



# PowerPoint Introduction-2003 Version

## I. About PowerPoint

### A. What is it?

“Microsoft PowerPoint is a powerful tool to create professional looking presentations and slide shows. PowerPoint allows you to construct presentations from scratch or by using the easy to use wizard.”

### B. What sets PowerPoint apart from other Microsoft applications?

The fact that PowerPoint presents material in a slideshow makes it more interactive than other Microsoft applications. When creating PowerPoint presentations, you can organize your material in the order and manner in which you wish to present it to your audience.

### C. Starting PowerPoint:

- **Double-click on the PowerPoint icon on the desktop.**

Another way to access the program is to click on the Start button>Programs>PowerPoint.

## II. Parts of the Screen and Setting

### A. Horizontal Toolbar(s):

The Standard toolbar contains buttons corresponding to basic menu commands in MS Office, such as Save or Open and appears below the menu bar. The Formatting toolbar below the menu bar provides many of the same tools as in Word; Rulers, Scroll Bars, Style and Size menus for Font, Color menus for fill, line and font, bullets and numbering buttons. The Status bar is the horizontal bar at the bottom of the page, which provides information about your publication such as the size of objects and active page information.

- **Click the down arrow at the end of your toolbar and select Show Buttons on Two Rows. This will give you easy access to your tools.**

### B. Task Pane

The task pane is located to the right of your screen. It displays the options of whatever task you are working on at the moment i.e.: when you are selecting a slide layout, you can scroll down in the task pane to view all slide layout options. If for some reason you accidentally close the task pane, you can make it appear again by selecting View from the menu bar and then clicking on Task Pane.

## III. Slide Layouts

- **Click the little black down arrow on the task pane next to Getting Started.**
- **Select Slide Layout.**





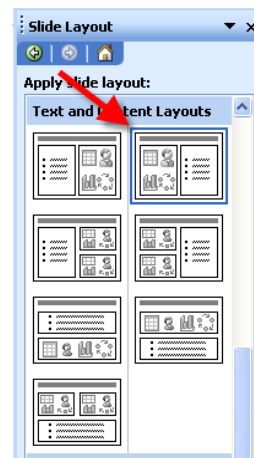
A. The slide layout option will allow you to choose preset layouts for adding your information to slides. There are preset slide layouts designed to fit your individual needs; i.e.: title page layouts, text layouts, bulleted layouts, chart layouts, graphic layouts etc...

B. Title Page

- Click on the first layout option with two grey bars centered on the page.
- Click in the preset text boxes; when a cursor appears, you may begin typing the following text: My Family Tree (in title text box), your name (in lower text box)

#### IV. Inserting New Slides

- Click the New Slide button on the bottom toolbar.
- Scroll down in the task pane to Text and Content Layouts.
- Select the second option indicated here.
- We will be adding a graphic later so you can ignore the Click icon to add content box to the left of the screen.
- Click in each of the preset text boxes; when a cursor appears, you may begin typing. After typing the first blurb in the lower text box, press enter and a bullet will appear for the next section of text.
- Relatives (in title text box), Mom and Dad (enter) Grandparents (enter) siblings (in lower text box)



#### V. Adding Content

- A. Any data other than text is considered content i.e.: charts, graphs, media, graphics etc... If you look to the right of the screen at the task pane, the section under Apply Slide Layout is called Content Layouts.
- B. Each of these layouts shows the order that the content will appear on the slide. When you choose to insert content in to a content layout, a box will appear that offers six content options.



*NOTE: If you hold your mouse pointer over each of the icons, a description of the icon's function will appear.*





1) Inserting Tables

When inserting tables, a window will pop up asking how many columns and rows you would like in your table. Once you have formatted your chart, the blank chart will appear for you to insert your data.

2) Inserting Charts

When adding a data chart, an Excel type window appears on the screen giving you a place to import the data that will be displayed on your chart. You may format the colors and lines of your chart after the data has been imported by right clicking on the chart.

3) Inserting Clip Art

To insert clip art, click on the clip art icon. A Select Picture window with a search field will appear. Search for the specific type of clip art you are looking for and click Go. When you have found the clip art image that you would like to use, click on the image to select it and then click OK.

4) Inserting Pictures

To insert a picture into a slide, click on the picture icon. The window that pops up will ask you for the location of the picture that you want to insert. Select the location from the drop down bar then select the specific picture and click the insert button on the bottom of the window.

5) Inserting Diagrams of Organizational Charts

When you choose to insert a diagram or organizational chart, the window that appears gives you six diagram options:

- a) Organizational Chart (flow chart)
- b) Cycle Diagram
- c) Radial Diagram
- d) Pyramid Diagram
- e) Venn Diagram
- f) Target Diagram

6) Inserting Media Clips

When adding graphics and media, a media clip window will appear for you to select the media clip that you would like to insert. Media clips include clip art that moves during a slide show as well as sound clips. You can use the search text box to search for specific media/sound clips. Once you have found the clip that you would like to insert, select the correct thumbnail by clicking on it one time. Then click OK. When you select a sound file, another window will appear asking if you would like the sound to play automatically during the slide show or once it is clicked. Select your preference and click OK.





