



# Microsoft PowerPoint

<b>Overview of Presentations</b> _____	<b>1</b>	Graph Slide _____	5
<b>The Screen</b> _____	<b>1</b>	SmartArt Slide _____	6
<b>Getting Started</b> _____	<b>1</b>	SmartArt Organizational Chart _____	6
<b>The Ribbon</b> _____	<b>2</b>	Using Photographs on a Slide _____	6
Home _____	2	Using Clip Art on a Slide _____	6
Insert _____	2	Using Media on a Slide _____	7
Design _____	2	Other Slide Layouts _____	7
Transitions _____	2	<b>SmartArt</b> _____	<b>7</b>
Animations _____	2	Manipulating SmartArt _____	7
Slide Show _____	2	Design _____	8
Review _____	2	Format _____	8
View _____	3	<b>Animations</b> _____	<b>9</b>
Format _____	3	<b>Transitions</b> _____	<b>9</b>
<b>Screen Views</b> _____	<b>3</b>	<b>Speaker Notes and Handouts</b> _____	<b>9</b>
<b>Basic Slide Elements</b> _____	<b>3</b>	<b>Using the Outliner</b> _____	<b>9</b>
<b>Design Elements of a Slide</b> _____	<b>4</b>	<b>Using the Sorter</b> _____	<b>9</b>
Slide Background _____	4	<b>Creating a Slide Show</b> _____	<b>9</b>
Colors _____	4	Viewing the Slide Show _____	10
Fonts _____	5	<b>Printing Handouts</b> _____	<b>10</b>
Effects _____	5	<b>Using Templates</b> _____	<b>11</b>
<b>Creating Slides</b> _____	<b>5</b>	<b>Master Pages</b> _____	<b>11</b>
Title Slide _____	5	<b>Useful PowerPoint Shortcuts</b> _____	<b>11</b>
Bullet List Slide _____	5		
Table Slide _____	5		

© George W. Rumsey

**Computer Resource Center, Inc.**

*Not for use or distribution without permission.*

1525 East 53rd Street, Suite 906

Chicago, IL 60615

Tel (773) 955-4455

Email Rumsey@aol.com

www.computer-resource.com

---

## Overview of Presentations

---

The key term in PowerPoint is “slide”—a slide is your page. Slides can consist of text, charts, free-hand drawing, clip art, and many other elements. A series of slides strung together into one document (or a “slide show”) creates a “presentation.”

The built-in or default setting in PowerPoint is that a slide is 7.5 inches by 10 inches, landscape. If you wish to do an on-screen presentation (using a computer plugged in to a projection device), this is the proper setting. However, you can change the slide size to regular page size (8.5 x 11), film size (35 mm) if you are having film produced or custom sizes.

---

## The Screen

---

At the bottom left of the screen is the status line showing your page and “theme” (named selection of colors, fonts, and effects). In the lower right corner are “View” buttons for Normal Slide View, Slide Sorter, and Slide Show, as well as zoom features.

At the right side of the screen is a vertical scroll bar for moving up and down. The scroll bars can be used three different ways. You can click on the arrows to move line by line, you can pull the box (“elevator”) on the bar to go to the top or bottom of the document, or you can click on the blank area to move screen-up or screen-down (or left or right). At the bottom of the scroll bar are two double-arrows; these are “page up” and “page down” commands for moving an entire page at a time.

Just above the status line at the bottom is a wide white box that reads “click to add notes.” This is where you insert notes to be associated with each slide. Notes can be printed, but do not show as part of the Slide Show.

At the left of the screen is a thumbnail view of your slides, useful for quickly moving around, as well as re-arranging your slides. There is a second tab at its top which switches to Outline view, for an outline of your content.

The Slide, Outline, and Notes views can be printed. There is an additional print option called “handouts.” Handouts do not appear on the screen, but they allow you to print multiple slides per page for photo-

copying and distributing to your audience. You only find the handouts under “Print.”

The top of the screen is divided into two parts: the *quick access toolbar* and the *ribbon*. The top line, next to the round *Office Button*, shows you commonly used operations such as *save* and *open*.

Below the quick access toolbar is the *ribbon*, which is divided into “tabs” of choices. The tabs show you “buttons” for various commands, separated into “groups” (such as Font or Paragraph). In the corner of each group, you will occasionally see a little boxed arrow, which opens a dialog window with more options. To use a feature, click it (once) with the mouse pointer. For example, to turn on bold, point the mouse arrow at it and click the center of the “B.” To turn it off, click the “B” again. Some buttons have “drop-downs” with choices, indicated by a downward pointing arrow; click the arrow for options.

As you work, if you highlight (select) an area of text, you will see a faint shadow ribbon appear. Moving your mouse towards it makes it more “solid.” It is a shortcut toolbar for commonly used formats.

