



## PowerPoint 2003: Create Your First PowerPoint New Mexico State University @ Carlsbad

Learn what you need to know to put together a Microsoft PowerPoint® presentation quickly and with little fuss.

Length: 40–50 minutes

### Goals

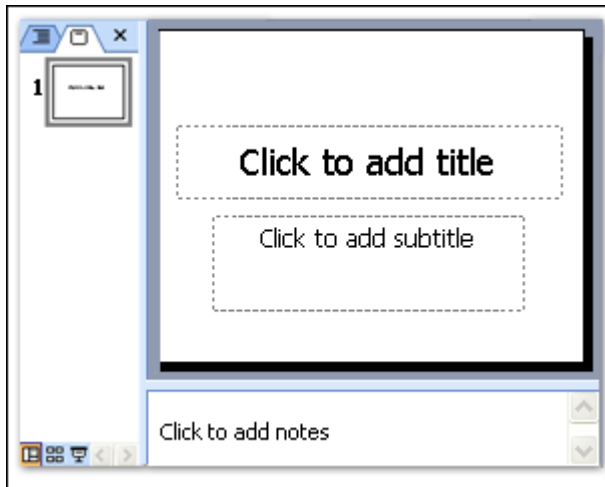
After completing this course you will be able to:

- Put text and pictures on slides.
- Navigate in the PowerPoint window.
- Apply a design template.
- Arrange slide content by using layouts.
- Print handouts and notes.
- Prepare to give the show.

### About this course

This course includes:

- Three self-paced lessons and three practice sessions for hands-on experience.
- A short test at the end of each lesson; tests are not scored.
- A Quick Reference Card you can take away from the course.



A blank slide can be daunting; don't let it be. Soon you'll feel comfortable filling it up. There it sits in the middle of the PowerPoint window: a big, blank slide. "Click to add title," says the text on the screen. It sounds easy, but you've never done this before, and the blank canvas is daunting.

Yet you have to start somewhere.

In this lesson, get comfortable with typing onto slides, arranging text, adding new slides, and navigating in the PowerPoint window. Then see how to prepare notes as you create the show, to

refer to when you present.

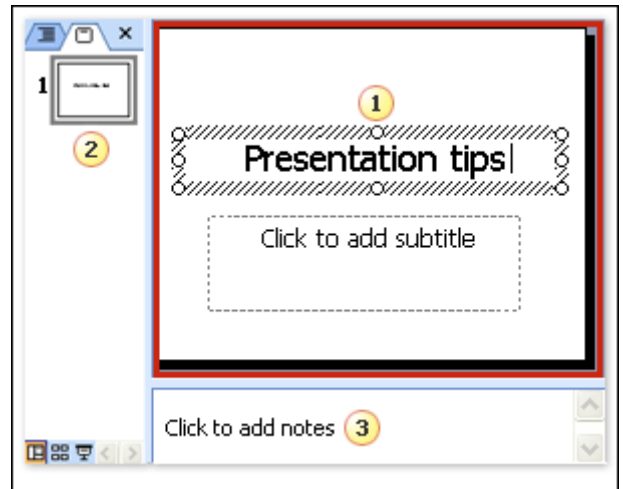
- 1 In the slide pane, type text directly onto the slide, within the placeholder.

2 On the left is a thumbnail version of the slide you're working on. This area is the **Slides** tab, and you can click the slide thumbnails here to navigate among slides.

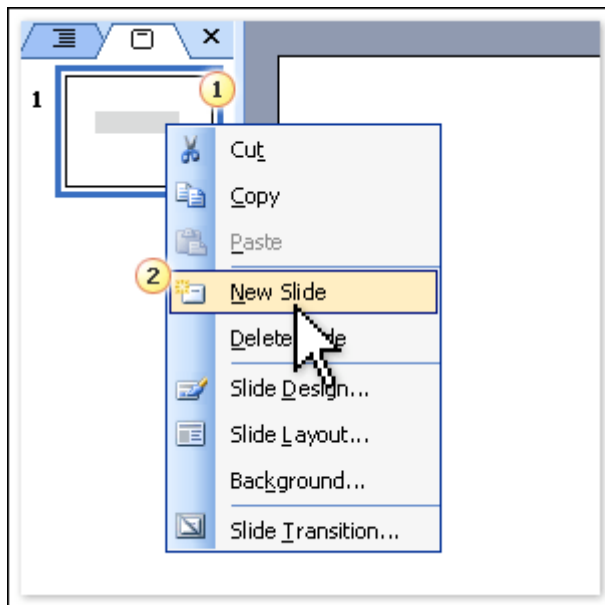
3 The notes pane. Type notes that you'll use when presenting. You can drag the borders of the pane to make the notes area bigger.