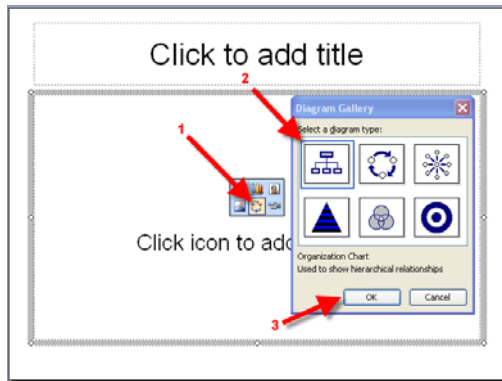
B. Content Layouts

- 1) If you look in your task pane under Slide Layout at Content Layouts, there are seven different layouts to choose from.
- 2) The grey bar across the top of some of the slides represents a text box for a title.
- 3) The number of times the four content icons are repeated signifies how many different spaces there are on the slide for content.
- 4) You can choose to put any of the six kinds of content (chart, slip art graphic etc...) in the content boxes provided on the slide.

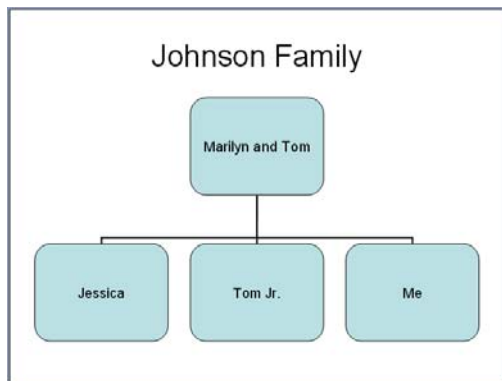
VI. Inserting Diagrams or Organizational Charts

A. For our next slide, we will add a flow chart for the family tree.

- Scroll down in the task pane to the Other Layouts section.
- Click the Insert Diagram or Organizational Chart button indicated.
- Select the flow chart and click OK.



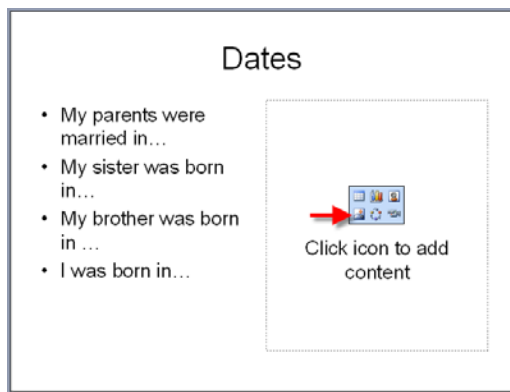
- Click in the preset text boxes (each box on the flowchart is a text box). When the cursor appears, type the following.





## VII. Inserting Pictures

- A. You can add pictures (or any graphics) to any slide by going to Insert on the menu bar and selecting Picture (or Clip Art or Media Clip). Once you select the picture that you want to insert, you can position it anywhere on your slide.
- **Click the New Slide button on the bottom toolbar then scroll in the task pane to the Text and Content Layouts.**
  - **Select the first Text and Content Layout.**
  - **Click in the preset text boxes; when the cursor appears, type the following.**
  - **Click the Insert Picture button. Type “family” in the search field. Click ok.**



### B. Resizing Pictures

- **Click on picture to select it.**
- **Click and drag white dots to resize image to desired size.**

*NOTE: Make sure to drag from the corners of the picture to enlarge or shrink the image proportionately.*





## VIII. Inserting Media Clips

- Click on the icon for the second slide under the Slides tab to the left of your screen. We will now add a media clip.
- Click on the media icon. Type “family” in the search field.
- Select an image, then click OK.



### B. Resizing Media Clips

You can resize Media Clips just like Clip Art or Pictures. Click on Media Clip object to select it. Click and drag white dots to resize image to desired size.

## VIII. Changing Font

- Click on the first slide under the slides tab (we will be editing this slide).
- Drag and select text.
- Select Font under Format on the menu bar.
- Browse and select different Fonts/Styles/Sizes etc...
- When you have found the font that you like the best, click OK.

## IX. Changing Background

- Right click on a blank space in the background and select Background.
- Once you have selected a background color, click OK.

*NOTE: to navigate between slides to make changes, you can click on any slide to the left of the screen under the Slides tab. If you have more slides than can be viewed to the left of the screen, use the scroll bar to see the rest.*

## X. Slide Transitions

A. Slide Transitions are a PowerPoint feature that gives you the option of adding interest to your slideshow by changing the way that one slide goes to the next.

