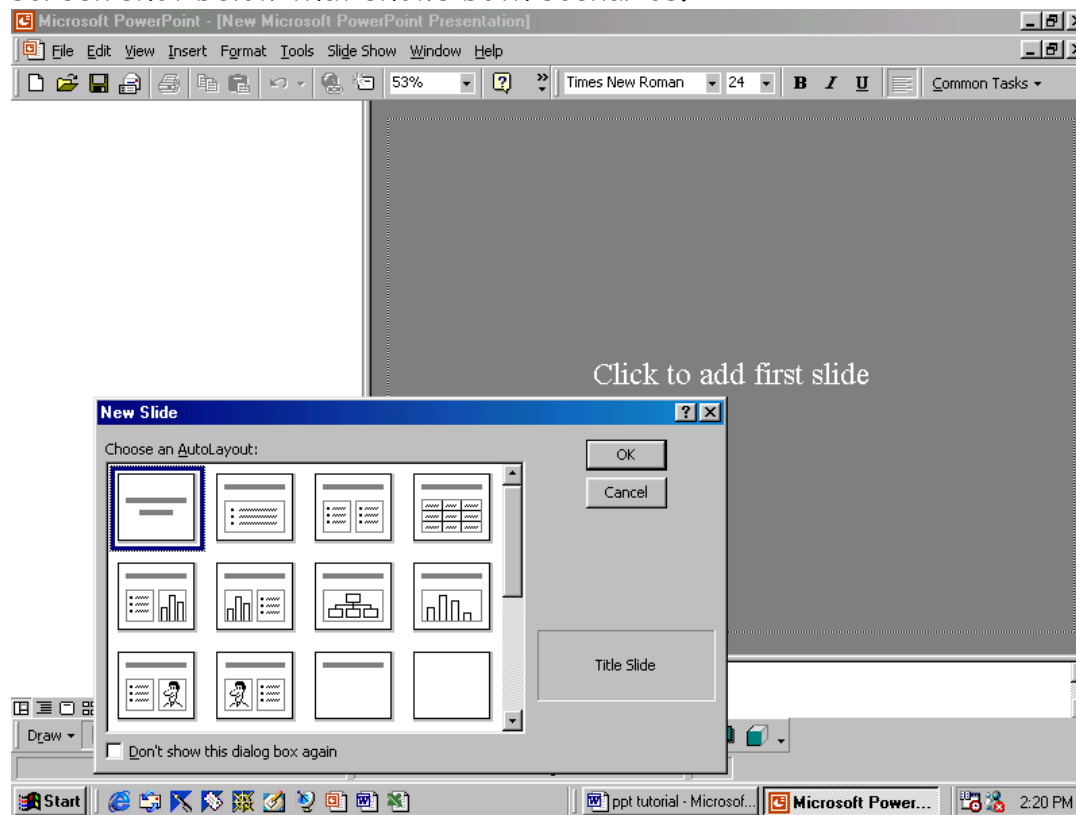


POWERPOINT TUTORIAL

Note: this tutorial is based on Office 97 and Office 2000. If you are an Office XP user, your screens may look slightly different. You should be able to figure out the differences fairly easily, but if not, you may need to go to the Microsoft Office XP website <http://search.office.microsoft.com/assistance/tasks.aspx?p=PowerPoint> for further information.

Getting Started—Opening a Slide and Slide Types

Every PowerPoint Presentation begins with opening a slide. Sometimes, upon launching the program, the user will be asked to "Click to Add First Slide" and other times, the user will see the New Slide dialogue box, from which a new slide is to be chosen. See screen shot below that shows both scenarios.



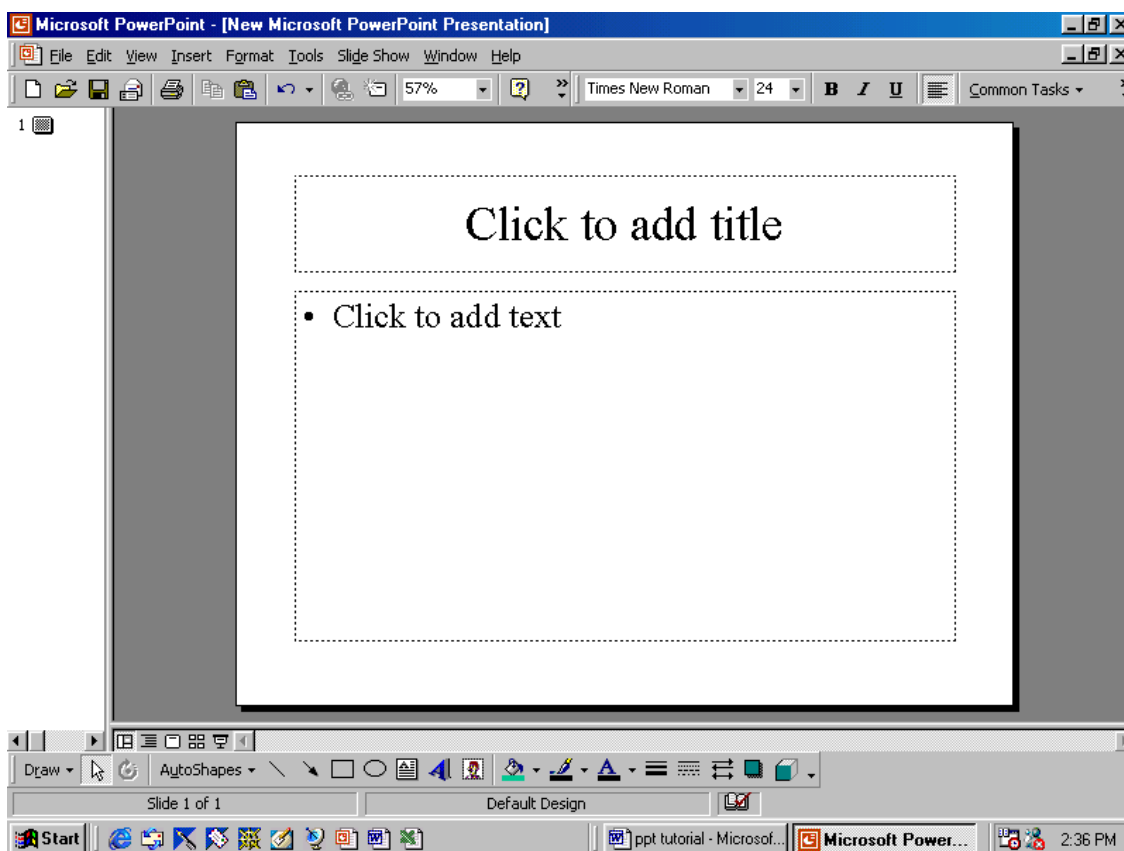
Open up PowerPoint on your computer. If the gray "Click to add first slide" box appear, click as instructed and the New Slide dialogue box will appear. Now we are all at the same place! Look at the New Slide Dialogue box. You will see 12 different types of slides. You will find the appropriate use occasion for each slide is fairly evident as you examine the slides. To see the name for the slide type for each slide, click ONCE on the slide, and look in the bottom right corner of the New Slide dialogue box, you will see the name of that slide.