The window that first opens in PowerPoint has a big working space in the middle, with smaller areas around it. That middle space is the slide area, officially called the **slide pane**.

Working in this space, you type text directly onto the slide. The area you type into is a box with a dashed border called a **placeholder**. All the text that you type onto a slide resides in a box like this.



Most slides include one or more placeholders for titles, body text such as lists or regular paragraphs, and other content such as pictures or charts.



Use the **Slides** tab, the area on the left where the slide thumbnail is, to add new slides.

- 1 Right-click the thumbnail that you want the new slide to follow, and then...
- 2 ...click **New Slide** on the shortcut menu.

When PowerPoint opens, there's only one slide in the show. It's up to you to add the rest. Add them as you go or several at a time, as you prefer.

There are multiple ways to insert a new slide; you'll see all of them in the practice session.

For now, here are two quick methods for adding a slide. On the **Slides** tab in the left of the window,

either

- Click the slide thumbnail that you want the new slide to follow, and then press ENTER.

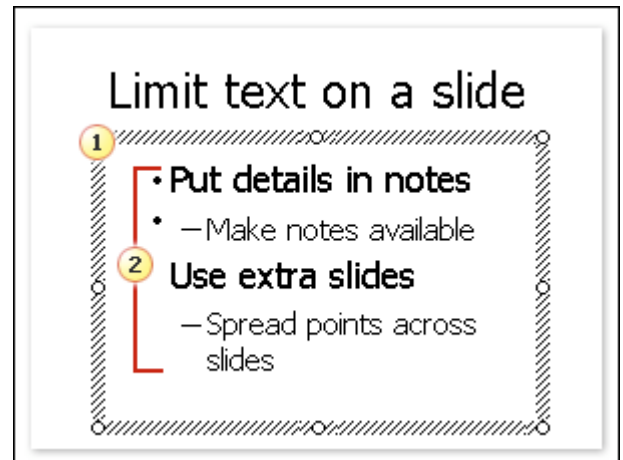
Or:



- Right-click the slide thumbnail that you want the new slide to follow, and then click **New Slide** on the shortcut menu.

### Type text such as lists into a body text placeholder.

- 1 The body text placeholder is usually positioned below a title.
- 2 Its default formatting is a bulleted list. At the end of a paragraph, press ENTER and then TAB to get to the next level of indent down.

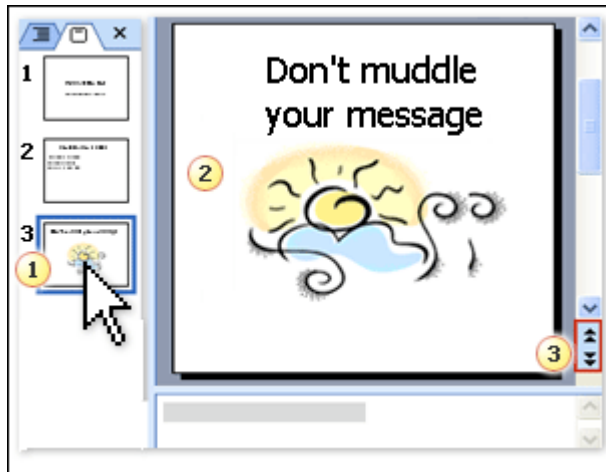
The picture shows text typed within a **body text** (as opposed to a **title**) **placeholder**. This placeholder typically has five levels of text indents available, each with its own bullet style and ever-reducing type size. You'll rarely need so many indents, but PowerPoint offers them.



If you don't want a bulleted list, select the placeholder by clicking its border. Then click the **Bullets** button . Other buttons on the **Formatting** toolbar, such as the **Center** button , are handy for positioning text.

The indent buttons, such as **Decrease Indent** , help you position text at the right level of indent, and you can also use keyboard methods.

**Automatic text fit** If you type more text than fits in the placeholder, PowerPoint reduces the text size to fit it all in. You can turn this behavior off, if you prefer.



to display that slide.

Or:

- Next to the slide, at the bottom of the scrollbar on the right, click the **Previous Slide** or **Next Slide** button.

You'll work with this and other aspects of text in the practice.

Ways to navigate:

- 1 Click the slide thumbnail...
- 2 ...to display that slide, or...
- 3 click the **Previous Slide** or **Next Slide** button.

Once you have several slides in the show, you'll need to move among them as you add content. Here are three good ways to do that:

- Click the slide thumbnail on the **Slides** tab

Or:

- Press the PAGE UP or PAGE DOWN key.

As you put text on your slides, type your speaker notes (if you want any) in the notes pane, below the slide.

As the picture shows, you can enlarge the notes pane so that it's easier to work in. Your notes are saved in a **notes page**, which you can print before the show. You'll see how to view and edit the notes page in the practice session.