---

## Getting Started

---

The first step in creating a presentation is deciding what type of “slide” you want, called the slide “layout.” PowerPoint provides the following layouts:

- Title Slide — Title and subtitle, surrounded by handles which allow you to move and position it.
- Title and Content — Where content can be bulleted list, table, chart, SmartArt, ClipArt, Picture, or Video.
- Section Header
- Two Content
- Comparison
- Title Only
- Blank
- Content with Caption
- Picture with Caption

A presentation can contain all of these types of slides. Slides are created by clicking the dropdown for “New Slide” on the Home Ribbon, and selecting a layout. The layout can then be switched by the dropdown on the Layout button.

---

## The Ribbon

---

The Microsoft Office “Ribbon” is separated into categories, which contain subcategories of commands, along with extended pull-down options:

### Home

---

- Clipboard: Cut, Copy, Paste, Paste Special, Format Painter.
- Slides:
  - New Slide—From a layout, Duplicate (copy a slide), or Reuse (from other PowerPoint files).
  - Layout—Select or change a layout.
  - Reset—Restore default formatting and position.
  - Delete.
- Font: Font, Size, Enlarge/Shrink, Clear Formatting, B, I, U, Strikethrough, Shadow, Tighten/Loosen Text, Case, Color.
- Paragraph: Bullets, Numbers, Indents, Spacing, Alignment; Text Direction; Text Position within the Textbox; Convert to “SmartArt Graphic.”
- Drawing: Autoshapes (long scrolled list), Arrange (Front/Back), Quick Styles, Shape Fill (Textures, Gradients), Shape Outline (Borders and Thickness), Shape Effects (such as “Glow”).
- Editing: Find, Replace Select.

### Insert

---

- Tables: Insert a Table, Draw a Table, Insert Excel Spreadsheet.
- Images
  - Picture
  - Clip art
  - Screenshop
  - Photo Album
- Illustrations
  - Shapes
  - Smart Art
  - Chart
- Links: Hyperlink, Action (such as “Run Program”)
- Text:
  - Text Box: Inserts a text box into the document; the box can be formatted with the “Text Box,” which includes text format, box style, shadow effects, 3-D effects, and more.
  - Header & Footer
  - Word Art
  - Date & Time
  - Slide Number

- Object: A file that exists outside of Word, independent of Word.
- Equation
- Symbols: ☞☆☞✓.
- Media Clips: Movie, Sound

### Design

---

- Page Setup: Page Setup, Slide Orientation (Portrait/Landscape).
- Themes: Predefined “looks” for your document. Includes options for
  - Colors
  - Fonts
  - Effects.
- Background: Background Styles, Hide Background Graphics.

### Transitions

---

- Preview: Test the animation and transition on a particular slide.
- Transition to This Slide: Various ways to move from slide to slide during the presentation.
- Timing: Apply timing and sound.

### Animations

---

- Preview: Test the animation and transition on a particular slide
- Animation: Various ways to move parts of a slide during the presentation.
- Advanced Animation: Animation Pane, with various settings and options (such as speed and sound effects).
- Timing.

### Slide Show

---

- Start Slide Show: From Beginning, From Current Slide, Custom Slide Show
- Set Up: Set Up Slide Show, Hide Slide, Record Narration, Rehearse Timings, Use Rehearsed Timings
- Monitors: Resolution, Shown on, Use Presenter View (for use if you have multiple monitors)

### Review

---

- Proofing
  - Spelling
  - Research: Access to several language tools, such as thesaurus and translation.
  - Thesaurus: Synonyms.
  - Translate: Select a word or phrase to be translated into the selected language.

- Language
- Comments: New comment, Delete, Go to Previous/Next, Show/Hide Comments
- Compare

## View

- Presentation Views: Normal, Slide Sorter, Notes Page, Reading View.
- Master Views; Slide Master, Handout Master, Notes Master.
- Show/Hide: Ruler, Gridlines, Message Bar
- Zoom: Zoom, Fit to Window
- Color/Grayscale: Show Color, Gray, Black & White.
- Window: New Windows, Arrange All, Cascade, Move Split, Switch Windows.
- Macros: Use to record new macros or run macros you already have.

## Format

- Insert Shapes: Scroll or drop-down to see complete list of autoshapes; Edit Shape, Text Box.
- Shape Styles: Theme Fills, Shape Fill, Shape Outline, Shape Effects
- WordArt Styles: Theme Styles, Text Fill, Text Outline, Text Effects
- Arrange: Front/Back, Align, Group, Rotate
- Size: Width, Height

## Screen Views

One of the key elements of PowerPoint is the View buttons, at the bottom right corner of the screen. These three buttons determine which “view” you will see on your screen:

- Normal—The “normal” view splits your screen three ways: at the left is the outline function, at the bottom is the notes function, and at the right is the slide itself.
- Slide Sorter— See an overview of all slides. Use the sorter to rearrange your slides and to create the slide show using “transitions” and timing.
- Slide Show — Run your slide show; also serve as print preview.