The Title slide in the upper left hand corner usually comes up first, and is often used to start a presentation. The most commonly used slide is the Bulleted List slide, the 2nd slide from the top left, and is usually the slide that is automatically chosen after the initial title slide comes up.

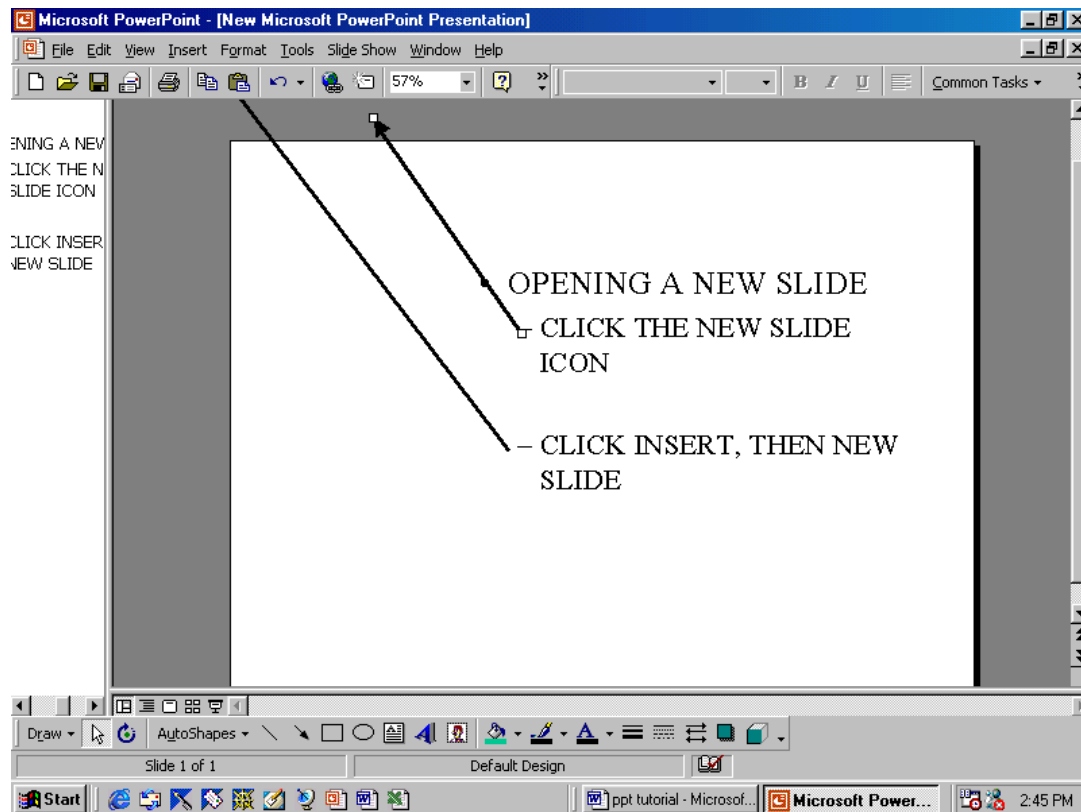
Note that the other slides have places for text on one side and graphics on the other, or some similar configuration. It is up to the user to know what will be put on each slide before it is chosen, although a layout can be changed even after text and graphics are added. Take a few minutes, click on the different slides, and see what they are called. Try to decide when you would choose each slide.

Find the scroll arrow on the right side of the dialogue box, and scroll down to find 12 additional slide types. Look at these as well.

Now, double click on the Bulleted List slide (or click once on a Bullet list, and click OK), and a bulleted list slide will appear. It should look like the picture below. You are now ready to work!



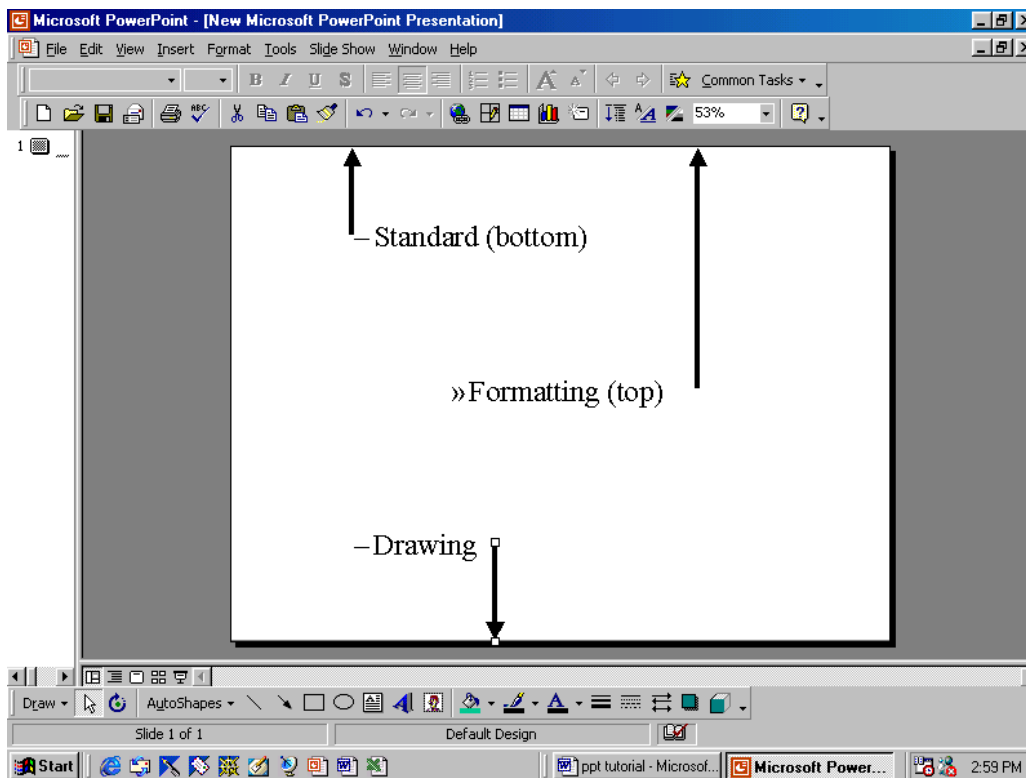
After completing each slide, the user must start a new slide by clicking the New Slide icon or by clicking Insert, then New Slide. See the picture below.



