

Introduction to Powerpoint

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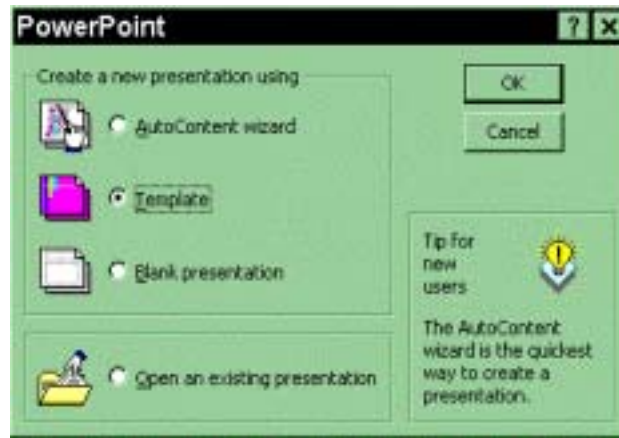
<http://julius.csscr.washington.edu/pdf/powerpoint03.pdf>

CREATING YOUR PRESENTATION WITH POWERPOINT

PowerPoint is a program with which you can create slide shows, overheads, and graphics-driven presentations.

Choosing a Template

Select a template to begin creating your presentation. A **template** is the structure of your presentation. There are two ways of choosing a template; the first way is to select the Template option from the startup dialog box. You will see this dialog box when you first open PowerPoint



The second way of selecting a template: Under the File menu, select New, then click on the Designs button. (Go to **File/New/Designs.**)

You will see this dialog box.

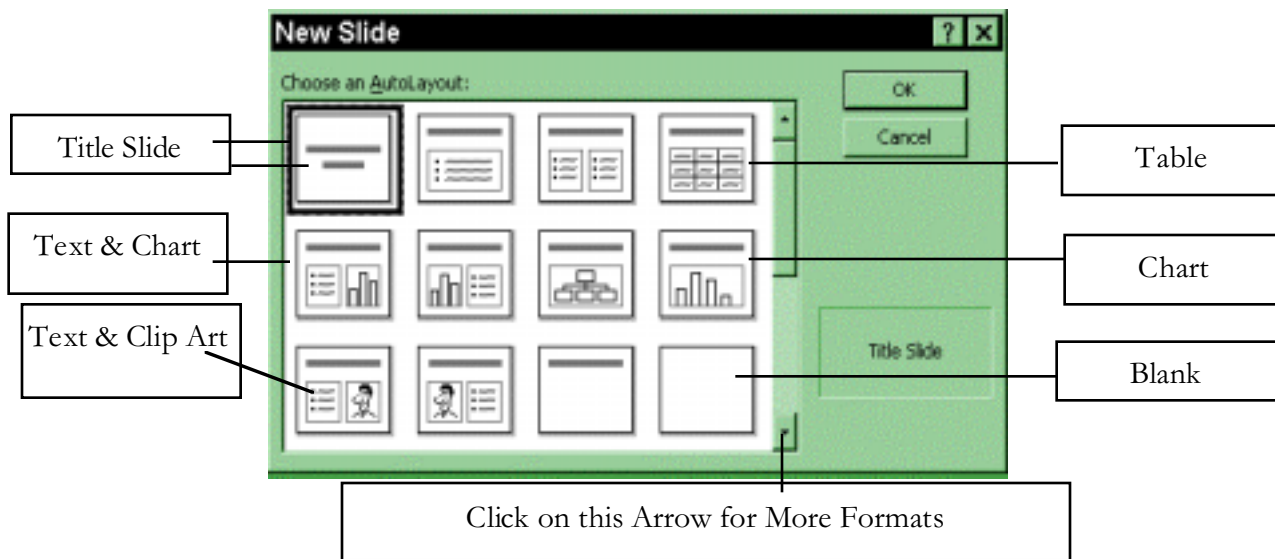


When you click once on a template icon, a thumbnail sketch will appear in the preview box. Select a template that suits your presentation style, and click OK.