## Basic Slide Elements

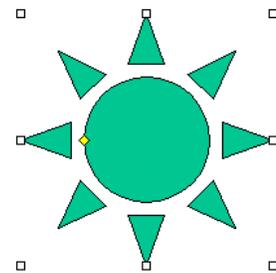
After you choose a layout, you generally have two fundamental types of content: graphics and text.

A graphic can be created from many sources. It may be from clip art (predrawn artwork that can be edited); it can be drawn free hand; it could be scanned in or pasted in from other programs. Graphics can also be created from a layout (such as for charts and SmartArt). In addition to drawing tools for creating lines, circles, and arrows, PowerPoint also provides “autosshapes,” which draw commonly used shapes such as cubes and hearts, as well as shapes for flow charts and connectors.

All graphics are controlled by **handles**. Handles are the block-dots that appear in each corner and in the center between corners. Handles **size** the graphic. They will stretch it larger, longer, or wider. However, if you don’t want to distort a picture, be sure to stretch from the corner handles. In PowerPoint, the corner handles all

called “true”—they preserve the shape. The handles should NOT be used to move or reposition the graphic. If you want to move the graphic to a different location, point in the center and get the four-sided mouse arrow, then click and drag it where you want it.

Figure 1. Autosshapes, with Handles



If you wish to edit the parts of a graphic (such as clip art), you must turn on each part’s handles. For example, if you have a clip art of a woman wearing a blue dress and you want to turn the dress red, you have to click-on the dress handles to avoid turning the entire woman red. To do this, you must first break the graphic into its components: a step called “ungroup” (located on the Format tab that appears when you click on a graphic). Once the art is ungrouped, you can click on the individual parts and make changes. When done, if you wish to animate the graphic, be sure to turn it back into a group.

Text is similar to graphics, but is controlled by a second feature: frames. Frames are the gray borders that surround the text. To type within a frame, simply click inside it. To stop typing click OFF the slide (outside the page).

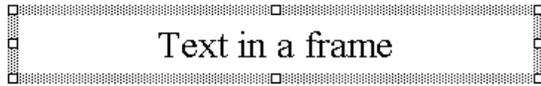


Figure 2. Text in a Frame, with Handles

To move text, you must first click on it, which activates the frame. Then you must click the frame. *Clicking the frames turns on the frame handles.* Like graphics, stretching the frame handles will make the frame larger or smaller; it will not, however, affect the size of the text within the frame (beyond odd word wraps within the frame, if you make the frame too small). Text format is controlled by the format menu and toolbar. But the size of the frame is important, since it also controls the size of any box or border you put around the frame.

Unlike graphics, to move a frame and its contents, do not click in the middle; this puts you back into typing (editing the text). Instead, click the *frame itself*, and drag the entire border wherever you want the text to be positioned.

Clicking on a text frame (so there is NO cursor visible in the text) is the same as highlighting text for formatting. For example, if you click on the frame and turn on underline, all words and spaces within the frame will be underlined. (If you click in the middle of one word, only that word will be underlined; you can highlight text, just as in word processing, to select areas to format.)

*Remember:* Every element on a slide, whether text or graphic, is controlled by handles.

---

## Design Elements of a Slide

---

In addition to layout, text, and graphics, every slide contains five design components:

- Slide background
- Color scheme
- Fonts
- Effects
- Slide masters

These are located on the Design tab (except masters, which are under the View tab). They can be changed for the individual slide, or the changes can be made global (the purpose of the slide master). The slide master is the overall slide format, containing anything you want on each page (such as page numbers

or logos). When all of these elements are combined, they are referred to as a slide “design template.” There are a number of templates already built-in to work with (see below).

### ***Slide Background***

Slide backgrounds make a slide easier for your audience to view (the worst background is white, because it overwhelms the content). A general rule is to use dark backgrounds in dark rooms and light backgrounds in light rooms (in a dark room, what’s light, i.e., your content, is what should stand out; reverse the logic for bright rooms).

There are five kinds of backgrounds you can apply in PowerPoint. There are twelve built-in designs, found on the dropdown for Background Styles (Design tab), but there is also a option for creating your own background style. That is where you will find settings for:

- Solid fill—pick a color
- Gradient fill—shades and designs, based on:
  - Type (linear, radial, rectangular, on a path, from the title)
  - Direction (of the gradient)
  - Angle (in degrees)
  - Gradient stops (where you specify how many colors you want to use, i.e., 3 colors would mean 3 stops, and how to allocate their location via the “stop position”)
- Picture or texture fill (selecting a pre-designed texture, such as marble or selecting picture from a file)
- Hide background graphics (to turn off the background on any given slide)

Note there are two ways to use the background. “Close” applies it to the slide you are currently on, but no others; “Apply to All” changes the entire presentation.

### ***Colors***

The color scheme is where you specify the color combinations you wish to use as defaults in your presentation. It contains 12 colors for the following elements:

- Text/Background Dark (1 and 2)
- Text/Background Light (1 and 2)
- 6 Accents

- Hyperlink
- Followed Hyperlink.