Toolbars in PowerPoint

Before starting to work on a PowerPoint presentation, the user needs to make the appropriate toolbars (and therefore icons) available. For most tasks, the user will need the Standard, Formatting, and Drawing Toolbars.

In your PowerPoint, click View, Then Toolbars, and select Standard, Formatting and Drawing, if they are not already chosen. You will have to go through the process again for each toolbar. Your screen should look something like this when all three toolbars are selected.

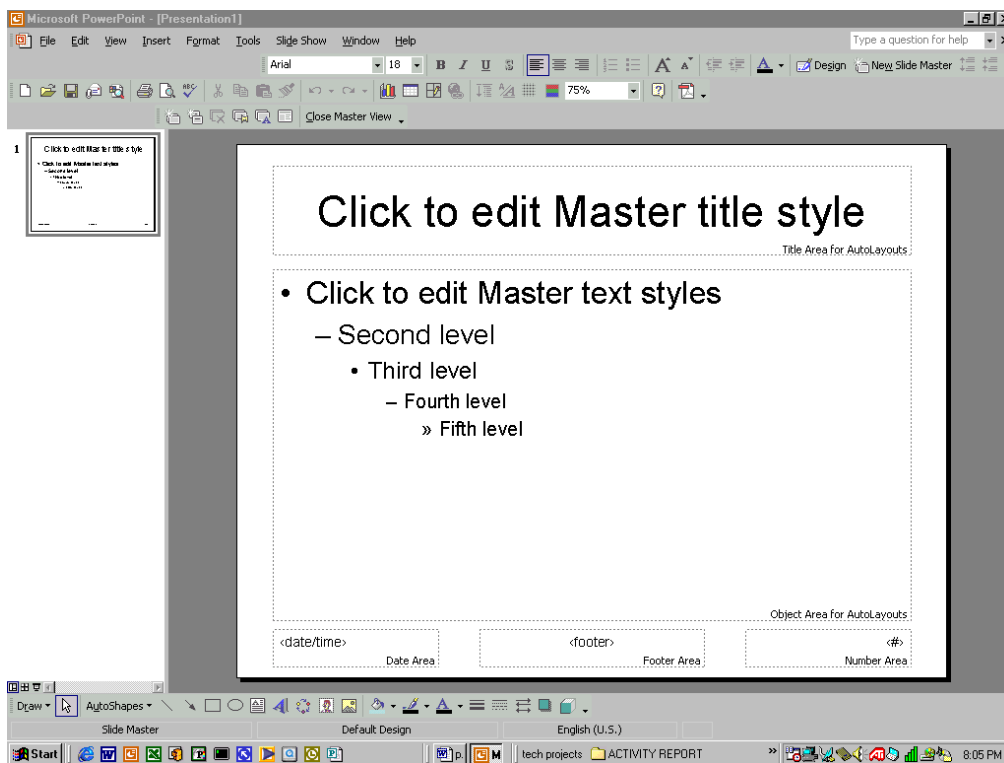


The Slide Master

The Slide Master allows the user to format one slide and have that slide become the template for each slide in the presentation. Many PowerPoint users start every slide show by using the Slide Master, which is an excellent timesaving habit to develop.

Note: before the user decides to add a fancy Design Template at the beginning of the process, the user should ensure that the computer has enough RAM memory and processor speed to handle the process efficiently, or the computer may run very slowly or even lock up. If the computer is older or marginal, wait until the end of the slide show to add backgrounds and designs.

With any slide open, click View, Master, and then Slide Master. You will see what looks like a bulleted list slide, except it has boxes at the bottom for footers, date/time and page numbers. See picture below.



Remember, anything the user does to the slide master will appear on every slide in the slide show.

To change the font size, style, color etc., highlight the text, just like in Word, and use either icons or the pull down menus to change it. Open slide master, highlight the text

in the title bar, and change the font size, style and color. Next, highlight the text in the bulleted list and change the fonts there as well.

Note: there is an easier way to highlight all the text in a text area. The user may click once inside the text box, and will see a shaded line appear around the text box. Next, the user may click on the shaded line, and will notice that the line changes slightly, which means that any operation--such as changing font style or size--will affect the entire box. This process has the same effect as highlighting all the text in the text box.

Nothing will appear on the slides in the three footer boxes unless you put something there. We won't use them for now.

A user can also add a graphic to the Slide Master, and that graphic will appear on every slide in the same exact location. The graphic cannot then be moved on a regular slide—it would be necessary to go back to the slide master to change it. On your slide, insert a piece of clip art or a logo into your PowerPoint—size it to make it small, and locate it in one corner.

Finally, click Format, Background, and then click the black arrow, which will bring up the color choice palette. Choose a color for a background and click Apply to All.