- **Select the first slide under the slides tab. Right click on your background and select Slide Transition.** (You can also go to Slide Show on the menu bar and select Slide Transition.)





- B. The different Slide Transition options will appear in your task pane. If the AutoPreview box is checked at the bottom of the task pane, each time you click on a different transition or modify a transition, you will get a preview of what the transition will look like in your slide show.
- **If you want to see exactly how it will all appear in your slide show, click the play button.**
- C. Just as with the backgrounds, you have the option of applying the transitions to all of your slides by clicking the Apply to All Slides button.

## XI. Custom Animation

- A. Custom Animation is similar to Slide Transitions in that it is the application of action/animation to your slide show. The difference is that Custom Animation is applied to items in your slide show individually.

*“You can animate text, graphics, diagrams, charts and other objects on your slides so that you can focus on important points, control the flow of information, and add interest to your presentation. Animate (def): to add special visual or sound effect to text or an object. For example, you can have your text bullet points fly in from the left, one word at a time, or hear the sound of applause when a picture is uncovered.” -taken from Microsoft Office Online*

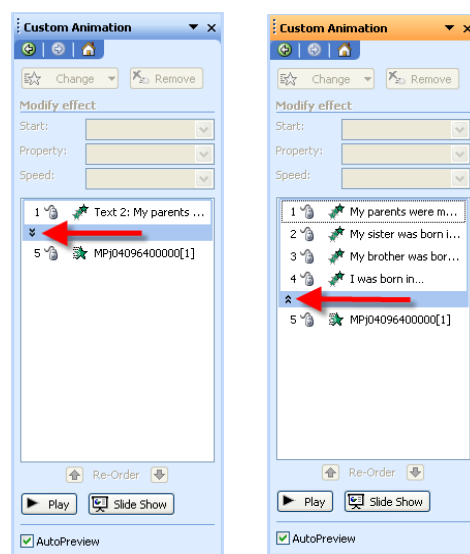
- B. Let's practice custom animation on the second slide in our slide show.
- **Select the bottom text box (the one with bullets) then right click on it and select Custom Animation.**
  - **Once you select Custom Animation, click Add Effect in the task pane.**
  - **Select Entrance then More Effects.**
- C. When you have selected more effects, all effects will show up in categories. If the preview box is checked at the bottom of the window, you will be able to preview what each effect looks like once you click on it.
- **Select the effect that you would like and click OK.**
- D. Custom Animation Ordering
- 1) When you add custom animation to bulleted information, PowerPoint will automatically assume that you want each bullet to appear separately.
  - 2) A numbered box will show next to each object/bullet that you have applied custom animation to. This number tells you the order in which the custom animation effects will appear.
  - 3) In order to rearrange the order of the custom animation, you can click and drag each separate action to a new location in the task pane.
    - **Let's practice reordering Custom Animation by adding some Custom Animation to our fourth slide.**





- **Select the bulleted text box on the left of the slide and select an entrance animation.**
- **Select the picture on the right and add entrance animation to it as well.**
- **Look to the right of the screen under the task pane. You should see two sets of animation (1 for the bulleted information and 5 for the picture). To see all of 1, click the little grey down arrows.**

*NOTE: Once you have all (1-5) custom animation objects showing, you may reorder them by clicking and dragging them to a new order. You can also change the order by clicking the up and down Re-Order buttons at the bottom of the task pane once you have selected an object to reorder. When you change the order, it will be reflected in the numbers next to the object on your slide.*



*NOTE: You will notice a little star with lines next to it underneath the number of your slide when any animation (custom animation/slide transition) has been added to the slide.*

## XII. Slide Sorter

A. In order to see all of the slides that you have completed all together, you must change your View.

- **Click on View on the menu bar and select Slide Sorter.**

*Double clicking on any slide will take you directly to that slide and back to Normal View. You can also return to Normal View at any time by selecting Normal View under the View option.*

B. Rearranging Slides

You can change the order that your slides appear in your show at any time.

- 1) If you are in Normal View, you can click and hold the slide that you want to move under





the Slides tab to the left of your screen) then drag it up or down depending on where you want to move it.

- 2) If you are in the Slide Sorter View, you can click and hold as in Normal View, but you can move the slides to the left or the right as well (because of the different layout).

### XIII. Viewing your Slide Show

A. When you have completed your slide show or simply want to preview what you have completed so far...

- **Click on Slide Show on the menu bar and select View Show.**  
*You can also click on View on the menu bar and select Slide Show.*

B. Your slide show will take up the whole screen.

C. Clicking your mouse will advance you through the slide show. (On pages that have custom animation, clicking the mouse will cue the next action.)

D. If you look to the lower left hand corner of your screen during the slide show, you will also see buttons provided by PowerPoint for navigation.