On the Colors dropdown, you will see the built-in color combinations. At the bottom is the command to “Create New Theme Colors.” This way, you can pick your own colors and then save them as “Custom Colors” so they are remembered for use in other presentations.

Colors automatically change all slides in the presentation.

---

### **Fonts**

The Design/Fonts dropdown lets you specify two fonts for use within the presentation, one for Headings and one for Body (the assumption is you might want your headings to stand out and look different from your content). Again, like Colors, these can be saved for re-use.

---

### **Effects**

These are built-in combination of special effects that graphics and text on your slide.

---

## **Creating Slides**

---

### **Title Slide**

Once the slide layout has been picked, you are ready to type in the title and subtitle (if needed). Simply point at the title area or subtitle area with the mouse, click, and type your text. To change text once it has been inserted, point at where you wish the change to be, click (be sure you see the I-bar), and use delete (right-delete) or backspace (left-delete) to take text out. Then type in the new content.

To put text other than a title or subtitle on the page, use the Shapes dropdown on the Drawing ribbon and use the A-tool (text box). To move text, click on the grid around the text, then pull it wherever you want it on the page. Use the handles to adjust size, width, and height.

---

### **Bullet List Slide**

Use the “new slide” button on the Slides ribbon to insert a new slide (do not confuse “new slide” with “new file” on the Quick Access toolbar). The default is a layout called “Title and Content.”

There are 6 buttons in the center for various kinds of content, but to do a bulleted list, you just need to click where it says “Click to add text.” This starts the bullet process. Use the bullet dropdown on the Paragraph ribbon to adjust bullets. It allows you to choose other bullets (such as Wingdings and Webdings), change their color, and adjust their size. Use tab to lower the level of each bullet. Use shift-tab to raise the level of each bullet (or use the Increase List Level and Decrease List Level buttons on the ribbon).

When applying animation (see below) to a bulleted list, under Effect Options, you’ll find a command called “Dim.” This makes your bullet lines turn a different color during the presentation. As each new item appears, the previous items can be faded to a color you determine.

---

### **Table Slide**

Using the same “Title and Content” slide layout, the first button is called “Insert a Table.” When you click it, a dialog window appears, asking you to define the number of columns and number of rows you want in your table.

Once the table is on the slide, a new set of tabs (called “Table Tools”) is added to the ribbon. The Design tab contains style options, preformatted table styles, and draw border options.

The Layout tab allows you to insert and delete columns and rows, merge and split cells, and control size and alignment.

As you type into your table, you can use the Tab key on the keyboard to move from cell to cell. When you reach the last cell, if you tab again, PowerPoint starts a new row.

---

### **Graph Slide**

Again using the “Title and Content” layout, click the second button to create a graphic chart. A popup window appears, asking you to select a chart type to insert (column, line, pie, bar, area, etc.).

Once you select a chart type, Excel appears with a simple spreadsheet laid out for inserting your data to generate a chart. It defaults to 3 columns of data (Series) and 4 rows (Category). If you need more or less, grab the corner of the blue outline around the data and stretch to the desired size.

When you have finished entering your data, hit the “X” to close Excel. This returns you to PowerPoint, where the chart can now be edited and formatted. Once you’re back on the chart, you’ll see a new set of tabs (called “Chart Tools”) on the ribbon:

- *Design* lets you change the chart type, switch rows and columns, edit the data (in Excel), and format the chart.
- *Layout* gets more specific, with formatting specific parts of the chart (or whatever is selected, called “Format Selection”).
- *Format* provides graphical styles (such as fills, outlines, and effects) and text styles (WordArt styles).

You can also right-click any part of the chart to get formatting options or edit the data.

### ***SmartArt Slide***

---

Use the “Title and Content” layout, then click the third button to bring up SmartArt. A popup window appears, asking you to select the kind of SmartArt Graphic you would like:

- List
- Process
- Cycle
- Hierarchy
- Relationship
- Matrix
- Pyramid

SmartArt provides a way to present information visually, rather than relying on lists or bullets. It also presents hierarchical designs (such as organization charts). See SmartArt on page for details.

### ***SmartArt Organizational Chart***

---

Organizational charts are located in the Hierarchy category of SmartArt. In addition to the slide title, there are automatic text boxes for

- Head
- Assistant
- Subordinates (default is 3).

On the new tabs, the first button is “Add Shape,” which allows you to select any box in the chart, then add another box above it, below it, on either side, or below it. Under Layouts are different ways to arrange your boxes, and SmartArt Styles provide effects.

### ***Using Photographs on a Slide***

---

On the “Title and Content” layout, the bottom buttons insert a picture (from a file), a clip art, or a media clip.

To insert a photograph, it must be stored on some disk (hard disk, CD, USB drive). You must navigate to where it is stored, find it, then select it and hit “insert” to put it on the slide.

There are two alternative ways to bring photographs into PowerPoint. One is to use the slide layout called “Picture with Caption.” This is very handy if you want your pictures consistently sized.