To complete the Slide Master process, Click View, Normal and your original slide will appear, but it will have the fonts, colors and graphic you put in the master. Now choose any new slide, and note that the same format applies to that slide as well.

Entering Text on a Slide

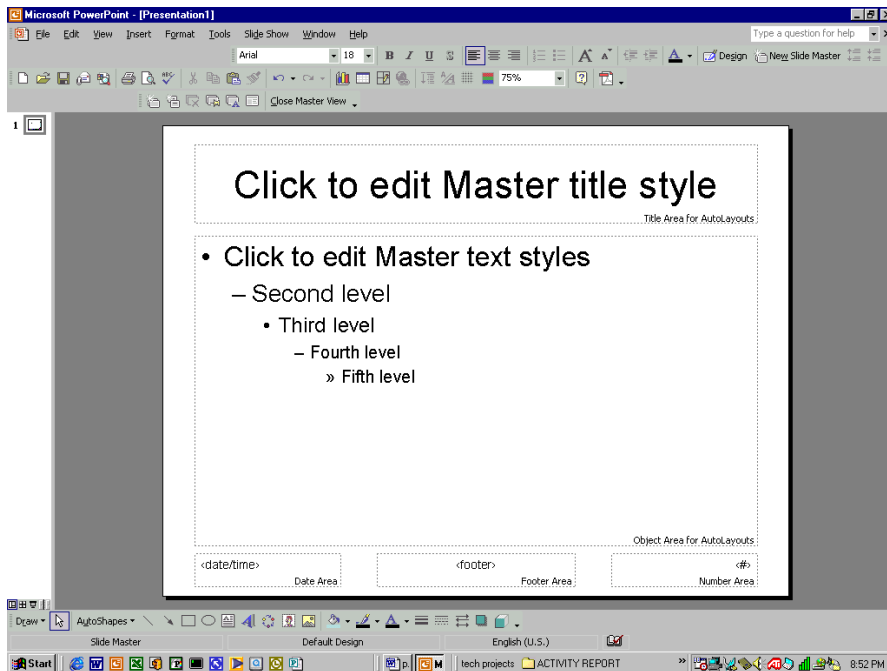
Entering text on a PowerPoint slide is just like typing in Word, except that the user types inside pre-designated text boxes (depending on the type slide that is chosen) instead of at the beginning of a paragraph.

Open a Bulleted List slide (title and text). Follow the instructions in the text boxes: click to add a title to the title bar, and type in a title; next, click to add text to the text box, and type in a bullet point. Hit enter and type in another bullet. It is that simple!

If it is necessary to adjust font size, and it usually is, simply highlight the text and change the font just as is done in Word (see Slide Master for more detailed tutorial on working with text).

Using Bulleted Lists-Promote and Demote

Most text entries in PowerPoint, other than title bars, involve the use of bulleted lists or bullet points. When working with bullet points, the terms promote and demote are used to describe the process of creating sub-points beneath larger ideas. See the slide master slide below for an example of demoted bullet points.



Notice the main point and the 5 levels of demotion.

To demote a line of text to the right, click the TAB key, either before or after a bullet is typed. To demote a bullet even further, keep hitting the TAB key.

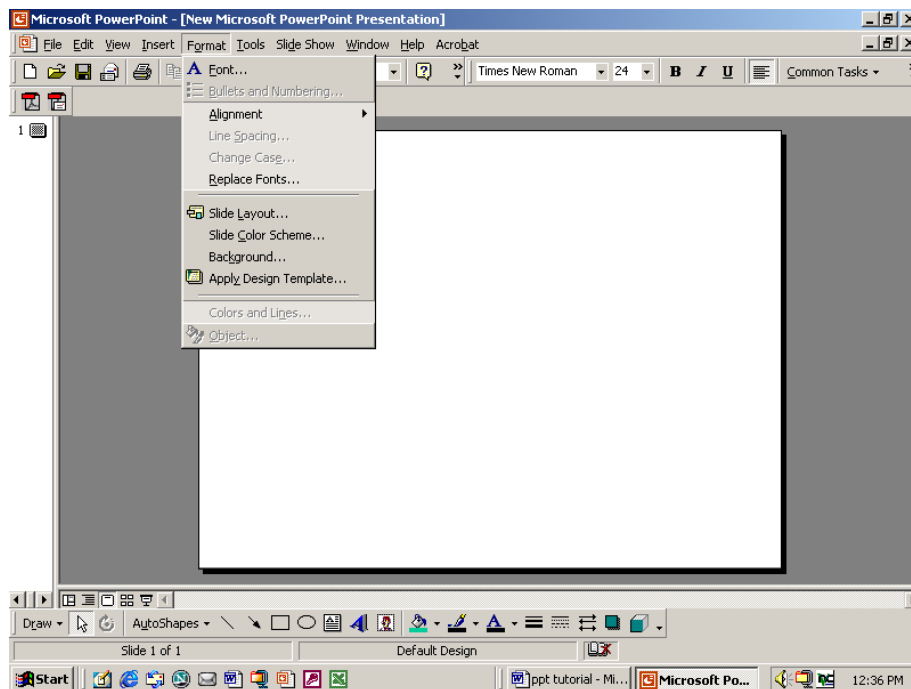
To promote a bullet back up, hold the shift key down, and hit the TAB key again, and so on.

Practice entering some text in a slide, then demote some bullet points. Next, Promote them back to their original positions with the Shift-Tab sequence.

