

PowerPoint How-To

Starting PowerPoint

The first screen that appears contains the following options:

Auto Content wizard: This is the quickest way to create a presentation. The wizard walks you through creating a presentation step-by-step.

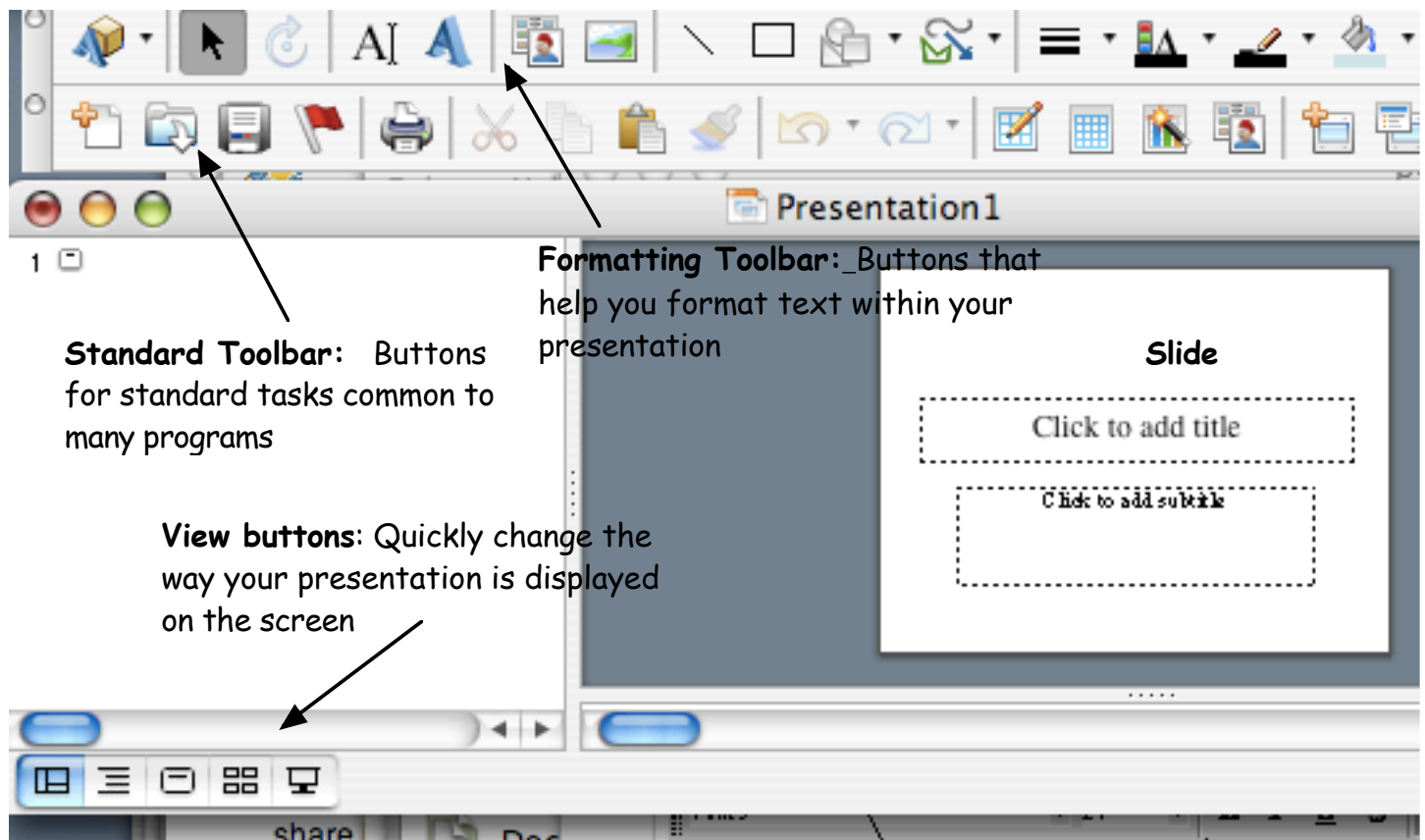
Template: This choice allows you to create a presentation based around a number of designs and formats already created and saved within PowerPoint.