An additional way to bring in a picture is to use the Insert tab on the ribbon (which also gives you an option to start a “Photo Album,” which is a collection of pictures).

Once the picture is on the slide, you can use the handles to control its size (remember to always use corners if you don’t want to mess up its shape). The Picture Tools tab on the ribbon gives you options to format the picture, including changing the shape, adding reflections, recoloring, creating borders and effects, and cropping.

### ***Using Clip Art on a Slide***

---

The clip art buttons opens a search window. You must specify a “keyword” that PowerPoint will match with clipart pictures. Note there is a dropdown to specify where you want to search (the default is everywhere, including online; there are few clip art images stored on your computer). There is another dropdown that specified the kind of clip art you want to find. PowerPoint actually searches for clip art, photographs, movies, and sound.

When the search is finished, the matching images are displayed (sometimes slowly) in the search pane. Images with a small blue globe are online. Images with a yellow star are “movies” (usually, only animated graphics). Clicking the one you want inserts it automatically onto your slide. Images usually need to be re-sized, but most clip art does not enlarge well (definition is lost, image becomes grainy or fuzzy).

To edit clip art in PowerPoint, such as changing the colors, you must first use the “Ungroup” button un-

der “Home/Arrange” to break the picture into its individual components. Then each part can be changed (right-click to “edit points”), formatted, or deleted. (You cannot ungroup or edit parts of a photograph or scanned object in PowerPoint; you must use a photo editor such as Adobe PhotoShop if you wish to edit that kind of graphic; PowerPoint *does* allow some minor changes to a photo, through the use of the “picture” toolbar; with it, you can crop, lighten/darken, change contrast, recolor, and watermark a photograph.)

*Note:* To re-group an item, draw a line around it with your mouse (“marquee” or lasso), so that all handles are turned on. Then use the “Group” button to turn it back into a unit.

An additional way to bring in clip art (such as for a bulleted list) is to use the Insert tab on the ribbon.

#### **Graphic Tips:**

Corner handles preserve the dimension of the shape.  
Yellow handles adjust the shape.  
Green handles rotate the shape.

### **Using Media on a Slide**

The last button on the “Title and Content” layout is media. Clicking it brings up a window called “Insert Movie.” It looks for movie files on your computer, with common Windows extensions such as .asf, .wm, .avi, .mpeg, or .mpg.

When you select and insert the media clip, a second window appears, asking if you want to media clip to play automatically during the slide presentation, or when clicked.

Putting media into your slide adds a new tab to the ribbon called “Movie Tools.” It gives you control options such as sound volume, play full screen, loop, and preview.

### **Other Slide Layouts**

Other popular slide layouts include

- Blank—empty, so you can add whatever you would like
- Title Only—a text box for the title, but rest of slide is empty
- Two Content—side-by-side content areas, so you could add combinations of bullets and pictures, or charts and clip art, etc.

---

## **SmartArt**

---

SmartArt is a new way to present information in a visually appealing way (I hope), without resorting to bland bullets or boring lists. It works consistently across Word, Excel, and PowerPoint. You begin by using the Insert tab on the ribbon, where you find SmartArt listed in the Illustrations group. Clicking it brings up a selection of SmartArt types, including List, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid, each with a variety of formats. Select one to insert the SmartArt skeleton into your document. This automatically adds two new tabs to the ribbon: Design and Format.

At the left of the SmartArt is a text-typing area which can be closed (X in the corner) or opened (double-arrows on frame). Press enter to create a new level; press Tab to indent or create a sub-bullet. When formatting and designing, note that many of the selections can be “previewed” by pointing your mouse at the option (but don’t click).