Slide Backgrounds and Design

One of the things that makes PowerPoint so popular is the ease with which the user can make slides colorful and eye catching. To add a design and/or change backgrounds on a slide show, the user will find the commands under the Format pull down menu (there are icons too). As seen in the figure below, there are three easy ways to alter the design of slides listed in the Format menu:

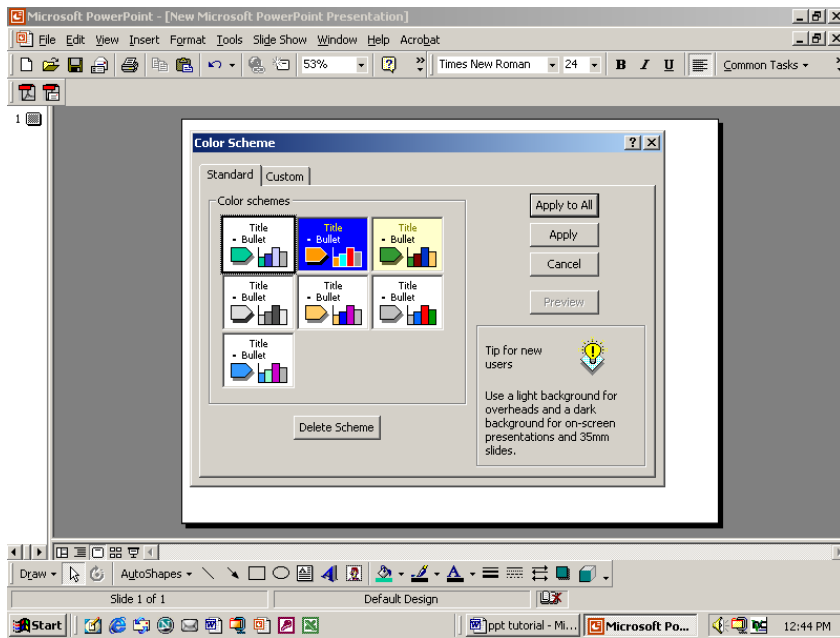
- Slide Color Scheme
- Background
- Design Template



The user should experiment with all three, in the recommended order, as per instructions below.

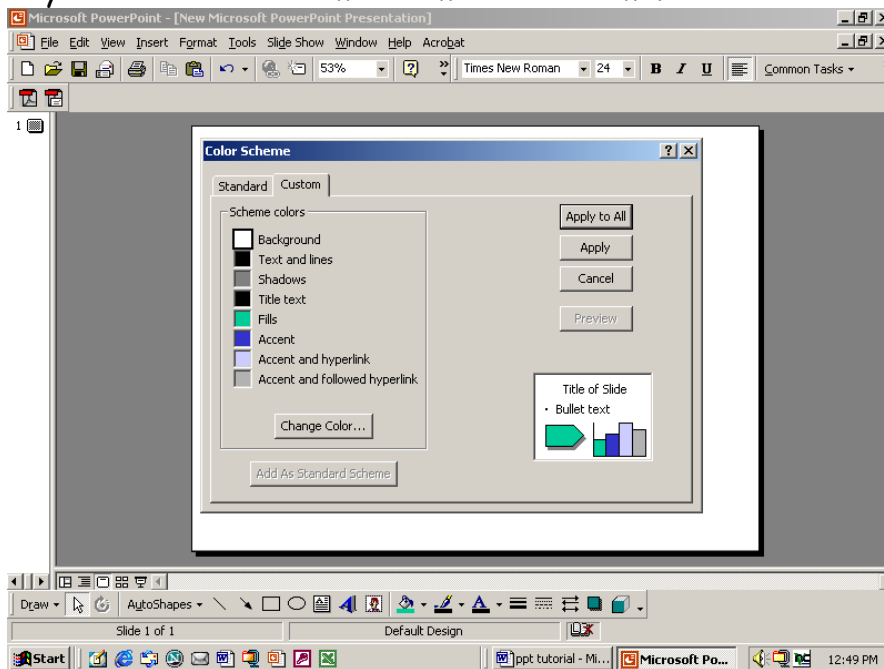
Slide Color Scheme

In your open PowerPoint presentation, Click on Format, Slide Color Scheme, and the color scheme dialogue box will appear. Look at the various choices, and choose a favorite. Then to apply a color scheme, click Apply to apply that scheme to the current slide (or Apply to All to apply it to the entire presentation). The Color Scheme will give you a font color that contrasts with the background, and the accents and shadows will match. Try it.



The user can also create a custom color scheme by clicking on Format, Slide Color Scheme, and then the Custom tab. To use this feature, the user must be experienced enough to know all the parts of a color scheme, how they look together and how they contrast.

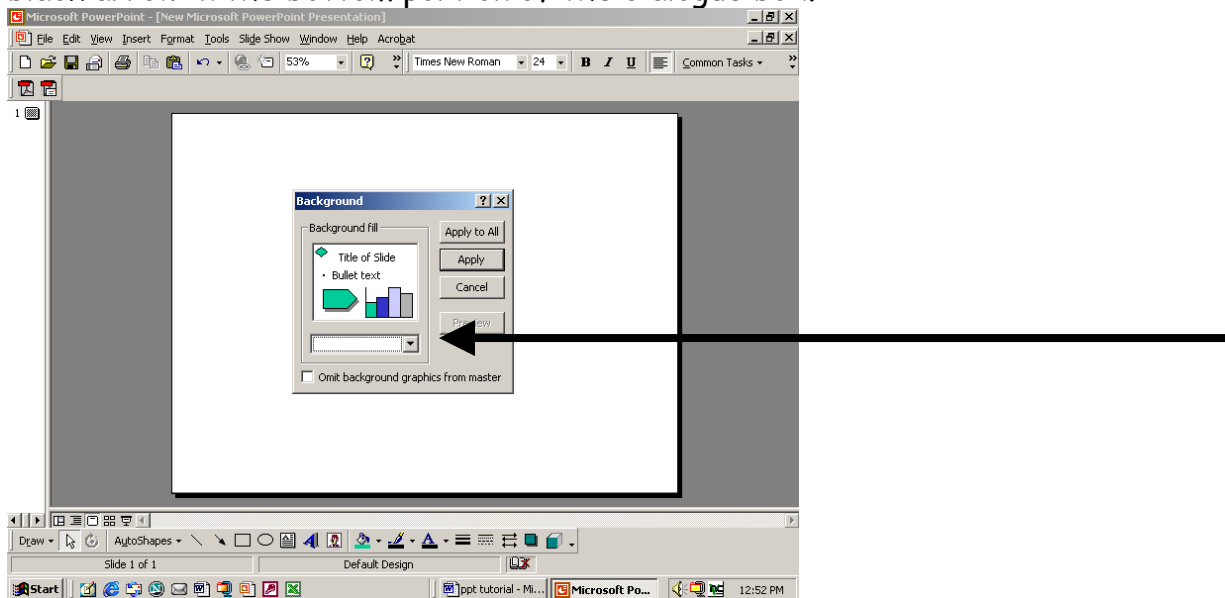
Try to create a custom scheme at this time.



