before you select the pen to "mark" on the slide.

You must change from the pen to a regular cursor before the presentation can progress. **To remove the pen** and return to a regular cursor, from the Show Controls, click Arrow.

Pausing the Presentation

During a presentation, you may want to pause your presentation for discussions. You have two choices.



- **To pause the presentation leaving the slide visible** , from the Show Controls, choose Screen : Pause.

- **To pause the presentation blackening the screen** , from the Show Controls, choose Screen : Black Screen. Black Screen focuses the audience's attention on you rather than the content on the screen.

To return to your presentation from either of these two options, from the Show Controls, choose Resume.

To end the presentation prematurely , from the Show Controls, choose End Show. You can also end the presentation by pressing ESC.

Hiding the Pen

Another option available under the Pointer Options is Hidden. When you choose Hidden, your mouse cursor is no longer available or visible on-screen. This is beneficial when you are running a presentation in a kiosk mode and you don't want guests to move the mouse, leaving the show controls visible or making selections. It is also beneficial if you are giving a presentation and have chosen to use the arrow keys to move through your presentation rather than using the mouse. To "undo" this option change, press ESC and stop the presentation.

Combining Presentations

You can combine presentations, or copy already existing slides from one presentation into another presentation. **To work with two presentations simultaneously**,

- Open both presentations.
- Choose WINDOW : Arrange All to display both presentations side-by-side on the screen.

NOTE: the presentation that was the active presentation when you made the Arrange All selection will be on the left.

- Notice that each presentation has its own Navigation Toolbar in the lower left corner of its respective window. Put each presentation in Slide Sorter View.

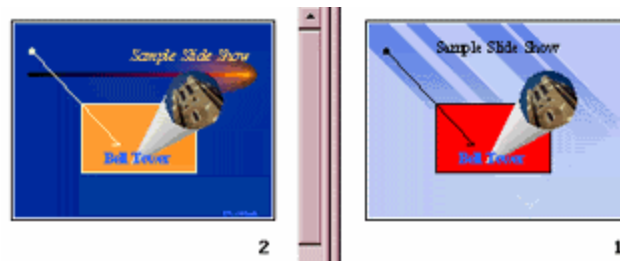


- Use the Scroll Bar to navigate through each presentation until you can see the slide you want to copy in the original presentation and the location in the destination presentation where you want the slide placed.
- Press and drag the slide from one presentation to the other.

NOTE: You will not be able to drag the slide if the original presentation is in Slide View and the destination presentation is in Slide Sorter View.

When you press and drag, you **remove** the slide from the original presentation. If you want to keep the original presentation as it was, do **NOT** save it when you close the presentation. An alternative is to right click on the slide to be moved and choose COPY, then click in the destination presentation and paste it.

Notice that "transplanted" slide takes on the characteristics of the receiving presentation, including the color scheme. Any charts contained in the transplanted slide will be updated to reflect the colors of the destination presentation.



Animating PowerPoint Design Templates

You've learned a great deal about creating an effective PowerPoint presentation. Here's the piece that will separate your presentation from all the rest: animating PowerPoint's own design templates.

Drawing upon your knowledge of using **Slide Masters**, of grouping and ungrouping objects, of **re-coloring objects**, and animation, you can add your own personal touches to PowerPoint's own Design Templates.

For the most effective animation, choose those designs that contain concrete objects, such as twinkles, tropics, and theater, rather than blended and shaded designs.

To animate template designs ,

- Choose VIEW : Master : Slide Master.
- Click in an empty place on the slide (not in a text box).
- From the Drawing Toolbar, choose DRAW : Ungroup.
- Press ESC to deselect all the objects.
- Click on the object you wish to animate (remember you can group objects to have them function as a single entity.)
- Choose SLIDE SHOW : Custom Animation.
- Choose your animations options.
- Animate any other objects you desire.

You can **download a sample PowerPoint presentation** to see an animated Design Template.

Putting the Presentation on the Web

Quite often after making a PowerPoint presentation, your audience will request the presentation itself, in addition to any handouts you may have given them. A solution is to put the presentation on the Web.

Placing a presentation on the Web can be accomplished in one of two ways:

- **Place the presentation file itself (the .ppt file) on a web server.** In this option, you would place a hyperlink on a web page, referencing the PowerPoint file, or simply tell your audience the address to access the presentation file.

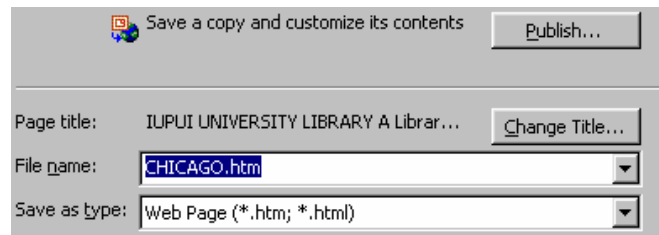
For example, assume that your PowerPoint presentation is called "snow.ppt." You can create a link to snow.ppt from an existing or new web page. Depending on how your reader's computer is configured, the presentation either opens directly in PowerPoint or prompts the reader to save the file. This option gives the reader full control over a copy of the presentation, exactly as you created it.