You cannot combine multiple template layouts. However, you can apply different color schemes to or omit background objects in individually selected slides or to the entire presentation. Go to the **Format menu/Slide Color Scheme** or **Background** to change the template color or to delete objects. By selecting **Apply to All**, the changes you make will be applied to the entire presentation; selecting **Apply** will only affect the slide you are currently working on.

Choosing a Presentation Format

After selecting a template style, you'll see this Auto Layout dialog box.



PowerPoint offers you various presentation formats to use as guides in each slide you create. You will be prompted with this **AutoLayout** dialog box every time you make a new slide.

If you want to select a different format from your first choice, go to **Format/Slide Layout** and choose a different layout.

Important Considerations

Before you start on your presentation, consider the following questions.

1. In what format will your presentation be? On-line electronic slide show? 35mm slides? Transparencies?
Go to **File/Page Setup** and click on the arrow button next to "on-screen show" for various formats. Remember, changing the page set-up after you create your presentation may affect the layout and format of the presentation.
2. Will your presentation be portrait or landscape-oriented?
Go to **File/Page Setup**. Under Orientation, choose the appropriate position for your presentation. Remember, changing the page set-up after you create your presentation may affect the layout and format of the presentation.
3. Will your presentation be delivered in color or black and white?
If you are making overheads, it would be wise to use color judiciously. If you do not have a color printer, your presentation can be created in color and printed out in black and white. Go to **File/Print** and mark the box next to Black and White. If you wish to view your color presentation in black and white, click on the Black & White View button in the top toolbar.

Formats Other Than Presentation Format

PowerPoint not only creates presentations, but it offers various formats to facilitate your work. At the bottom left of your PowerPoint window, you'll see the View toolbar.



Normal Outline Slide Slide Sorter View Slide Show

Slide View takes you to the slide currently in production.

Outline generates an outline from your text slides. Conversely, you can start making your presentation using an outline; PowerPoint will create a presentation based on that outline.

Slide Sorter displays all the slides in your presentation. You can switch the slide sequence, make copies, or delete slides while in this mode.

Notes add text under each slide for two purposes: a presentation aid containing points to elaborate during your presentation, and a handout to the audience who may benefit from further elaboration or explanation pertaining to the content of each slide. Notes will not appear as part of your presentation.

Show will present your slide as it will appear during your presentation.

Normal view simultaneously displays the slide, outline, and notes views in their own adjustable panes.

You can click on any of these five icons, or go to the View menu and select a mode.

Various Mouse Functions

Use the mouse to select text box or objects, move, and re-scale them.

To Re-scale a Text Box

Click once inside the box to activate the defining border, or **selection rectangle**. You will see small squares on each corner of the box as well as in the middle of the top and bottom borders. These are **sizing handles**. If you move the mouse pointer over a sizing handle, it will turn into a double-headed arrow. At this point, keep your mouse button down and drag the arrow to re-scale the text box.

To Move a Text Box

Click once inside the box to activate the defining border. Point at the border, not at the sizing handles. When you get a closed hand, move the text box.

Text

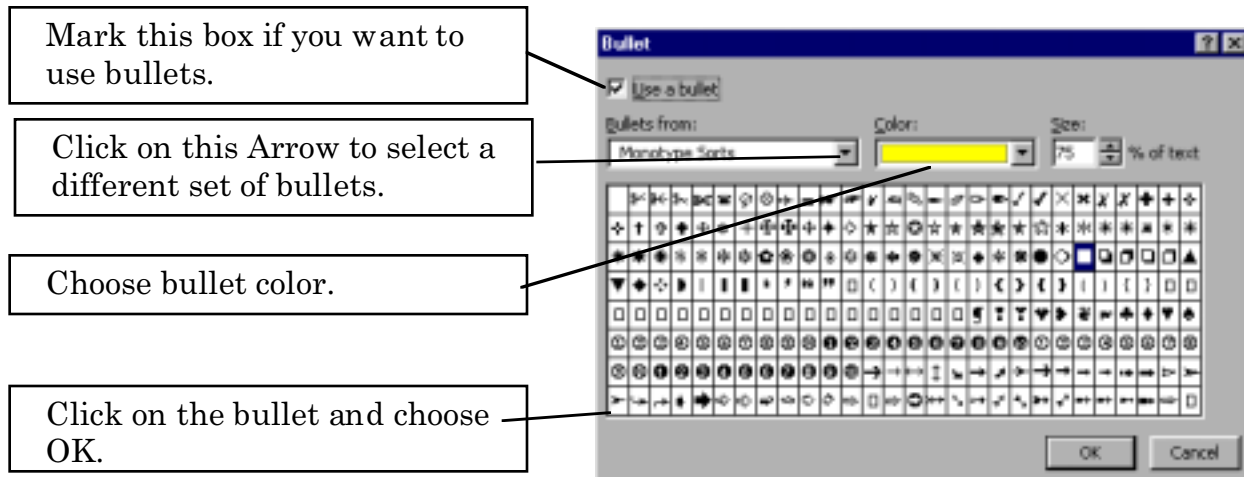
Text boxes in PowerPoint presentation slides will prompt you to click the box to start typing.