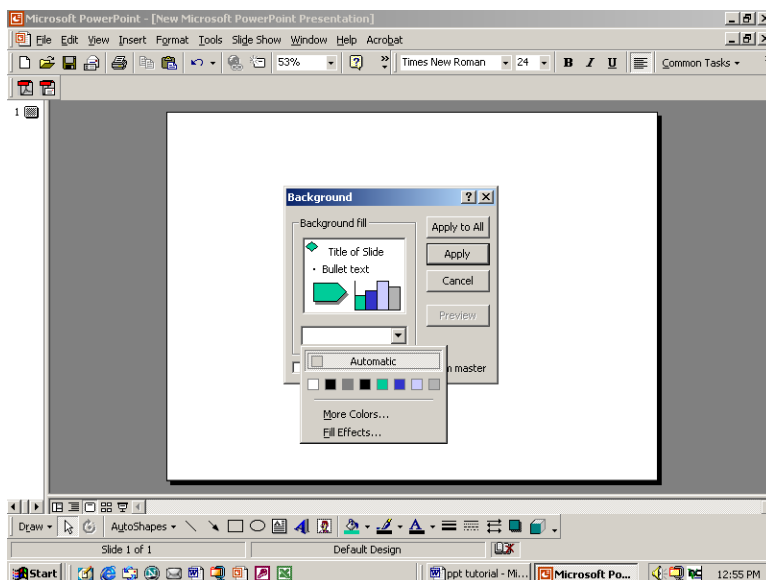
Background

The next method of changing the appearance of a slide is to use the Format, Background method. Click the Format menu, and then click Background and the screen

should look like the example below. To choose the color of the background, click the black arrow in the bottom portion of the dialogue box.

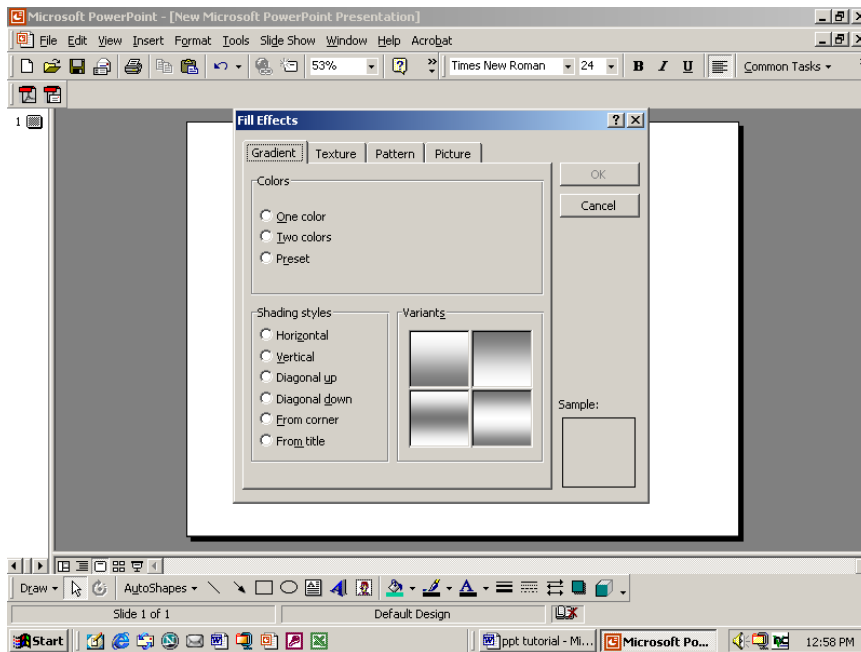


This will bring up the color choice palette, and the user can choose one of the preselected colors, more colors (which will bring up a full color palette), or Fill Effects. First, try this and click on Colors to see the full range of background color choices. However, most of us like to use show our creative side in PowerPoint, so let's click on FILL EFFECTS.



When the user clicks on fill effects, the Fill Effects dialogue box appears. Try this by choosing the Two colors button, pick two colors, choose one of the Shading Styles, and then click OK. Finally, click Apply and OK, and look at your new slide. At this point you

will want to play around with different colors, and also look at the Textures and Patterns tabs.



Design Gallery

The Design Gallery is the method used by many PowerPoint users to create a COMPLETE SLIDE SHOW DESIGN—it chooses all the fonts, styles, backgrounds, etc.

These designs are beautiful, impactful, and professional—well, you pick the adjective—and they are very easy to apply. However, the user needs to know that if a Design Gallery style is chosen, (1) it is very hard to change any design element except for the font, (2) the chosen layout will apply to all slides in the presentation, and (3) some of the designs take up significant amounts of memory.

Open up a new PowerPoint slide show, and choose any slide. Click Format, Apply Design Template, and browse all the different Presentation Designs by clicking ONCE on one of them. To choose Presentation Design, click once on it, then click apply. Go ahead and try one, then change to another.