E. You can also navigate through your show using the forward/backward arrows on your keyboard.

F. Once you are satisfied with your slide show, you can save it to your hard drive or external drive. It is then accessible just like any other document (Word, Excel, Publisher etc...)

- **Save your slide show to the desktop as Practice Slide Show.**

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**Let's take a moment to view our slide shows.**

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### XIV. Slide Design Templates

A. PowerPoint has several features which make creating slideshows much easier and faster by providing you with several preset Slide Design options.

- **Go to File- New. Look to the right of your screen in the Task Pane and select From Design Template.**

1) Design Templates

When you select a design template, the first slide layout is already selected for you with two text boxes.

- **Click on several design templates to preview then select the one you like best.**
- **Type the following information:**
- ***Template Slide Show* (in title bar), *your name* (in other text box)**

After inputting your information on the first slide, you can add slides just as before by clicking the New Slide button.





- **Click the New Slide button.**

When the new slide is added, the task pane will display slide layout options. You can decide which layout you want to use for each new slide.

- **Select the third text layout.**
- **Type the following information:**  
**Practice Heading (in title bar)**
  - **Info 1**
  - **Info 2**
  - **Info 3**

*You can also go back at any time and change the layout of your first slide.*

*NOTE: The design template that you choose will automatically be applied to all slides in your slide show unless you right click on the design template and select apply to selected slides. If at some point you decide that you want to change the design template, you can change it at any time by selecting another design template. The information that you have already inputted into your slide show will not be changed or lost by changing the template.*

## 2) Color Schemes

Once you have selected your design template, you can **customize the colors of the particular template that you chose by clicking on Color Schemes in your task pane**. There are ten color schemes to choose from. When you click on a color scheme, it will automatically be displayed on your slide. You can change your color scheme at any time.

- **Click the New Slide button.**
- **Select the third content layout.**
- **Type *The End* in the title bar.**
- **Insert a clip art image or a graphic image.**

## 3) Animation Schemes

You can add animation to your slide show by clicking on Animation Schemes in your task pane. The preset Animation Schemes include slide transitions coupled with custom animation.

- **Click on the slide you would like to add custom animation to under the slides tab and select an Animation Scheme.**

You can preview the animation scheme that you select just as before, by making sure that the Auto Preview box is checked or by clicking Play.

- **Click File- Save and save it to the desktop as Template Slide Show**
- **View the slide show by clicking View- Slideshow**





## XV. AutoContent Wizard

- A. AutoContent Wizard gives you a completely constructed slide show formatted to your individual needs. When you select AutoContent Wizard from your task pane, a window will pop up. This window will ask you questions to find out what type of presentation you are going to create. It will also ask you to input some of your information.



- **Click Next**

B. Presentation Type

The Presentation type box on the left of the window should be green.

- **Click All.**

This will display all types of presentation templates that PowerPoint has to offer. Underneath All, each category is represented, narrowing down your choices.

- **Scroll through the Presentation Types and select Selling a Product or Service**
- **Click Next**

C. Presentation Style

The window asks you what type of output you will use. The format of your slide show would be different if you were going to put it on the web for example. We are going to use the traditional On Screen Presentation.

- **Click the dot next to On Screen Presentation**
- **Click Next**

D. Presentation Options

Presentation options allow you to title your slide show and to add a footer if you would like to add one. The footer will appear on every slide. You can also check or uncheck the boxes asking if you would like to include the date of last update and slide number on each slide. Once you have added your information and selected your preferences,

- **Click Next**
- **Click Finish**





E. Adding information

You will notice that under your slides tab to the left of your screen, you have what appears to be a complete slide show. The AutoContent Wizard has taken the information you gave it and created a slide show with slides already formatted to be appropriate for your information. Each slide gives suggestions of what information you should put on that particular slide. In the presentation that we selected, charts and graphs have already been included and are ready for you to input your data.

F. Formatting Slide Show

You can add or delete slides to your slide show at any time. To delete a slide, you can select the slide under the slides tab and press the delete key on your keyboard. When you insert a new slide, the Slide Layout option will appear in the task pane and you can select the proper layout for your new slide.

You can also add custom animation and slide transitions by selecting either option in the task pane. The same rules for applying animation apply as before (see page 8).

## XVI. Templates from Microsoft Office Online

A. You can also access additional templates by downloading them from Microsoft Office Online. When you open a new slide show, you can select New Presentation in your task pane. Under Templates, **you can either search for the particular type of template you are looking for or click on Templates on Office Online to browse all.** When you find a template that you like, you can download it then customize it to fit your needs.

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- Remember to use the Help option on the menu bar if you need assistance
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**Thanks for Attending!**

## XIV. Comments and Suggestions

Please fill out the Comments and Suggestions sheet and place on the instructor's desk.