To Change the Font

Go to **Format/Font**. You can change the font style, size, and color in this menu. Make sure the text box is defined by clicking inside the text box and click once on the text border, to change the font of *all* the text in that box. To change part of the text, highlight it (click and drag over the text) and then open the font menu.

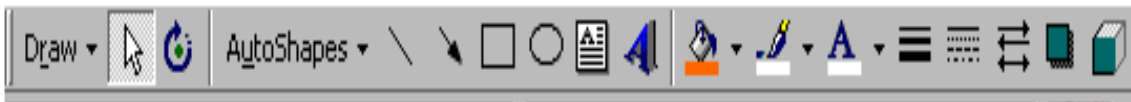
To Add and Revise Bullets

Go to **Format/Bullet**.



Diagrams

To draw diagrams, make sure the following toolbar is visible on the screen. It should be on the lower left of the PowerPoint window, just below the View toolbar. If you don't see the toolbar, go to **Tools/Customize**. Click on the tab labeled **Toolbars** and mark the box next to **Drawing**. After you close the dialog box, you will see the Drawing menu bar. You can move the menu bar by clicking and dragging the bar to a new location.



In order to draw, click the mouse key *once* on the button you want to activate. Release the mouse key and go to the slide area. Your mouse pointer should be in the shape of a cross. At that point, click and drag to draw a line or square.

To Edit the Object

Double-click on the object and a dialog box will appear in which you can edit the color, border line, size, and the position of the object.

You can also get there with **Format/Colors and Lines**.

To Move the Object

Click once on the object and holding the mouse key down, move the object to the new location.