- The second option is to use PowerPoint's HTML wizard **to prepare an HTML version of the presentation that you can then place on a web server.** This option is presented next.

HTML Wizard

To save your presentation as HTML , choose FILE : Save as Web Page.

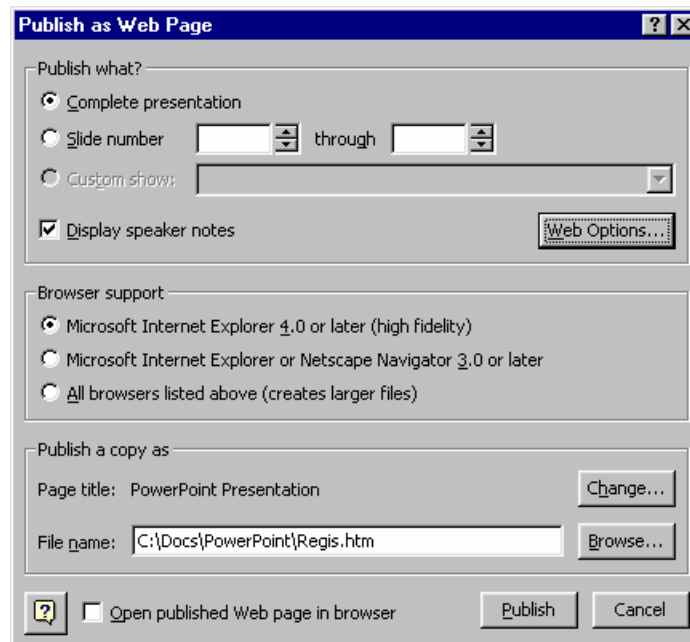
The bottom three choices allow you to specify the file type, file name, and the page title. You should leave the type set to Web page (*.htm, *.html).



PowerPoint will pick up the first line of text in the presentation and set the HTML TITLE tag to that text. It is unlikely that is what you will prefer. The TITLE information is that which displays in the colored band at the top of the browser window. It should not be confused with your heading or page contents title.

To make additional choices for your web pages, click Publish. In the Publish as Web Page dialog box, you can choose

- To publish the entire presentation or a range of slides.
- Display any speaker's notes you may have in your presentation.
- Specify the browser versions you wish your presentation to be viewable by. Choosing Microsoft Internet Explorer or Netscape Navigator version 3.0 or later will keep your presentation accessible to the greatest number of readers. Choosing the IE 4.0 version will not produce acceptable results in Netscape Navigator.



When you make selections not supported by the reader's web browser, they will see a message to that effect when selecting the presentation and will be asked if they wish to continue. The static presentation slides will show, but any special effects not supported by the browser will be ignored.

Click Web Options for more selections.

Click the **General tab** to choose to add navigation controls (such as forward, back, home) and their colors, to display any slide animation you may have used (slide transitions, not movement on the slide itself), and to resize slides dynamically according to the size of the reader's browser window.

The **Pictures tab** allows you to specify the default browser window (800x600 is the current standard).

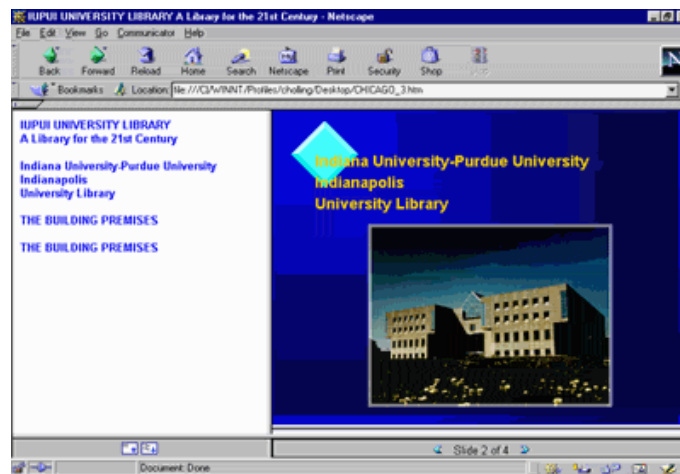
To create the web files , click Publish.

Testing the Web Presentation

To test the web files, start your web browser, and choose FILE : Open Page. Browse for the folder where you stored the web presentation. Unlike previous versions of PowerPoint, PowerPoint 2000, creates a single "control" file name with the name you specified in the Save as Web Page dialog box. All additional files will be placed by PowerPoint in a folder with the same name. DO NOT try to rename either the control file or the folder, or to move the control file into the folder. PowerPoint won't know how to find the files for your presentation.

When you have located the folder containing the control file, and open it, the presentation will open as a local file for you to review.

The web presentation looks similar to the sample below. Notice that it looks a great deal like the PowerPoint Normal View with the list of slide titles in the left pane, the slide graphic in the upper left pane, and the presentation navigation buttons in the lower right pane. The left pane demonstrate another reason why it is important to title each of your slides in the Title Placeholder.



Remember that you will still have to move your PowerPoint/HTML files to a web server in order to make the presentation available for public use.

<http://www.iupui.edu/~webtrain/tutorials.html>

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