

Introduction to PowerPoint



Why use *PowerPoint*?

- To focus attention on what we are discussing
- To provide visual representations that aid in understanding
- To facilitate a professional, multi-media presentation

Microsoft PowerPoint has the capability to create complete presentations that include:

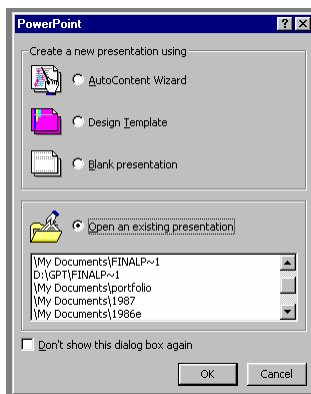
- **Slides**
- **Outlines**
- **Speaker notes**
- **Black-and-White & Color Overheads**
- **Black-and-White & Color Audience handouts**
- **Virtual presentations over the Internet**
- **Web pages**

When you create a set of slides, *PowerPoint* will create the outline, speaker notes, and handouts.

When you have finished your presentation, you can save it and then go back to make revisions that include editing text, changing colors, adding or moving graphics, adding or deleting slides, changing the order or the slides, or other changes.

Starting and Exiting PowerPoint

1. Click on **Start**.
2. Move your cursor to **Programs**.
3. Move your cursor to ***Microsoft PowerPoint*** and click.
4. You will see this window:



You are presented the options to begin a new presentation or to open an existing one. This screen is only displayed on the initial startup of the

program.

5. Click on your selection and click OK.

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To exit PowerPoint...

1. Click on the **File** menu.
2. Move your cursor to **Exit** and click.
3. If the file has not been saved, you will be given a prompt to **Save Changes**. Select **Yes** to save and exit.
To save your file to a disk, use the **Save As** function in the **File** menu. When the **Save As** window appears, click on the arrow of the **Drives** window, select the **a: drive**, type your selected name in the **name box**, and save your file to disk.

Creating a New PowerPoint Presentation

PowerPoint's options for creating a new presentation are...

▶ **AutoContent Wizard** – this option suggests the content and outline for a presentation based upon the type of presentation you want to create. Your responses to the various options provided by the four screens will suggest a format with content and designs. You can accept or modify as necessary by using the Outline View or Slide View. You can also edit the slide by using the options available under the Format menu.

▶ **Design Template** – This selection takes you directly to the template subdirectory of *PowerPoint*. Double-click on the folder to reveal the three subdirectories. Select a file name from the list to evaluate it in the preview screen. Click the **Apply To All** button to make your selection. (If you select **Apply**, the template can also be applied only to the slide on which you are working.)

▶ **Blank Presentation** – This offers a blank slide template that has no style enhancements, for the maximum degree of flexibility, for more experienced users.

▶ **Open an Existing Presentation** – to open a previously created and saved presentation

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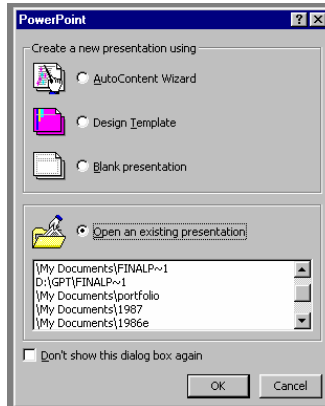
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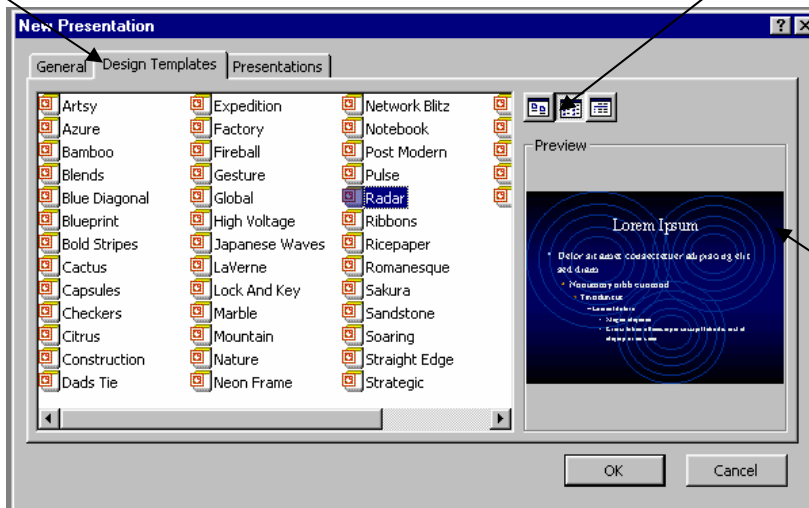
Quick Steps for Creating a Presentation

1. Click on **Start**.
2. Move your cursor to **Programs**.
3. Move your cursor to **Microsoft PowerPoint** and click.
4. You will see this window:



You are presented the options to begin a new presentation or to open an existing one. This screen is only displayed on the initial startup of the program.