**Suggestion** Use notes to embellish or elaborate on the points on the slide. This helps you keep from overloading the slide, and your audience, with text.

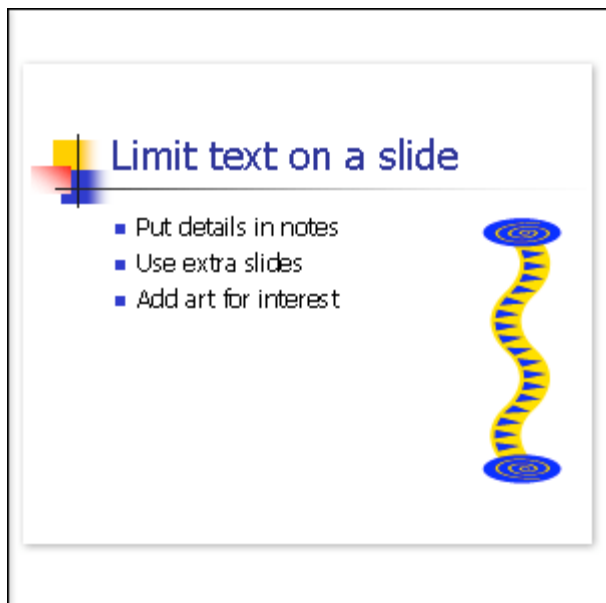
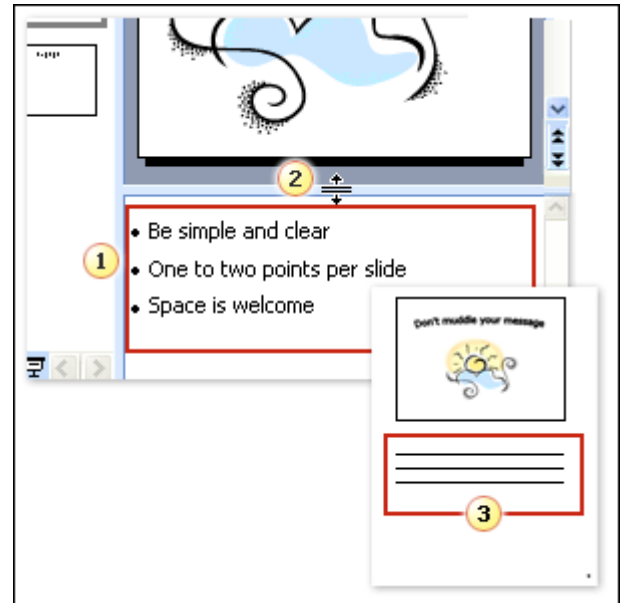
**Warning and tip** If your notes exceed the space on the notes page, they will get cut off when you print. To prevent this, you can either:

- Change the layout of the notes page.

Or:

- Send the presentation to Microsoft Word before printing.

Both these methods are detailed in the Quick Reference Card.



A design template, a layout, and decorative Clip Art give a boost to the look of your show.

When you've nailed down the text for your slide show, lift the presentation out of its black-and-white doldrums by applying a design template. A template provides color, style, and decorative accents.

Also, your slide won't always contain only text, and you'll need a way to arrange all that you put onto it – this is where slide layouts come in. See how these help your composition.

And get some tips on just how you insert those extra graphical elements – pictures, charts, and tables – onto slides.

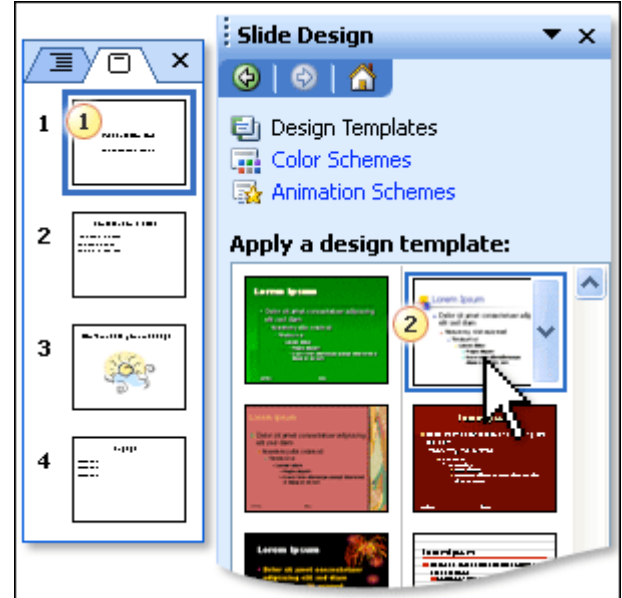
To read more on all this, click Next.

### Applying a design template.

- 1 Select a single slide thumbnail on the **Slides** tab.
- 2 In the **Slide Design** task pane, click a template thumbnail to apply the template to all slides.