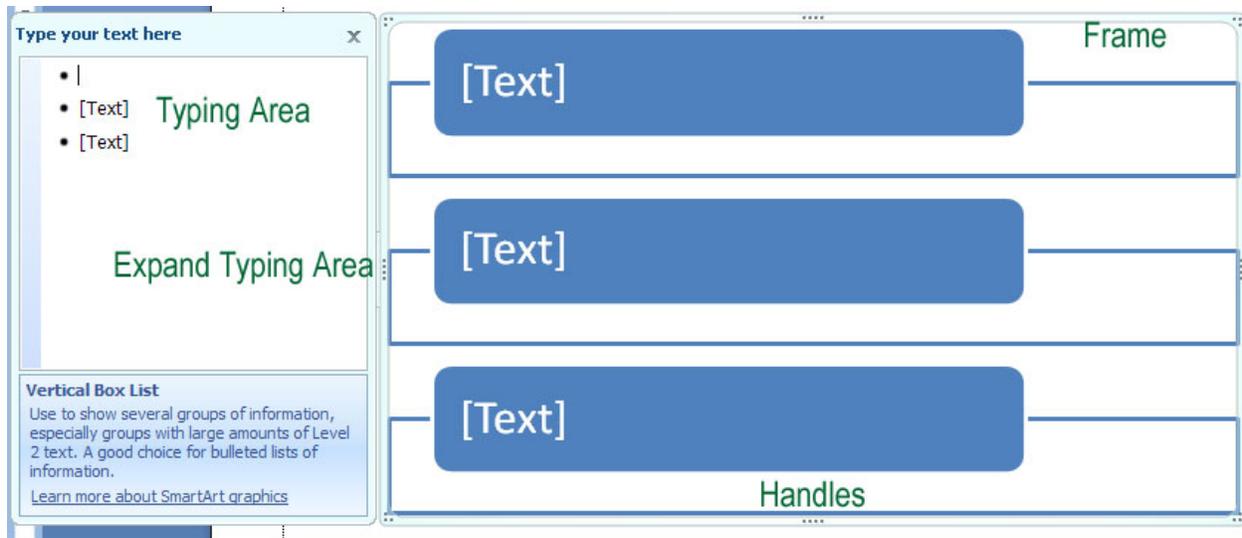
### **Manipulating SmartArt**

**Selecting:** To manipulate a SmartArt object, you first select or highlight it. To do this, simply place your pointer anywhere in the graphic and click once. Graphical “handles” should appear on the edges.

**Moving:** With the object active, point the mouse at the frame or border outlining the graphic, then click and drag, moving the mouse, and the chart moves with you.

**Resizing:** To enlarge, shrink or change the shape of the object, place the pointer on any of the “handles” on the frame until the pointer’s shape changes into double-arrows, then click and drag. The outline you draw will change the chart accordingly. Corner handles enlarge and shrink. Many of the components of a SmartArt object also have handles, which can be stretched and pulled to re-size that part of the graphic.

**Formatting:** Clicking once on a SmartArt object will allow you to move it or change its dimensions. But you may want to change other aspects as well. One option is to click once on any specific part of the chart, then right-click with your mouse to find “change” and “format” options. Alternatively, you can use the ribbon tabs, as explained below. Re-



member to click the Home tab for simple formats (font, size, center, color).

**Deselecting:** After completing your changes, simply “Click Away” – click any where in the document outside the object.

## Design

### Create Graphic

Add Shape — Opens the dialog window that allows you to select the kind of chart you wish to have (column, line, pie, bar, area, XY, stock, surface, doughnut, bubble, radar). There are multiple designs for each chart type; for example, for column charts, there are side-by-side, stacked, percentile, and front-to-back.

Add Bullet — Adds either another entry of the same level within the hierarchy, or a sublevel.

Right to Left — Aligns content on the right instead of the left..

Layout — Saves an edited chart as a template, so it can be re-used.

Promote/Demote — Indents and unindents bullets and levels (same as Tab and Shift-Tab). Turns a main level entry into a subentry, or a subentry into a main entry.

Text Pane — Activates the text-typing box.

### Layouts

This option allows you to switch from one SmartArt design into a different one, for example, from 3 horizontal boxes to 3 vertical boxes or to a pyramid.

### SmartArt Styles

Change Colors — Select new color combinations (based on Theme colors) for the content.

Effects — Various designs you can select to create 3-dimensional or shaded effects (note this is one of the features where you can preview by pointing your mouse at an option without clicking).

### Reset

Cancels any formatting changes you have made and restores the SmartArt object to the original format.

### Format

#### Shapes

Impacts the shapes within a SmartArt object. You can change the shape (switch a box to an arrow), or make the shape larger or smaller.

#### Shape Styles

Predesigned or custom fills, outlines, and effects for the components of the graphic (such as fill colors or borders or shadows).

#### Word Art Styles

Predesigned or custom text formats (including text color, text border, and text effects such as glow).

#### Arrange

Bring to front or send to back (used when there are multiple objects embedded within a chart.

#### Size

The horizontal and vertical dimensions of your chart. This is an alternative way of sizing, as opposed to dragging handles.

---

## Animations

---

The Animations tab on the ribbon controls individual elements on the slide (based on handles). (Don't confuse it with "transitions," which is how the slide itself appears.) Any part of your slide can have animations, which can control the following "effects":

- Entrance—how it appears on the slide during the presentation
- Emphasis—what happens to it once it is on the slide
- Exit—how it should disappear from the slide when no longer needed
- Motion Path—make it move around on a path that you draw.

Use the dropdown for "Add Effect" to see your choices. Use "More" if you would like to preview the choices before selecting one.

Once an animation has been selected, there is a new option to "remove" the effect (if you don't like it), as well as choices to "Modify" the effect (start, direction, and speed).

The animation effect itself will be shown as a numbered list, based on its sequence in the show. You can drag the numbered items up and down to change the sequence. When you click on a numbered item, you also will find that "Add Effect" has altered to say "Change," which lets you replace the effect (instead of deleting and re-doing). The clicked numbered item also has a dropdown, for "Effect Options" (which includes sound effects and dimming) and "Timing."

---

## Transitions

---

Transitions control how the overall slide appears in the course of the presentation. The choices are located on the Animation tab, on the group called "Transition to This Slide."