Blank presentation: With this selection, you start with a blank slide and you are free to make all of the design choices.

Open an existing presentation: Choose this option if you have a previously saved presentation that you would like to work on.

Make your selection and click OK to get started.

PowerPoint Screen

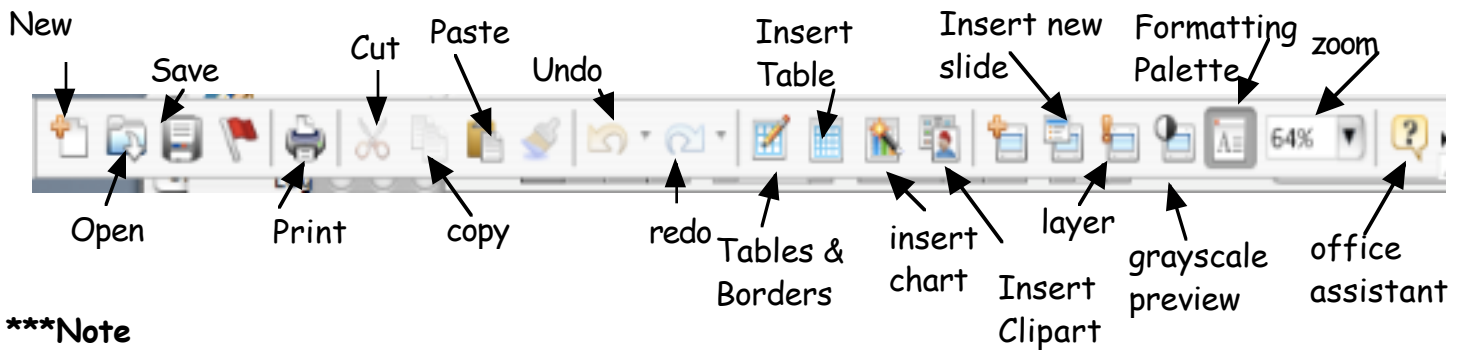


Standard Toolbar: Buttons for standard tasks common to many programs

Formatting Toolbar: Buttons that help you format text within your presentation

View buttons: Quickly change the way your presentation is displayed on the screen

format painter



*****Note**

If you do not see the toolbar you need to use on your screen, choose **Toolbars** from the **View** menu and click to select the toolbar you want to bring into view. (Most toolbars allow you to customize them) Other toolbars include:

Standard

Formatting

Animation Effects

Common Tasks

Drawing Toolbar

Movie

Outlining

Picture

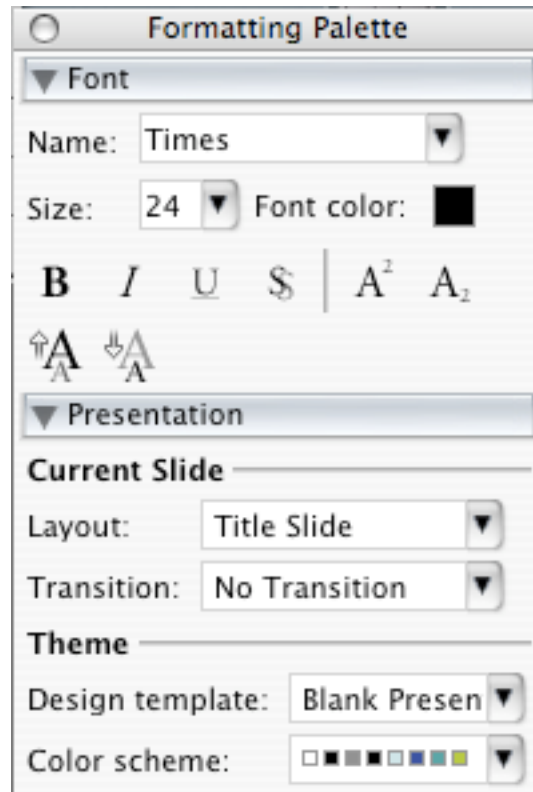
Reviewing

Tables and Borders

Visual Basic

Web

Wordart



Viewing Your Work

PowerPoint offers four different options for viewing work:

Slide View: The slide view shows an individual slide. While working in the slide view, you may work on the design and layout of each slide.