The design template determines the look and colors of the slides, including the slide background, bullet and font styles, font color and size, placeholder position, and varied design accents.

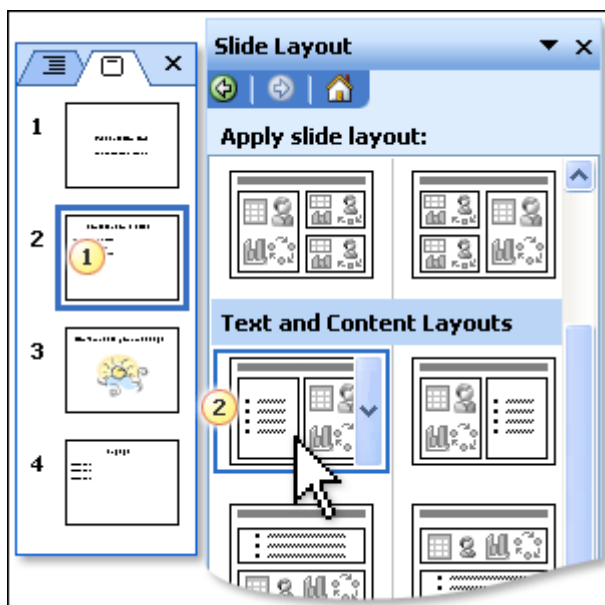
Apply a template at any stage of creating the show. If you decide later that you'd rather use a different design template, you can apply another one.



As the picture illustrates, the **Slide Design** task pane is the place to go. PowerPoint has many templates to choose from. In the pane, choose to install even more PowerPoint templates if you like, or go directly to Microsoft Office Online for additional ones (you'll see a quick way to do that in the practice).

**Note** Though the default look of your slides is blank, there is a template applied. You'll get more familiar with it in the practice session.

### Applying a layout.



- 1 Select a slide thumbnail.
- 2 In the **Slide Layout** task pane, click a layout thumbnail to apply its layout to the selected slide.

As you create slides, you'll confront the issue of where to place the things you want on them. As you saw in the first lesson, PowerPoint tries to help you here by displaying **slide layouts** to choose from each time you add a slide.

The layout, when applied, arranges content to fit into a specific combination of placeholders. For example, if you know you'll have text on the slide and you also want a picture or graphic of some kind, choose a layout that supplies the placeholder types and arrangement that you want.

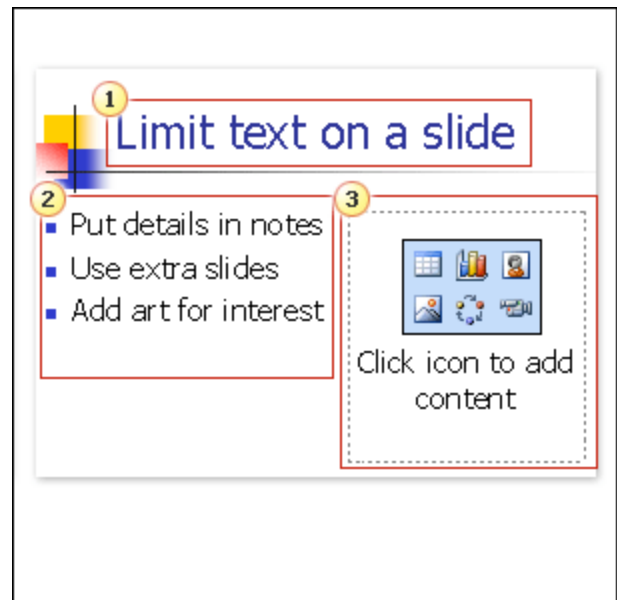
The picture shows some of the layouts available in the **Slide Layout** task pane. In the practice, as you work with layouts, you'll use a menu that's on the layout thumbnails. One of the choices there enables you to insert new slides that use that thumbnail's layout.

Make your best guess on a slide's layout as you go; you can apply a different one later, though this can sometimes mean that you need to adjust the content.