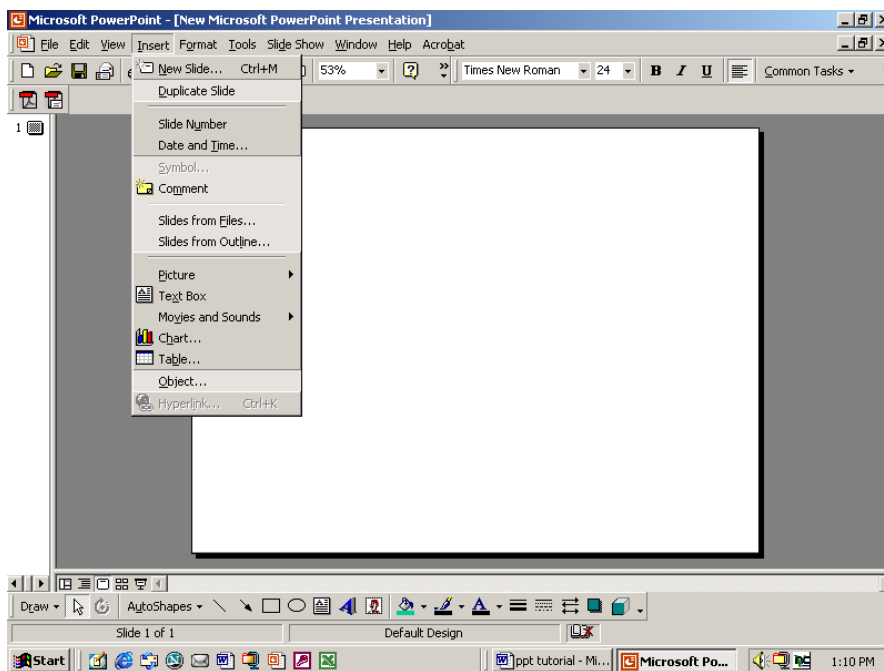
The user should also note another important function under the Format menu, and that is the Slide Layout menu. By clicking on Slide Layout, the user will get a dialogue box that is used to change the style of a slide. For example, a bulleted list could be changed to a title slide.

The Insert Menu

The Insert Menu contains several important menu choices the user often needs to use, including

- New slide—brings up the New Slide dialogue box
- Slide number—allows the user to put a slide number in a footer
- Date and Time—allows the user to put date/time in a footer
- Pictures—allow insertion of clip art or pictures from files—note that the process works just like Word from this point on
- Text box—adds a text box which can be typed in to add to a presentation
- Movies and Sound—adds video and audio clips to a presentation
- Chart—adds a graph or chart
- Table—adds a table

The user should open a PowerPoint slide, click on Insert and try some of these features. Insertion of audio and video are fun, but are not covered in this basic course.



Animation and Transition

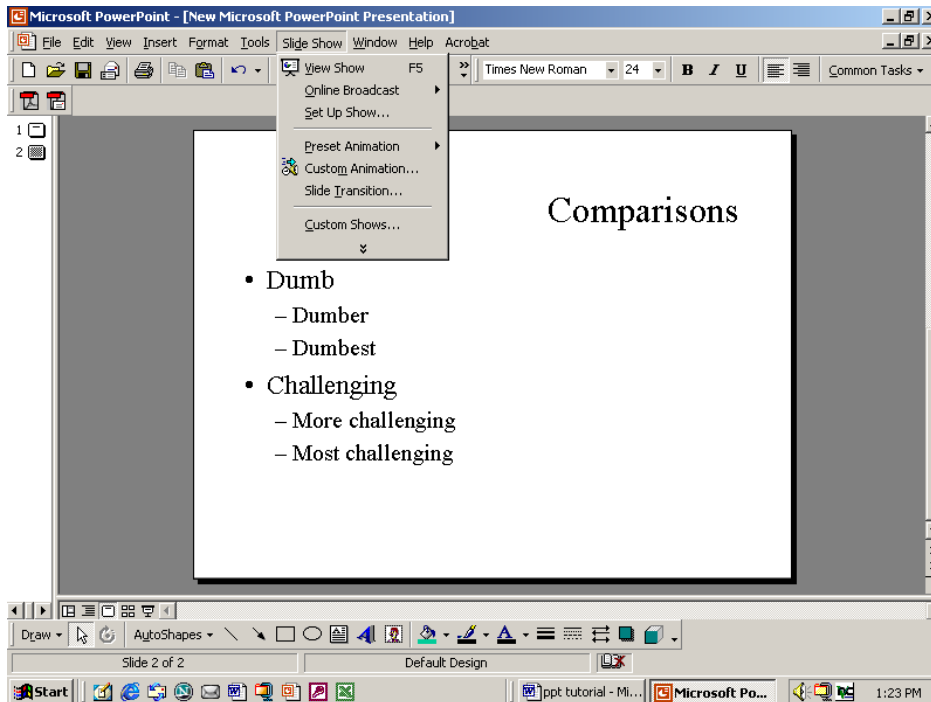
Once a slide show has been created two important features are usually added if the presentation will be shown on a monitor or projector:

Transition—the process of moving from one slide to another in a slide show

Animation—Causing parts of one slide to appear separately and in different ways during a slide show.

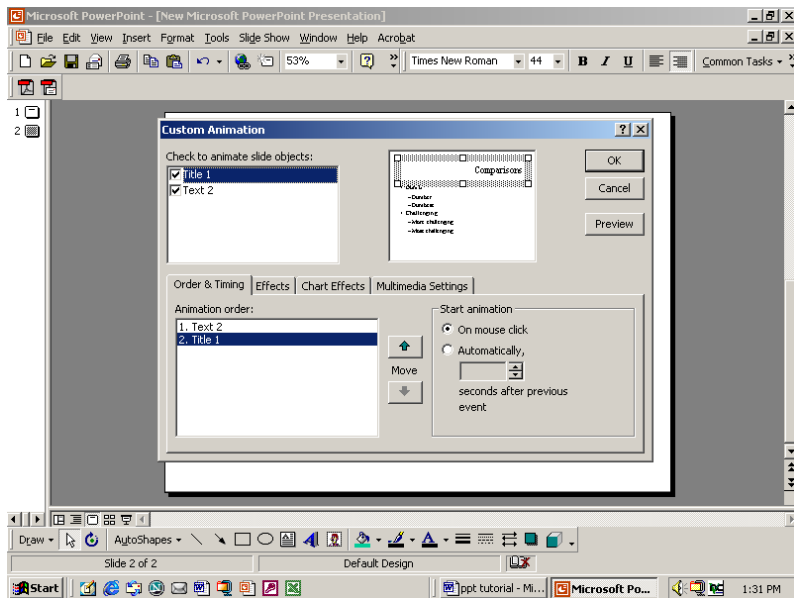
Open a simple PowerPoint bulleted list slide, type a short title, Type at least two main bullet points, and two sub-bullet points (demoted) under each main point.

Click Slide Show, Custom Animation, and your screen should look something like this one.