There are many transitions built into PowerPoint, such as fade, checker-board, split, and dissolve, located on the "Transition" pull-down. There are also buttons to control the speed of the transition (most seem to look more interesting if they are slowed down a bit) and the sound. There is a command called "Apply to All," which makes all slides use the same settings, for consistency in your presentation.

---

## Speaker Notes and Handouts

---

Speaker notes are shown at the bottom of each slide, and the available work space can be expanded by stretching the blue bar at the top of the notes area. A more complete view is gained by going to the View tab on the ribbon and clicking "Notes Page." Clicking on this brings up a screen where you see your slide on the top half of the page and any notes you want to record on the bottom half. Once you've finished typing the notes, click on the "Normal" button to return to regular view.

To print the speaker's notes, go to the "Office Button" and select "Print." There you will find an option called "Print What", with a pull-down menu for options to print the actual slides, the handouts, the speaker notes, or the outline.

---

## Using the Outliner

---

The outliner gives you quick access to text without having to wait for the graphics to appear on the screen. The Outline screen is useful for text editing, spell checking, and similar text-oriented functions. It is not particularly helpful for formatting.

In the Outline view (2nd tab on the left panel), if you hit the "Enter" key, you start a new slide. If you are not trying to create a new slide but instead want to add subtext to your current slide, use the tab key after hitting enter.

---

## Using the Sorter

---

The sorter (the second button at bottom right, or View/Slide Sorter) gives you an overview of all slides in the presentation. To rearrange a slide's order, pull it to where you want it to be. Use "Copy" and "Paste" to duplicate a slide in order to use it over again (such as repeating a cover at the end of the presentation).

Users usually find the Sorter helpful in setting up their slide show, seeing how one slide transitions to another, and deciding how to allocate time for each slide.

---

## Creating a Slide Show

---

A slide show consists of all or part of your slides strung together into a presentation, much like a

movie. Each slide has its “transition,” which tells PowerPoint how to make it appear on the screen. Then the “animations” control how the content appears. Finally, you can then specify whether the slide should be on your screen for a given period of time, or whether it should move off when you click the mouse.

On the Slide Show tab of the ribbon are the commands to run or edit the slide show. “Set Up Slide Show” allows you to turn on or off timing, and make the presentation loop repeatedly until you press Escape to make it stop (useful for what is called “kiosk” presentations).

There is also a very useful button called “Hide Slide.” This allows you to drop individual slides from a particular presentation without having to delete them from the file. They can be unhidden at any point.

The next buttons are for timing. “Rehearse Timing” records the number of seconds you want a slide to be on-screen, based on a sample run-through. When you click this button, a clock appears in the corner of your screen and your slide show starts. As you click your way through the show (by clicking anywhere on the slides), the clock shows how many seconds the slide has appeared. When the last slide is reached, PowerPoint shows you how many seconds the total show lasts and asks if you would like to keep and use these time-settings. Clicking “Yes” stores the time next to each slide; to change one slide’s time without having to run the timer again for the entire show, use the “Slide Transition” button (first button) to record a timing manually.

### Viewing the Slide Show

The slide viewer is the third button on the bottom right of the screen (or F5 is the keyboard shortcut). Once you have built your slides into a show, use the viewer to look at it. Settings for the slide show are located on the “Set Up Slide Show” button.

When in the “Slide Show” view, notice in the lower left corner the small pencil icon (jiggle your mouse if you don’t see it). You will find commands to turn your pointer into a highlighter, pen, or marker, useful for marking up the page during the presentation.

PowerPoint also comes with a “run-time viewer,” which can be copied to a disk and used to run your presentation on any computer (even if PowerPoint is

not on that computer). Look under the File tab on the Ribbon and select “Save and Send,” where you will find an extremely useful command called “Package for CD” (although CD can also mean a Flash USB drive, if you use the button “Copy to Folder”).

“Package for CD” is also useful because it collects all your embedded files and makes sure they are all on the disk as well. Embedded files include fonts, media clips, graphs, and anything else that came from outside of PowerPoint.

On the Options menu of Package you will find the Viewer, an option to start the presentation automatically, and include linked files and fonts. It even allows you to assign a password to the presentation.

---

## Printing Handouts

---

Remember that PowerPoint also can print (it’s a great place to make quick posters). To print, go to the “Office Button” and select “Print.” There you will find an option called “Print What,” with a pull-down menu that defaults to the actual slides.

Other features on the “Print What” menu include printing the outline view (outline summary of all slide text), the speaker notes, and “handouts.” Handouts are often referred to as “thumbnails.” They give you several slides per page, which a speaker could pass out to the audience or which he/she could use to keep track of the presentation.