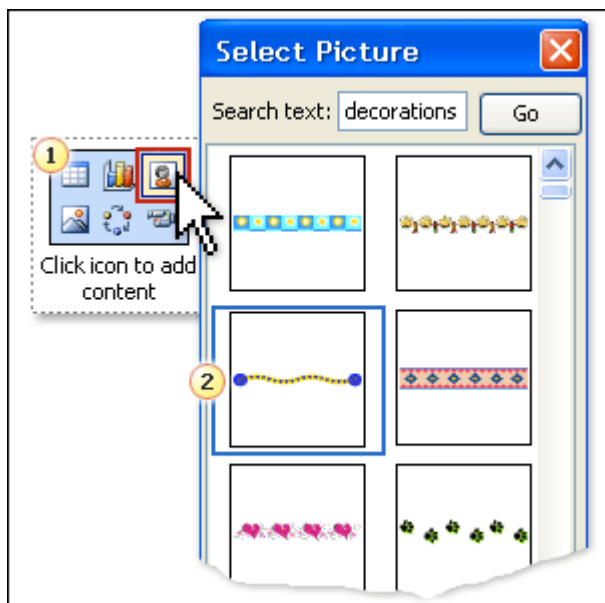
**A slide with a layout that includes space for a title, text on the left, and content such as a picture on the right.**

- 1 Title placeholder.
- 2 Text placeholder.
- 3 Content placeholder. Click one of the icons to insert a table, chart, piece of Clip Art, picture file, diagram from the **Diagram Gallery**, or media clip, such as a sound or video file.

Whenever you type within a placeholder, you're working within the layout because placeholders – what type of content they're for and how they're arranged – make up the layout.



The picture shows the effect of applying a layout that has a text placeholder on the left and a **content placeholder** on the right. Each has built-in properties that support the type of content.



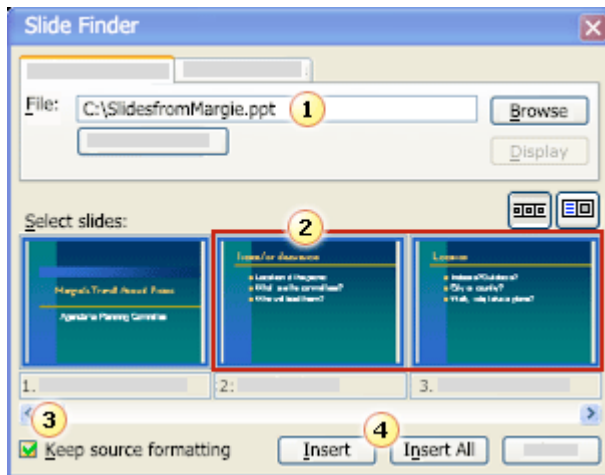
In the Lesson 1 practice session, you typed into a text placeholder and saw some of its behavior: a default bulleted list and the **AutoFit Options** button that accommodates overflow text.

A content placeholder has its own built-in behavior. It will position a picture or other graphical element in that space, and it provides icons that you can click to insert pictures, charts, or tables. It also will automatically reposition content in some cases when you introduce a new element onto the slide.

Using an icon in a layout is one way to insert, and it's described in more detail next.

## Using a layout icon to insert a piece of Clip Art.

- 1 Click the **Insert Clip Art** icon within the placeholder.



- 2 Type in a keyword to search for a clip.
- 3 Then click a clip within the **Select Picture** dialog box, and click **OK**.

The icons are one method for inserting content. The picture illustrates how you'd use one of the icons in the layout to insert a piece of Clip Art.

The piece of art would automatically be sized to fit this layout, although you could change its size. With something like a banner, you might also want to rotate it. You'll see how in the practice session.

You don't have to use the layout icons to insert pictures and other things. See the next section for another method that gives you a few more options.

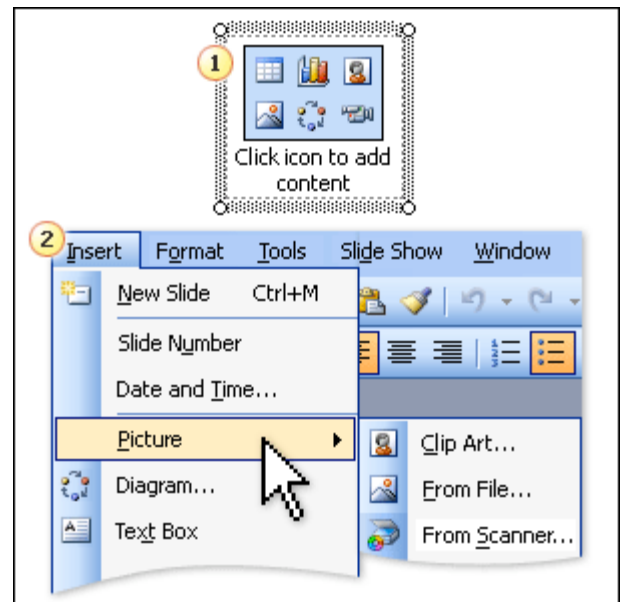
## Using the Insert menu to insert content onto the slide.

- 1 Be sure to select the content placeholder before you insert from the menu.
- 2 Choose the type of item you want from the **Insert** menu, with its wide range of options.

Another way to insert an item like a picture or chart is through the **Insert** menu. As long as you have the placeholder selected before you insert, the item will be placed in the correct area of the layout. It will also benefit from the automatic-layout behavior built into the placeholder.