To Resize the Object

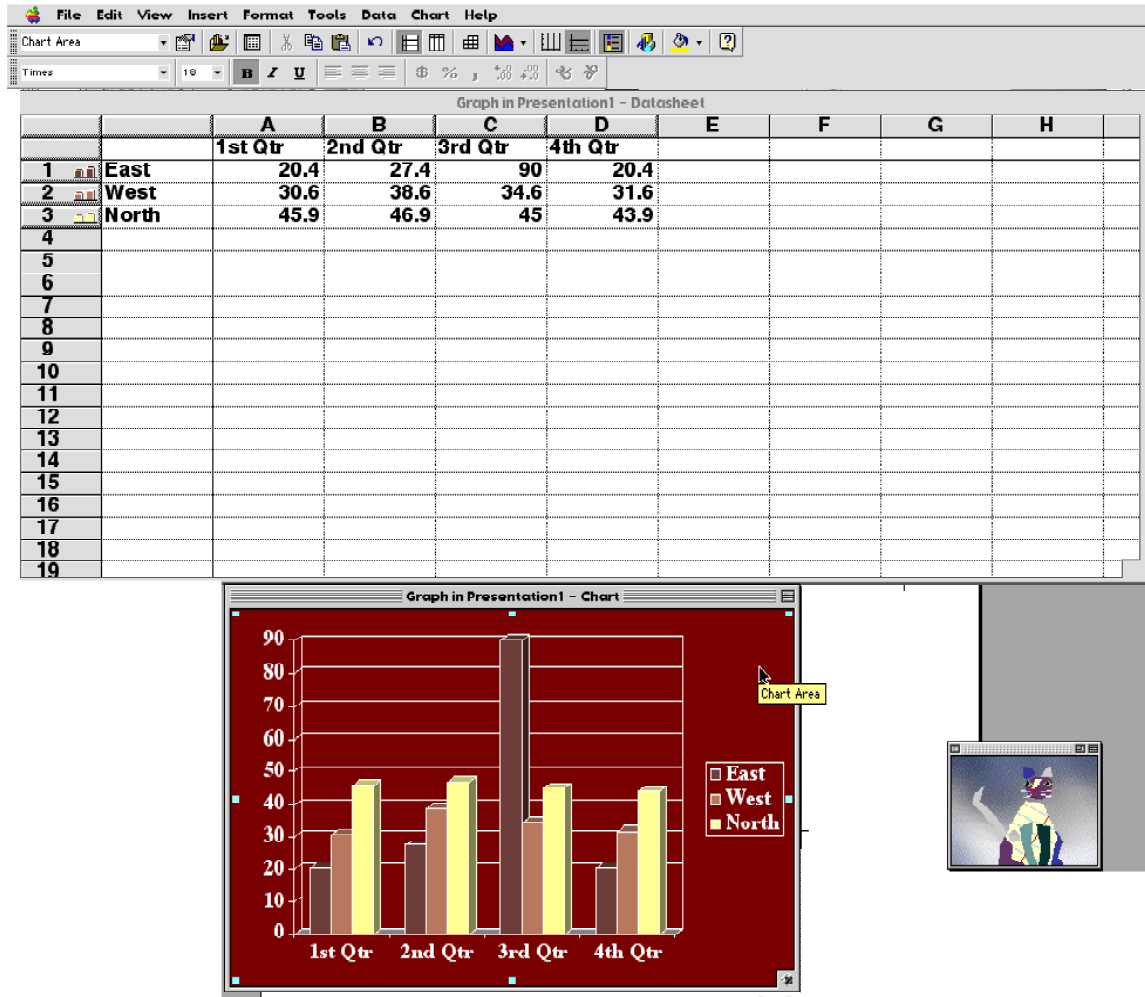
Click once on the object to select it. With the mouse key down, drag the sizing handle.

To Add Text within Objects

Click once on the object, click on the **right** mouse button and select **Add Text**. Start typing your text.

Graphs

Go to **Insert/Chart** to activate the Microsoft Graph feature. You will see this window.



Type your data over the default values in the Data sheet area. To choose a different chart type, go to **Chart/Chart Type** and select the appropriate format.

Any necessary revision to the graph can be done by double-clicking on the item that needs to be revised. For example, in order to change the bar color, double-click on a bar to activate the **Format Data Series** dialog box. If you need to re-scale your Y axis, double-click on it to activate the **Format Axis** dialog box.

You can also import charts from Excel. Create a chart in Excel, and copy and paste it into your PowerPoint presentation. If you double-click on the chart within PowerPoint, the Excel document containing the chart will be activated for editing.

Animation

To Insert a Build Effect

Build effects refer to the way you introduce your text during a slide show. For example, if you have a list and prefer to display one sentence at a time instead of the entire text box, go to **Slide Show/Custom Animation** and select appropriate features from the following dialog box.

Important Tip: Make sure your text box is highlighted before going to the Custom Animation menu.

Steps for Creating Build Animation

1. Make sure your slide appears in the box and text box is selected.
2. Click on the **Effects** tab and choose the animation feature.
3. Choose the text level (all at once, by word, or by letter) and paragraph level.
4. If you want the already-introduced text to dim into a different color, go to the **After Animation** section.
5. **Preview** your selection before finalizing.



To Insert a Slide Transition

Slide Transition refers to the way each slide is introduced during your presentation. Different types and combinations of transitions can create nice animation effects. **Slide Show/Slide Transition** gets you to the proper dialogue box. To Add Other Animation Effects

Preset Animation and **Action Settings**. Preset Animation under the **Slide Show** menu offers various animation features which can be applied to the text box. Make sure the text box is defined first in order to activate Preset Animation effects. The Action Settings option is also found under **Slide Show**. Use this option to embed buttons that can be linked to slides within the presentation, WWW sites, application programs, or macros.