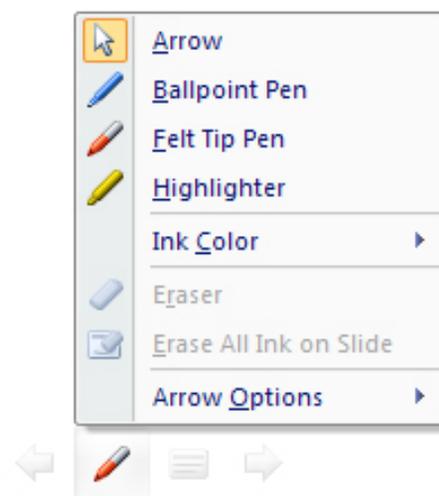


Figure 1. Slide Show View, Pointer Options

Also on this screen are options to print in black and white (rather than gray scale or color), to choose which slide(s) to print, to size the slide to fit the page (scale), and to switch printers and settings.

---

## Using Templates

---

There are numerous formats already built into PowerPoint. When you begin a new presentation, PowerPoint allows you to pick from one of the already designed templates instead of having to start a blank presentation (see the Design tab on the ribbon). These templates have colors, designs, fonts, and formats already in place, so you only have to type in your information. They can all be edited.

There are other kinds of templates you can download into PowerPoint:

- Content Slides—individual slides that can be inserted into your presentations
- Design Slides— formats that are already set up, including backgrounds, color schemes, and fonts.
- Presentations—actual PowerPoint files, many pages long, with designs *and* content; each slide suggests what you might want to enter on that slide (although you can ignore it!).

To begin a new file using a presentation or design template, click on the Office Button and select “New.” The list of designs and presentations you already have will appear first as templates. Below the templates are the online components that you can select and then download. Note that most of them will have to be saved once they are downloaded, if you want to keep them for future use.

To apply a design to a currently existing file, click on the Design tab on the ribbon. Under the Themes dropdown is an option to browse for more themes. Use that to find the designs you have saved, and select the one you wish to use. That will pull its design, background, colors, fonts, and effects into your current PowerPoint file.

What many PowerPoint users never discover is that templates are simply “master pages” (see below) that have been set up and saved for re-use. To create your own templates, design your master pages the way you want them to appear, then go to “Save As” and change the file type from “Presentation”

(.pptx) to “Design template” (.potx). Notice that the folder location automatically changes to the templates location; templates *must* be saved in the template folder. Then, remember never to open—that puts you back in the original template. The point of a template is to be able to re-use it, time and again. So, to use a template, always click on “New” file, which starts the template window. Click on “My Templates,” and you’ll see the list of templates you have on your computer.

---

## Master Pages

---

Master pages are where you make global changes to your file. Every PowerPoint file has a slide master (found under “View/Slide Master” on the ribbon) where you can edit the master title and text formats (fonts, size, color, fill, etc.). Any change made on the master automatically affects all slides in a presentation. This is where you put in headers and footers, dates, names, logos, or other elements you would like to appear on each slide (you can always go back to the Design tab and check the box to “Hide Background Graphics” from any one slide, without affecting the masters).

In PowerPoint, there are master slides for each layout you can use. Changing any one master changes all the slides that use that layout. At the top of the master slide thumbnails is the Master master. Changing the Master master changes all the other masters.

There are also masters for the handouts and notes pages. You can also create more masters, if there are original layouts you would find useful to have.

---

## Useful PowerPoint Shortcuts

---

- Spell Check as You Type—The redline squiggle under words indicates that word is not in the dictionary, and may be misspelled. To correct it or add it to the dictionary, right lick it with the mouse.
- AutoCorrect—Under Tools/AutoCorrect, you can store frequently typed words and phrases under shortcuts. For example, xxx could insert Chicago, Illinois.
- Comments—Under Review, “New Comment” puts a ‘note-it’ on your slide—sticky

notes. They can be useful when more than one person is working on the slide.

- Keystrokes—All the standard Ctrl-key shortcuts that work in Word and Excel (such as Ctrl-S to save or Ctrl-Z to undo) work in PowerPoint. One useful keystroke is F2, which is a toggle for text fields between type-mode and frame-mode. Another is F5, which launches the presentation. Don't forget you can also use your arrow keys to position objects on the slide, rather than the mouse.
- On the Home tab under the Drawing section is an option for "Arrange." This feature gives you options for automatically lining up objects on a slide, or positions items correctly on the slide (such as center and middle).
- "Arrange" also gives you a feature called "grid and guides." "Snap objects to grid" is the annoying feature that sometimes prevents you from aligning an object exactly where you want it to go—it jumps up or down or over, just a little, and you cannot position it closer (unless you turn off snap objects). Guides are online guide lines that can be moved and positioned to help you achieve consistency across slides (for example, so that your titles always start in the same position). Hold your control key and drag a guide to create multiple guides.
- On the View tab is a checkbox for "Ruler." The ruler is very useful for controlling the position and distance for bullets and numbering.
- On the Home tab, under the "Align" command, is an option called "Grid Settings." This is where you find the very annoying "Snap-to Grid" command—so you can turn it off. This "snap-to" command is what keeps any objects in PowerPoint (or Word or Excel) from moving exactly to the point where you want them positioned.