The picture shows options on the **Insert** menu.

When you point to **Picture**, there are a variety of additional choices that go beyond what you get by clicking an icon in the layout.



**Caution about pictures** Pictures, particularly high-resolution photographs, can quickly inflate the size of your presentation. Be mindful of ways you can optimize such pictures to make them as small as possible. See the lesson [Optimize pictures](#) for more information. There are additional resources in the Quick Reference Card, too.

- 1 In the **Slide Finder** dialog box, browse to the presentation with the slides you want to use.


- 2 If you only want some of the slides, select those slides.
- 3 To retain slide formatting, make sure that the **Keep source formatting** check box is selected.
- 4 Click **Insert** for selected slides, or **Insert All** to insert all the slides from this show.

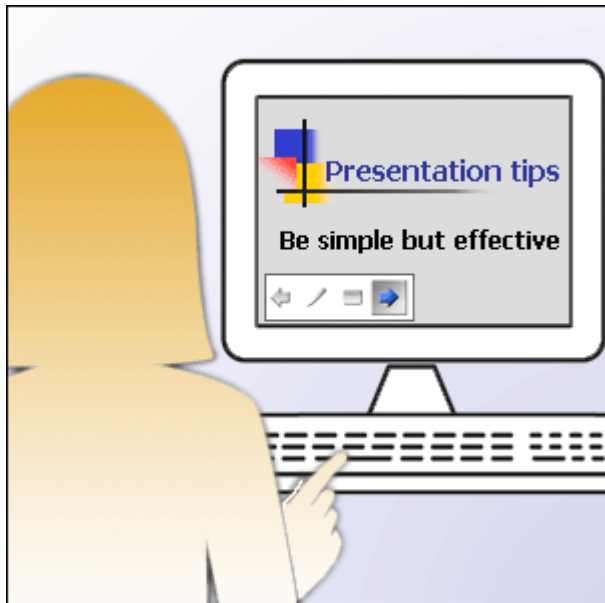
You may need to use slides from an existing presentation in your show. That's no problem. Just remember that those slides are probably using a different design template than the one that's in your presentation. PowerPoint will adapt the inserted slides to the current design—or not, if you tell it not to.

There are two methods. Either:

- Use the **Slide Finder** dialog box (on the **Insert** menu, click **Slides from Files**), pictured here.

Or:

- Copy and paste the slides, and then use the commands on the **Paste Options** button to get the design you want. The **Paste Options** button  will appear under the slides you've pasted. Point to the button, click the arrow that appears, and make your formatting choices.



You've finished creating your slides. What are the next steps?

Start with previewing the show on your computer. Run a spelling check.

Then use print preview to see how your notes and handouts will look, and select the right printing options for them.

Next, **package** your presentation file and then either copy it to a server or burn it to a CD to make it available when you present.

Last, get some pointers for preparing to present the show.

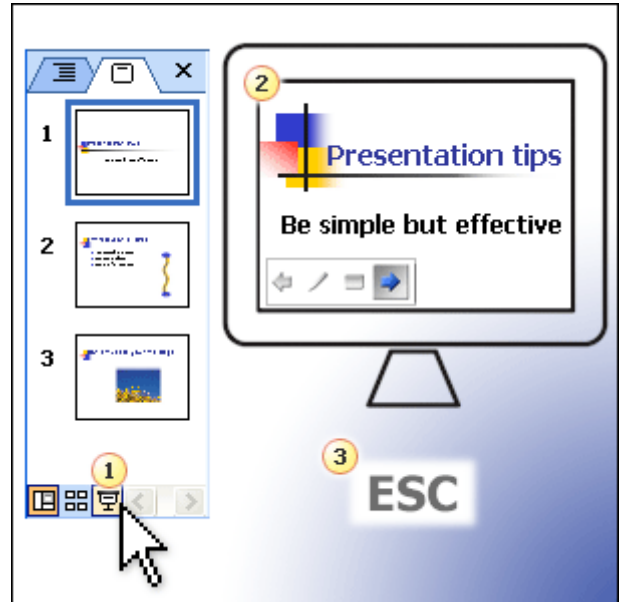
### Opening, viewing, and escaping slide show view.

1 To open slide show view, select the first slide, and then click the **Slide Show** button. (Or just press F5 to always start on slide 1.)

2 The computer screen here shows slide show view, with the **Slide Show** toolbar appearing on the lower left. This toolbar has two navigation arrows and two menus.