Outline view: This view helps you to organize your ideas. The text you enter on the outline appears on your slides.

Slide Sorter view: The slide sorter view allows you to see a small version of your slides. You can also rearrange your slides and get an overall view of you entire presentation.

Notes View: You see the slide and any notes that you want to add.

Slide show: This will play the presentation for you.



Creating a Presentation

Two Ways to Enter Text

Outline View

The outline view is a great place for developing the content of your presentation. This view allows you to easily see the organization of your entire presentation. Working in this environment is very similar to working with any word processing program. The buttons running along the left-hand side of the screen help you to change the levels and rearrange the items in your outline. Any text you enter in the outline view is automatically entered on the slides in your presentation.

Slide View

Working in the slide view is best when you are ready to focus on the design of your slides. You may add text in this view, edit your text, and also insert graphics or other artistic elements. Any text you enter on a slide becomes part of your outline.

Auto Content Wizard Step-by-Step

Using the Auto Content Wizard is like having someone by your side walking you through each step of creating a presentation. The wizard asks you questions about the type of presentation you want to create and then creates the presentation based on your feedback.

1. Open PowerPoint. When the PowerPoint dialog box appears, click to select the AutoContent Wizard and click OK.
2. When the first screen of the Auto Content Wizard appears, click **Next** to begin creating your presentation.
3. From the list that appears on the left-hand side of the screen, select the category that most closely represents the type of presentation you would like to create or click the All button to view all the possible presentation types. Make your selection from the list of possible presentations and then click the Next button.
4. The next screen asks what type of output you would like. Make your selections and click on the **Next** button.
5. On the next screen enter a title and additional items to include on each slide. Then click Next.
6. click Finish on the next screen that appears, and the wizard creates your presentation.

Using a Template Step-by-Step

Use a template when you already have an idea about how you want your presentation to look or you would like to have a say in making your own layout and design decisions.


1. Open PowerPoint. When the PowerPoint dialog box appears, click to select **Design Template** and click OK.
2. When the New Presentation dialog box appears, click the Design Templates tab and scroll through the wide variety of template design choices. Click to select a template and sample

will appear in the preview area. When you have made your choice, click OK.

3. The **New Slide** dialog box appears and asks you to make a choice about the layout of your first slide. Scroll to view your choices and then click on a layout to select it. Click **OK** when you have made your selection.
4. Your first slide pops into view. Click on a place holder to begin entering information.
5. When you are ready to add a new slide choose **New Slide** from the **Insert** menu and the **New Slide** dialog box will appear again, allowing you to pick a layout for your next slide. Continue this process until you have created your entire presentation.

Adding a Slide

You can insert a new slide at any time during the creation of your presentation.

1. Open the presentation you want to work with and use the **Slide View** to display the slide that you want to appear *before* the slide you are about to add. 
2. Choose **New Slide** from the **Insert** menu or click the **New** button on the toolbar.
3. When the **New Slide** dialog box appears, click to select the layout you would like to use for your new slide.
4. Click **OK** and the new slide will be added to your presentation.

Saving a Presentation

To avoid losing your presentation, it's important to save your presentation as you work. Saving your presentation also allows you to come back and make changes and adjustments at another time.

1. Choose **Save** from the **File** menu or click the **Save** button.
2. When the **Save As** dialog box appears, type in a name for your presentation and choose a location for saving your document.
3. Click the **Save** button.

Adding Clip Art

Clip art graphics make any presentation more interesting. Clip art can also be used to help explain difficult concepts. You will find over 3,000 graphics within the **Microsoft Clip Gallery**, all divided into easy to navigate categories (**Transportation, Animals, Nature, Sports, Home & Family, Entertainment...**).