5. Click on **Design Template** and click **OK**.
6. On the dialogue box that appears, left-click on the **Design Templates** tab and the middle **Preview** tab.



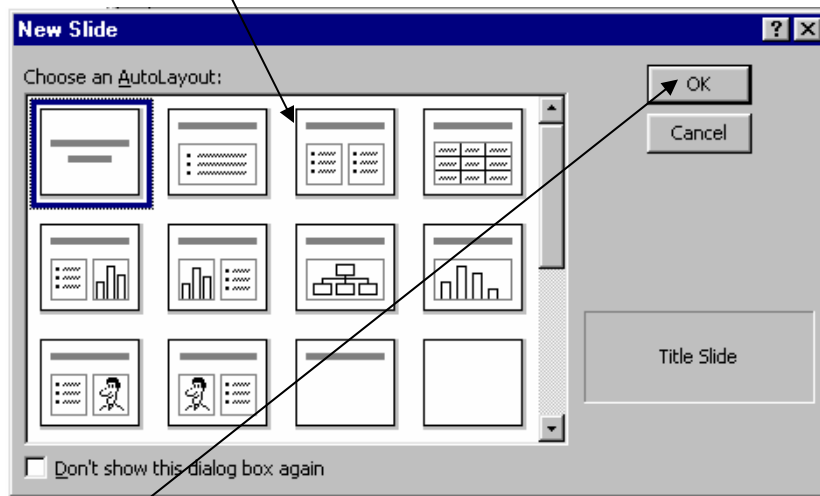
You can preview designs by clicking on the name.

Preview will appear on the right.

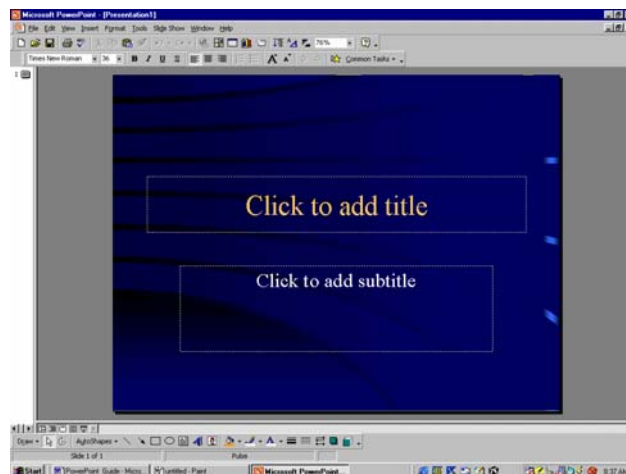
7. Click **OK** after presentation design is chosen. (Remember, you can always change it later.)

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8. Choose **Slide Layout** for the format you want to use for this slide only. (You can always change this later, too.)



9. Click **OK** to go to the next screen where you will actually create your first slide.



10. Click once on "Click to add title." The space becomes highlighted and you can begin typing the title to replace the "Click to add title" message.

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11. Click on **Insert** and select **New Slide** or click on the **New Slide** button.



Create your slides using the guidelines on the next pages.

Tools for PowerPoint 2000

The **main menu bar** is similar to others in *Windows*.

Click the menu names to display the menu and their commands.