3 If you don't want to click through all the slides, press ESC to return to your last view in PowerPoint.

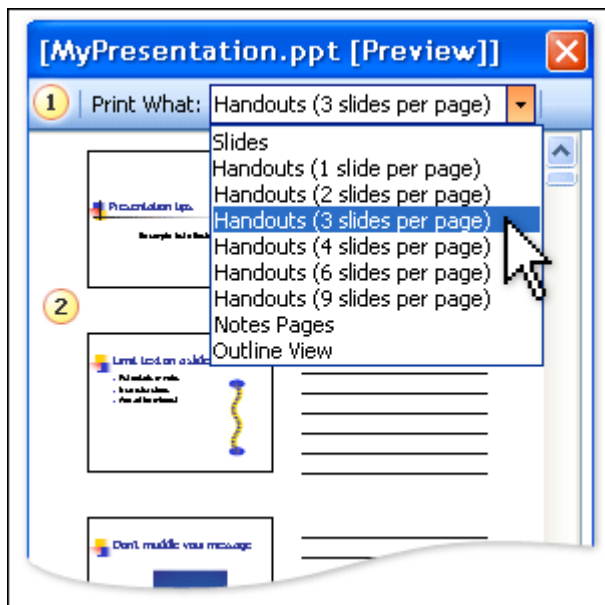
As you create a show, preview it at any time in **slide show view**. As shown in the picture, this view fills the computer screen with your slides. This is an approximation of how the slides will look when projected.



To navigate through the show, you have several choices:

- Click the mouse.
- Press the DOWN ARROW key.
- Click the Next arrow on the **Slide Show** toolbar (see the arrow selected on the computer screen in the picture).

By default, PowerPoint assumes that the show will be presented by a speaker and projected on a screen. But there are other ways to present: You'll see how to set these up in the practice session.



For in-depth instructions about navigation in a slide show, see the course [Navigation know-how](#).

1 In print preview, choose from the types of printouts in the **Print What** box. Your handout can include up to nine slides per page. The **Handouts (3 slides per page)** option includes lines for audience notes.


2 A preview of the handout that has three slides per page.

In normal view, run a spelling check by clicking the **Spelling** button . Your slides and notes are checked.

What are your choices for printed handouts? The

picture shows you the options as they appear in print preview. The ones that you're concerned with here include:

- Printing the **slides**, one to a page.
- Printing a **handout**, which includes choices ranging from one to several slides per page (see the example in the picture).
- Printing **notes**.

About print preview: This is a great way to prepare the show for printing. You get to it by clicking the **Print Preview** button . See the next section about your choices for color or black and white.

**Tip** In this view, you can also adjust headers and footers on the printouts. These include slide and page numbers and other text, such as the date. For details, see the course [The small print: headers and footers](#).

Use the **Options** button to print in three different ways.

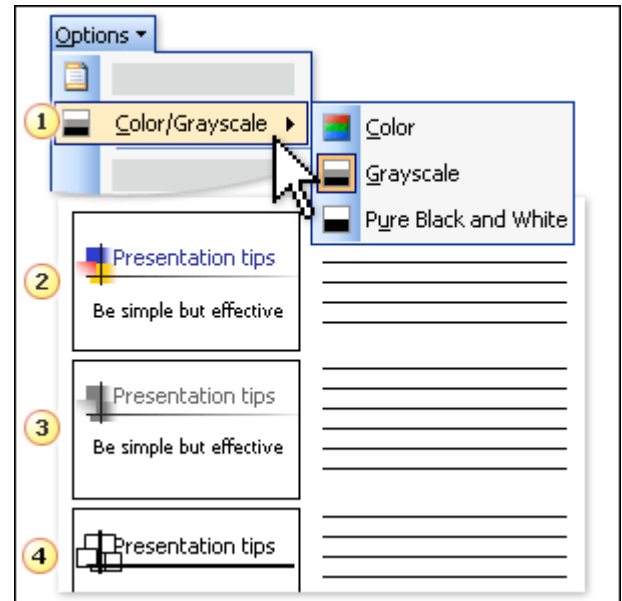
- 1 To choose a color option for the printout, click the **Options** button, and then point to **Color/Grayscale**.
- 2 The effect of clicking **Color**.
- 3 The effect of clicking **Grayscale**.
- 4 The effect of clicking **Pure Black and White**.