1. Using the **Slide View** displays the slide you would like to add clip art to. Make sure this slide has room for your clip art. If not, make necessary changes to the slide's layout.
2. If the layout includes a place holder for a graphic, double-click on the place holder. If there is not already a place holder for a graphic, choose **Picture** from the **Insert** menu and then choose **Clip Art**. The **Insert Clip Art** dialog box appears.
3. The available clip art galleries appear in the window. Click to select a category.
4. Your clip art choices appear. You may scroll to view all the images. When you see the image you want, click on it.
5. From the pop-up menu, click the **Insert Clip** button. The image will appear on your slide.
6. Click on the handles surrounding the image to drag and resize. Once your image is

in place, click outside the image to make the handles disappear.

Here's an Idea...

- If you want the same clip art image to appear on every slide in your presentation, add the clip art to the Slide Master.

Adding a Picture

Pictures can add a realistic touch to your presentation. You may insert any image you have stored on your computer.

1. Using the Slide View, display the slide you would like to add a picture to. Make sure this slide has room for your clip art. If not, make necessary changes to the slide's layout.
 2. Choose Picture from the **Insert** menu and then choose **From File** from the pop-up menu that appears.
 3. The **Insert Picture Dialog** box appears. Use the **Look in** pull down menu to locate the file containing the pictures you want to use.
- PowerPoint supports the following graphics file formats:
.emf .jpg .png .bmp .wmf .gif

4. Click on an image to select it, and a preview of the image will appear on the right-hand side of the dialog box.
5. To add the picture to your slide, click the **Insert** button.
6. Click on the handles surrounding the image to drag and resize. Once your image is in place, click outside the image to make the handles disappear.

Adding a Chart

Charts provide an additional way to view information. Charts are easy to understand and graphically pleasing to the eye. The Microsoft Graph program allows you to easily add a chart to any slide in your presentation.

1. Using the Slide View, display the slide you would like to add a chart to. Make sure this slide has room for your chart. If not, make necessary changes to the slide's layout.
2. Click the Insert Chart button on the toolbar or, if your layout has a placeholder for a chart, double-click on the placeholder.
3. A chart will appear on your slide and a data sheet will float above the slide. This datasheet contains sample data that you may delete and replace with your own data. To remove the data, simply click a cell and press the Delete key.
4. As you enter information on the data sheet, the changes will appear within the chart on your slide.
5. When you have finished entering data, click on the slide and the data sheet will disappear.

Adding a Text Effect

PowerPoint includes the WordArt feature which allows you to add fun text effects to your slides. These text effects are a great way to draw interest to a title or other important point within a presentation.

1. Using the Slide View, click the slide you would like to add a text effect to.
2. Click the Text Effect button on the Drawing toolbar or the Word Art toolbar.
3. When the **Word Art Gallery** dialog box appears, click to select the type of text effect you would like to add to your slide and then click the **OK** button.
4. When the **Edit WordArt Text** dialog box appears, type in the text you want to use for your text effect. Click the **OK** button when you have finished entering your text.
5. The text effect will appear on your slide. The surrounding handles indicate that your text effect is selected and you are free to click and drag the text effect to any location on the slide. You may also choose to click and drag one of the handles to resize your text effect.
6. After you have made all the changes, click outside the text effect to place it.

Adding an AutoShape

PowerPoint makes it easy to add different accent shapes to your presentation. Using the AutoShape feature, simple shapes such as rectangles, arrows, sunbursts, and stars may be used to draw attention to specific points within a slide.

1. Using the **Slide View**, display the slide you would like to add a text effect to.
2. Click the AutoShape button on the toolbar.
3. From the pop-up menu that appears, click to choose the type of shape you would like to add and then click the shape you would like to add.
4. Move your mouse to the spot where you would like the shape to begin and then click and drag until the shape is the size that you desire.
5. When you release the mouse button, your shape appears on your slide. The surrounding handles indicate that your AutoShape is selected and you are free to click and drag the text effect to any location on the slide. You may also choose to click and drag one of the handles to resize your text effect.
6. After you have made all the changes, click outside the AutoShape to place it.