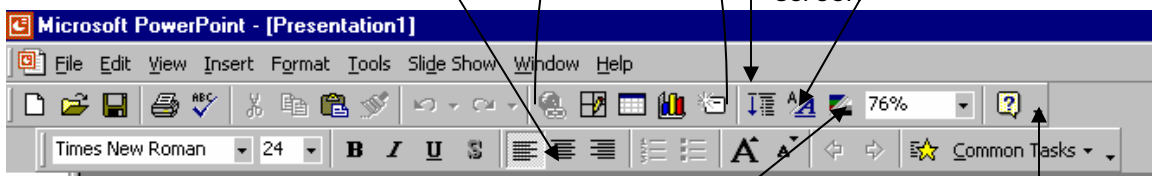
File Edit View Insert Format Tools Slide Show Window Help

- ❑ **File** – to perform basic functions with the presentation as a whole (i.e. new, open, close, save, save as, print, exit, etc.)
- ❑ **Edit** – for most general editing functions within a slide (i.e. cut, copy, paste, duplicate slide, delete slide, find, replace, object linking, etc.)
- ❑ **View** – to select the view you need for particular work you are doing at any point during your creation of the presentation (i.e. normal, slide sorter, notes pages, slide show, master views, black-and-white, tool bar, header and footer, and zoom)
- ❑ **Insert** – to insert special information (i.e. new slide, date, time, page number, other slides from other presentations, other objects, clip art, pictures, tables, charts, etc.)

Insert menu – to insert hyperlinks, tables, graphs, and new slides

Expand all – displays slide title or all the text in the outline pane

Show formatting – shows or hides formatting on the screen



Grayscale – displays the slide in grayscale

More buttons – to see a list of buttons that are not included on the standard toolbars

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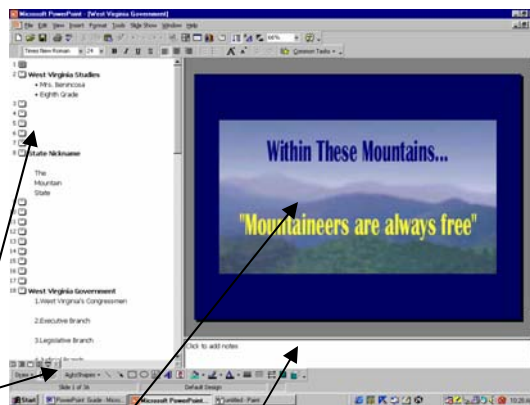
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- ❑ **Format** – offers basic formatting features (i.e. background, color of text and lines, template, alignment and bullets, etc.)
- ❑ **Tools** – to customize your presentation using transitions, building, hiding slides for specific audiences, customizing toolbar displays, Spell Check, Online Collaboration, and other options
- ❑ **Slide Show** – offers functions to manipulate presentation itself
- ❑ **Window** – offers options to rearrange working area
- ❑ **Help** – standard Windows menu to access multitude of Help options

Standard Toolbar Options



- Each button represents a menu command in PowerPoint.
- They represent short cuts to using the drop-down menu commands on the main menu bar.
- For a description of each button, use the mouse arrow to point to the button. A Help Pointer reveals the name of the feature.



Status bar – displays information about your document

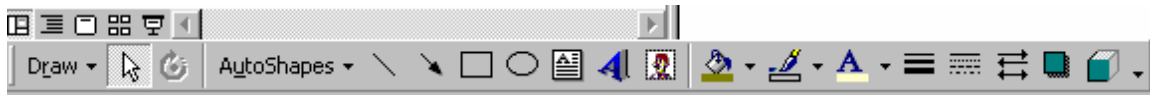
Outline pane – displays the outline of your presentation to facilitate organization and development of content

Slide pane – displays each slide as it will look during your presentation

Notes pane – Click to add notes for the current slide. To see more in the notes pane, point to the top border of the notes pane until the pointer becomes a double-headed arrow. Then click and drag until the pane is the size you desire.

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Standard Drawing Toolbar



- Each button represents a drawing tool in PowerPoint for drawing shapes, curves, and lines... adding Word Art and Text Boxes... coloring shapes, fonts, and lines... creating shadow effects, etc.
- For a description of each button, use the mouse arrow to point to each one to reveal a Help Pointer that names the feature.

View Toolbar

- PowerPoint offers five ways to view your presentation, each with its particular advantages.
- These buttons are located in the lower, left portion of the work area.
- Click these buttons to switch between **Normal**, **Outline**, **Slide**, **Slide Sorter**, and **Slide Show** views