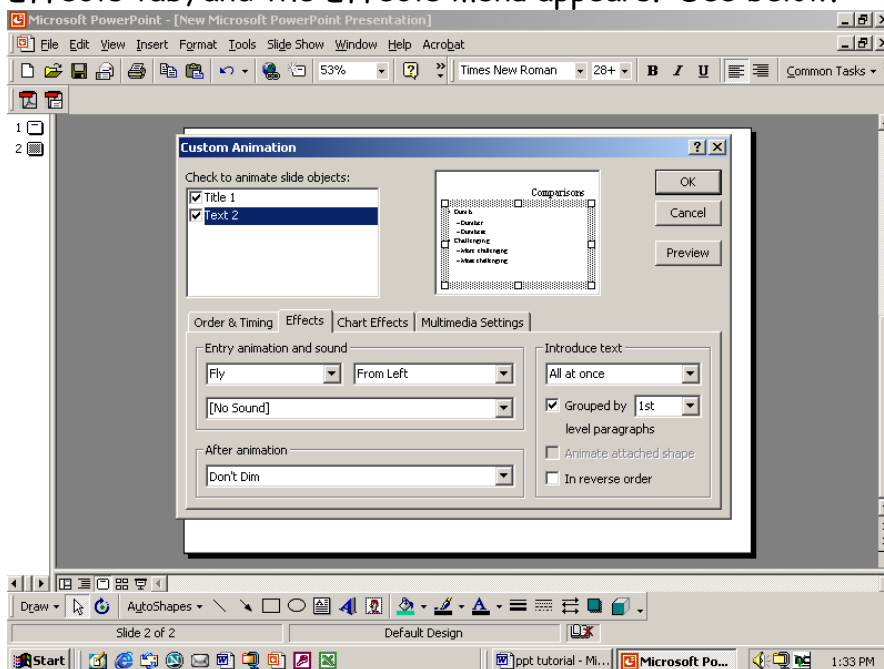
To set a Transition between slides in a slide show, click on Slide Transition and follow directions. It is very easy and it is not necessary to cover it in this tutorial

To Animate a slide, click Custom Animation and you will see the Custom Animation dialogue box below.



To animate the slide, first check which boxes are to be animated. If more than one is checked, go to the animation order box, and use the up/down arrows to determine what come in first.

Next, to choose exactly how the user wants a text box to come into the presentation, the user chooses one of the animated objects by clicking on it, and then clicks the Effects tab, and the Effects menu appears. See below.



In the Effects menu, the user clicks the black arrows to reveal pull down menus from which to choose how the text comes in, where it comes in from, what levels it comes in at, etc. The way to learn this is to give it a try. Click OK when finished.

To see a slide animation in action, the user must put the slide show into Slide Show view. The different ways to look at slides is the next section, so go to the Slide Views tutorial, then come back later and play with animation some more.

Slide Views

There are several ways to look at slides and the usage of each are:

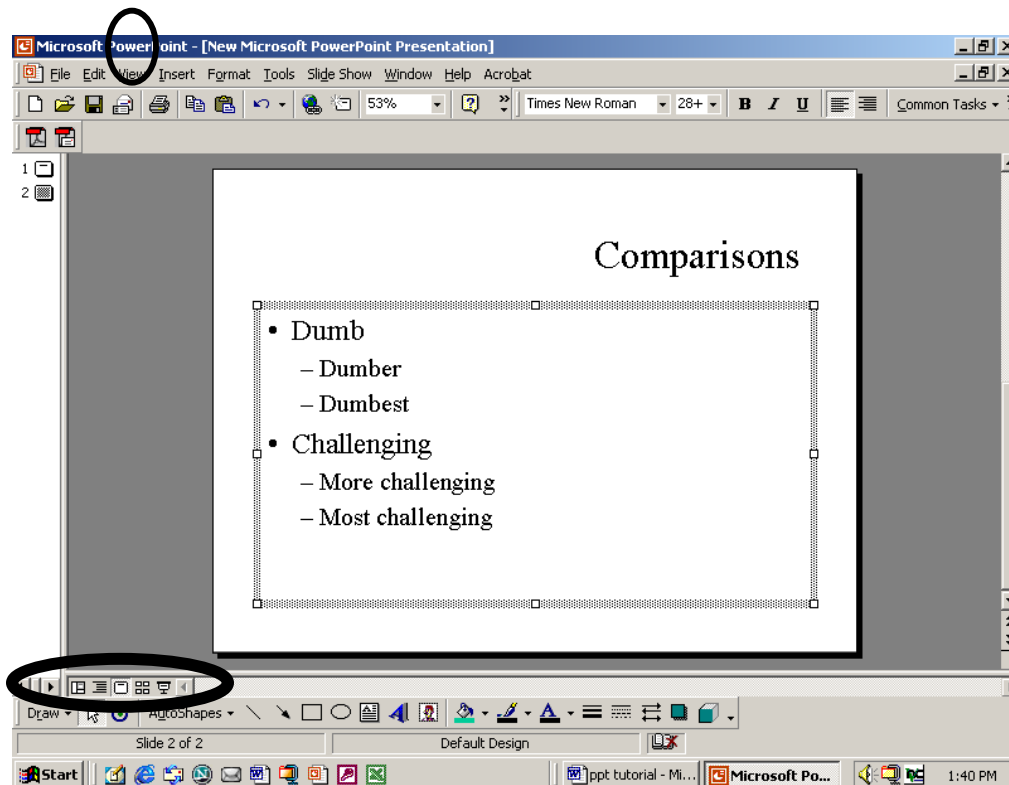
Outline—An outline is automatically created when a slide is created. Some users actually create their slides in Outline view first.

Normal or Slide view—These views are used when the user is typing or working on a slide

Slide Sorter view—this view is used to move slides around in a presentation or to find a slide in a long presentation

Slide Show view—this is the view to see a slide show, and in which animation and hyperlinks are active.

The various views are accessed by clicking the View menu, or by using the icons at the bottom left of the window (circled below).



Open your slide show, and try the different views. Notice that in the slide show view, the animation works with every click of the mouse. To exit slide show, click escape