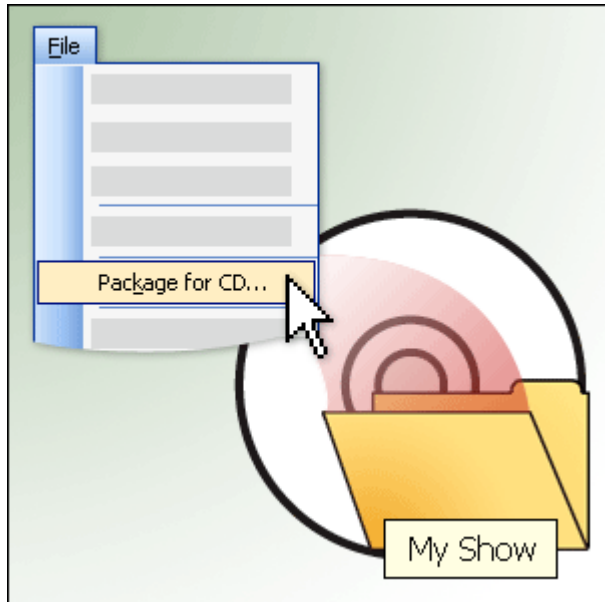
In print preview, check out the printing choices available by clicking the **Options** button:

- **Color**. This reproduces all the colors of the show on your printout.

If you are printing to a black and white printer, this option becomes **Color (On Black and White Printer)**. In this version, the show's colors are rendered in blacks, whites, and grays.

- **Grayscale**. You get a modified version of the show's colors in blacks, whites, and grays. If you're printing in black and white, this option saves your ink cartridge while giving a somewhat artistic result.
- **Pure Black and White**. This is the default. You get less gradation here — fewer grays — and you lose the dimension that shading offers, while gaining some economy.





As preparation for presenting, package your presentation to a folder or burn it to a CD (details below) and be sure that you have access to it from the presenting computer. "Package" refers to the process of copying your presentation file and any other files the presentation needs. Read on.

The Microsoft Office PowerPoint 2003 **Package for CD** feature bundles your presentation file and *any other files* you want available for this presentation into one folder, which you can then copy to a network server or burn to a CD. (Examples of additional files you might need include sound or movie files that are only linked to the presentation and not part of the presentation file.)

Always save your presentation before packaging it to a folder or CD.

**About packaging for CD** To package and then copy to a CD from PowerPoint, you must have Microsoft Windows XP or later and a CD burner. If you have Microsoft Windows 2000, you can still use this feature to package the presentation files to a folder, and then use a third-party program to burn the folder to a CD.

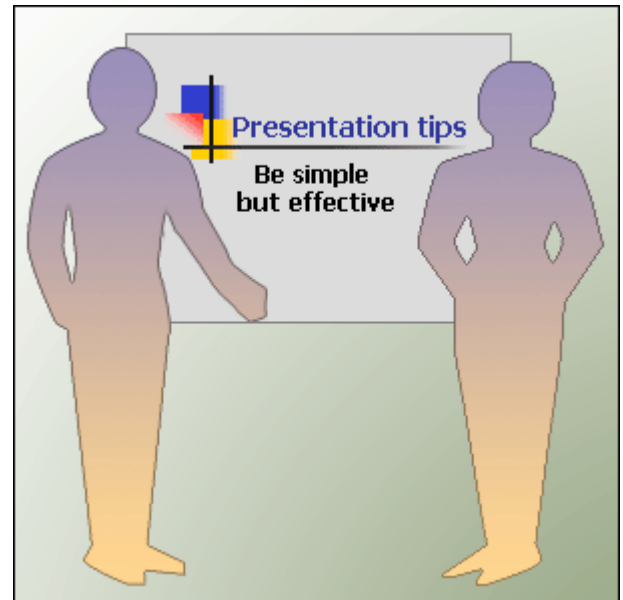
For in-depth information about this process, see the lesson [Package to a CD](#).

Before your actual presentation, go to the room where you'll present and run through the show.

A must before you present: Go to the room where you'll be presenting, make sure that you can access your presentation from the computer you're using, and run through the slide show. Take your printed notes with you so that you can practice referring to them while you practice clicking through the show. You might also ask someone else to go along, listen, and give feedback.

### Tips that could prevent woe

**Fonts** If you see odd text-wrapping in the presentation on the presenting computer, it's likely that the computer lacks a font you used in the original presentation. To see if there's a font missing, on the **Format** menu, click **Replace Fonts**. Click the **Replace** list and look for a question mark before any font names in the list, which indicates that that font is missing. You can either try to install the font or replace it with another font.



To help avoid this problem, be sure the option to embed fonts is selected when you package a presentation for a folder or CD. Unfortunately, there are legal restrictions against embedding some fonts, so while this option can help, it won't guarantee you'll have all your fonts.

Also, when you choose a font color, select one that has a strong visual contrast to the background color. This makes a great difference for people who are color blind or visually impaired.

**Display** You'll have the best results if you set the screen resolution on the computer to the same as the projector's resolution.

**PowerPoint 2003** To guarantee that the show will run exactly as you expect, verify that the presenting computer has PowerPoint 2003. If it doesn't, you can use the viewer that's included with **Package for CD** (see more about the viewer in the Quick Reference Card).

You can also use an earlier version of PowerPoint, but note that some animation features are not supported in versions earlier than PowerPoint 2002.