Normal view -

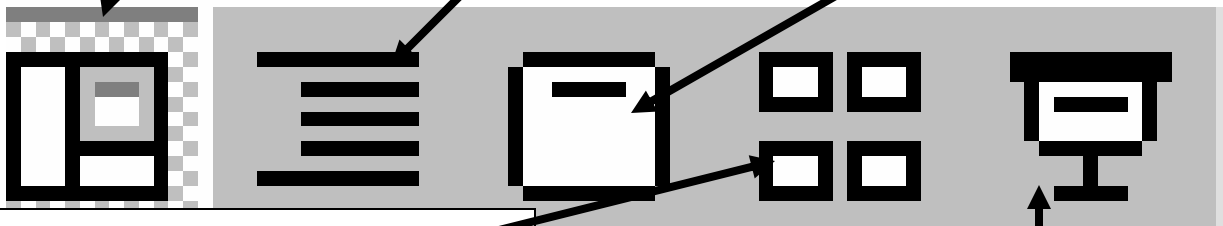
Displays a miniature version of individual slide, speaker notes below the slide, and outline on left.

Outline view -

Displays small portion of individual slide, speaker notes, and outline view on left

Slide view -

Displays individual slides in full view and is best for creating special effects and applying editing tools



Slide Sorter view -

Displays a miniature version of every slide in presentation in order, providing an overview of the appearance and flow of the presentation, as well as option to rearrange order, by dragging and dropping slide to new location

Slide Show -

Displays slides full screen as they would appear during an on-screen slide presentation. Use left mouse button to change to the next slide and the Esc key to return to work area.

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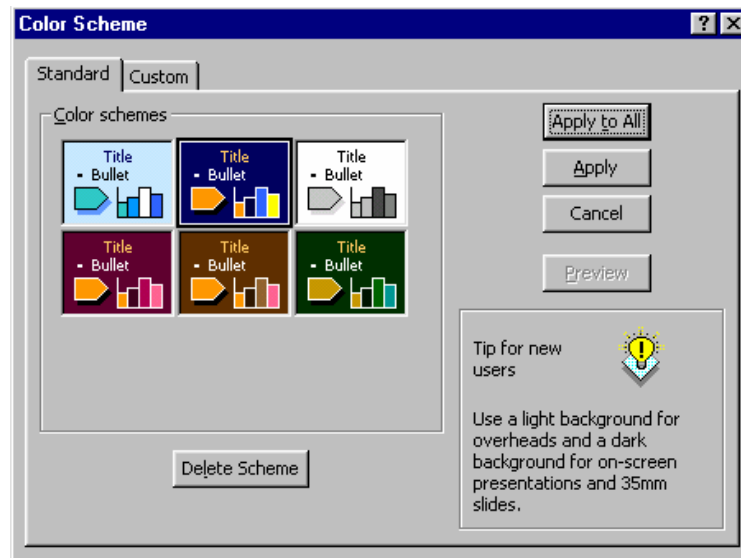
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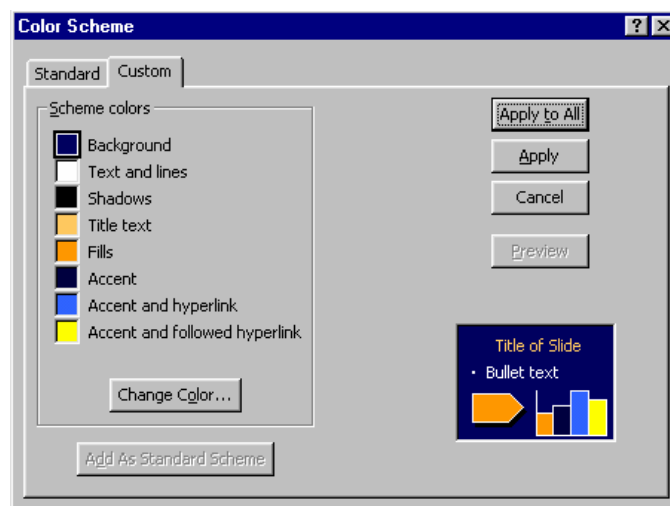
Changing Backgrounds

You can customize the colors by using the **Slide Color Scheme** under the **Format** menu.

The **Standard** tab provides options to alter the slides in a predetermined manner.



The **Custom** tab offers changes to individual components of the slide design.



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Select **Apply** to apply the changes to the current slide.

Select **Apply to All** to apply the changes to all slides.