To Add Other Animation Effects

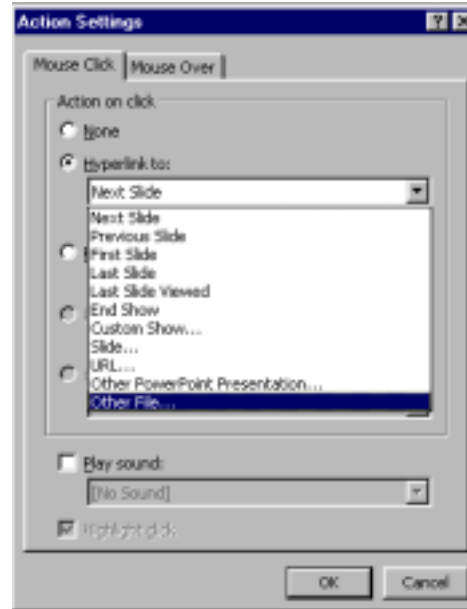
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Steps for Creating Action Buttons

1. First click on the desired icon.



2. Click on the slide to paste the button. The **Action Settings** dialog box will be activated.
3. Click next to **Hyperlink to:** and choose the action which should be linked with the button.
4. Double-clicking on the button will enable you to edit its color.



Animated GIF pictures: PowerPoint supports the playing of animated GIF pictures to add motion to your presentations.

Other Great Tricks to Spice Up Your Presentation

Scanner support: You can scan a picture directly into PowerPoint from most TWAIN-compatible scanner and digital cameras.

Animated GIF pictures: PowerPoint supports the playing of animated GIF pictures to add motion to your presentations.

Numbered lists: Numbered lists are now supported in PowerPoint. When you change the order of items in a numbered list, PowerPoint automatically rennumbers the list for you

Graphical bullets: New graphical bullets add extra flair to your slides. They can be used to replace the standard font-based bullets. A large selection of bullets is included, and you can import your own custom-made bullets as well.

Collect and paste with the Office Clipboard: Use the new Office Clipboard to collect objects from all of your programs, including your Web browser, and paste them when you need them. You can store up to 12 objects on the Office Clipboard.

Saving and Printing Your Presentation

To Save Your Presentation

Go to **File/Save As**. PowerPoint files are distinguished by the extension.PPT.

To Print Your Presentation:

Go to **File/Print**. By clicking on the down arrow key next to the Print What section, you will see various printing options including printing slides (one slide per page), handouts (2, 3, 4, 6 or 9 slides per page), notes pages, and outline view. You are able to print in a horizontal or vertical format. After selecting the appropriate format, click OK to print.

Uploading Your Presentation to the World Wide Web

Go to **File/Save as HTML** and follow the Wizard steps. **Round-trip HTML** You can save a presentation as a Web page and reopen it in Microsoft PowerPoint, without losing any of the formatting or contents.

Customizable Web pages: Quickly change how PowerPoint generates and formats Web pages through the **Web Options** dialog box (**Tools** menu, **Options** command, **General** tab, **Web Options** button). For example, you can customize where graphics and other supporting files are stored, and specify what format graphics are saved in for use on Web pages. Whenever possible, the options are shared across all Microsoft Office programs. Use design templates to create Web pages with a professional look. Without saving your file, you can quickly preview your Web page in your browser with the **Web Page Preview** command (**File** menu).

Web server access: Use the Web Folders feature to manage your files stored on a Web server. You can access Web Folders through Windows Explorer, or through any Office program. Use Web Folders to create folders, view properties, and drag files to any Web server that you have permissions to.

Presentation broadcasting With presentation broadcasting you can schedule and give a slide show over the Web, complete with audio and video. Broadcast presentations can be saved on a Web site for future playback.

Automatic file and link management PowerPoint automatically manages companion files, such as graphics. When you create a Web page, all supporting files are stored in a file folder with the same name as the main.htm file. When you save your presentation to a new location, PowerPoint checks the links and repairs those that aren't working.