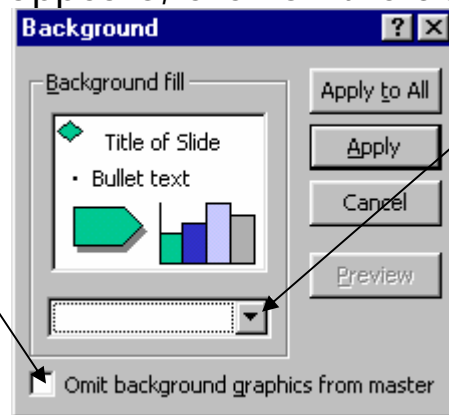
- You can create a different background for each slide in the Blank Presentation option.
- Each presentation is limited to one template selection; however, each slide can have a different background.

Click on **Format**.

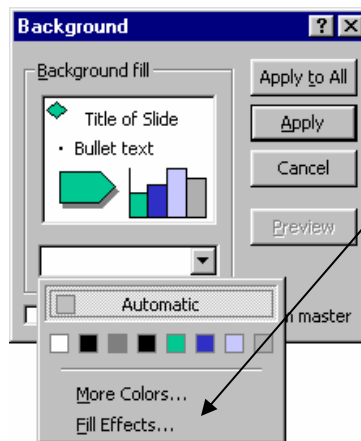
From the drop-down menu, select **Background**.

On the menu that appears, click on the **down arrow**

Clicking to check this box insures that graphics that are included in the template will not appear on your new background.

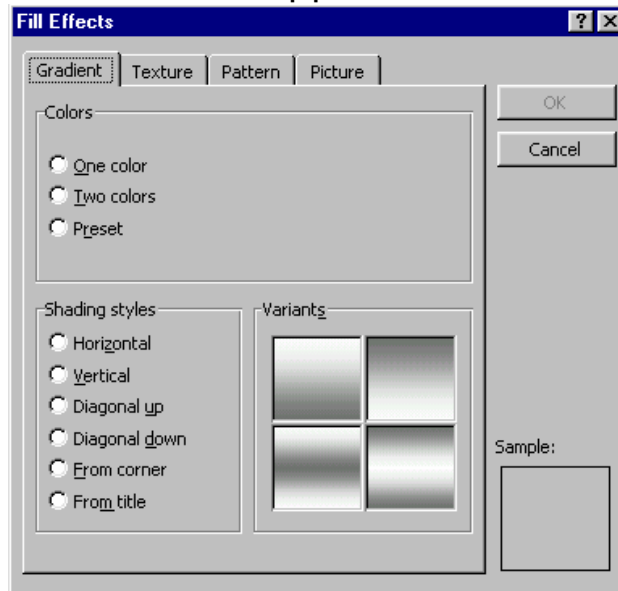


On the menu that appears next, choose **Fill effects**.

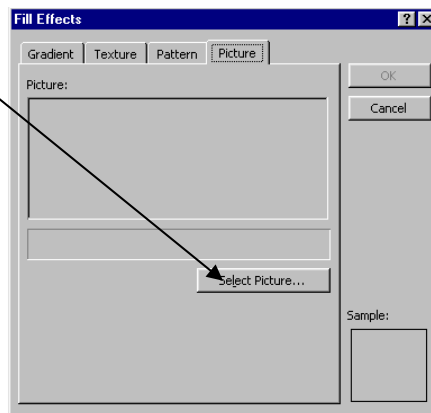


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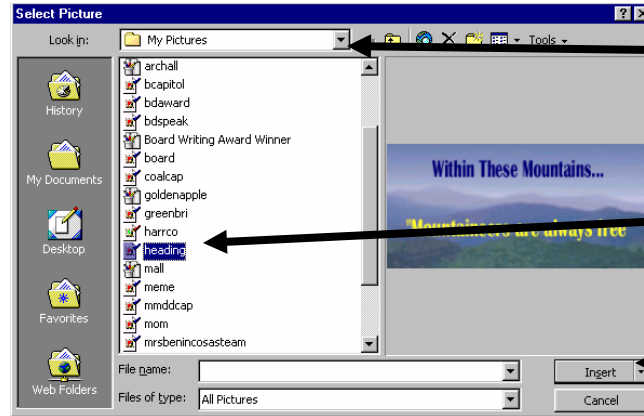
The **Fill Effects** menu that appears has four tabs.



Texture offers several prefabricated textures.
Pattern has many unusual repeated lines and dots.
Gradient provides a spectrum of colors and shading for creating one-color or two-color backgrounds.
Picture – You need to have a picture saved on the hard drive or on a disk.



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Click on the arrow next to the **Look In** window to locate the picture if it is in another location.

Click on the file name to highlight it as selected.

Click on **Insert**.