Check Your Spelling

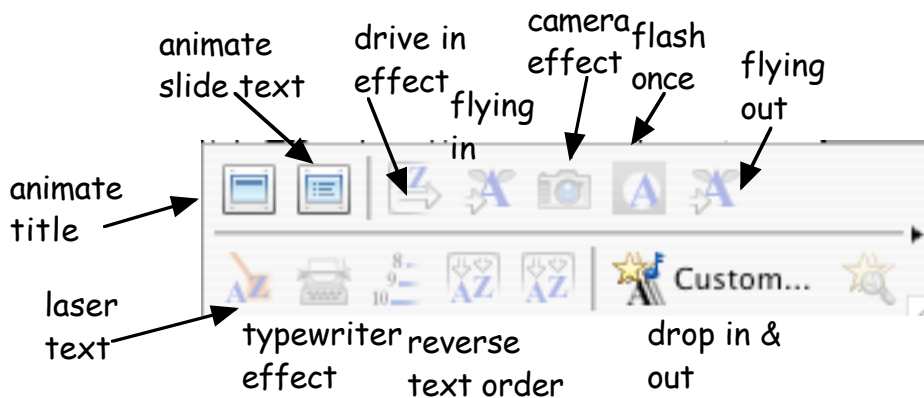
As you work within PowerPoint, misspelled or questionable words will be underlined in red making it easy to make necessary corrections as you work. Open the presentation you want to check.

1. Click the **Spelling** button on the toolbar. PowerPoint begins checking your presentation's spelling.
2. When PowerPoint finds a misspelled word, the **Spelling** dialog box will appear.
3. When PowerPoint informs you that the check is complete, click **OK** and continue your work.

Animation

Animation adds interest to your PowerPoint presentation. Using animation, you can make your text appear to fly onto the screen or drop down one point at time.

1. Using **Slide View**, select the slide you would like to add animation to.
2. Using the slideshow menu, choose Animation>Custom (don't forget to turn on your animation toolbar).



3. Click the type of animation you would like to use (you will probably want to try out a few before making your final decision).
4. To preview your animation choice, choose **Animation Preview** from the **Slide Show** menu (or click the Animation Preview button from the Animation Effects toolbar). A small preview window appears and plays your animation. To see the animation again, simply click inside the preview window.
5. When you are happy with your animation choices, click to close the **Animation Preview** window and the **Animation Effects** menu.

Action Buttons

Action buttons make it easy to jump from slide to slide, open another presentation, open another program or even jump to a Web site.

1. Using Slide View, select the slide you would like to add an action button to.
2. Choose **Action Button** from the **Slide Show** menu.
3. Select the type of **Action** button you would like to add from the menu that appears.
4. Your cursor turns into cross-hairs. Click and drag on your slide to mark the position and size you would like for your action button.
5. When you release the mouse button, the **Action Settings** dialog box appears. Click the **Hyperlink to** button and select the action you would like to occur when the button is clicked.
6. Click OK and your button is displayed on your slide. The visible handles indicate that you may move or resize your button. Click outside the button to place it

Narration

In order to add narration to your slide show, you will need to have a microphone connected to your computer.

1. Open the slide show you wish to add narration to.
2. Choose **Record Narration** from the **Slide Show** menu.
3. When the **Record Narration** dialog box appears, click **OK**. Your slide show begins to play.
4. Record your voice as you click through your presentation.
5. When you have gone through the entire presentation, a dialog box appears asking if you would like to save the timings or the narration. Click **Yes** to save the timings.
6. The next box asks if you would like to review the timings in the **Slide Sorter** view. Click **Yes**

and you will see the timings noted beneath each slide.

7. Select the Slide Show view to run your show and you will hear the narration play as your slides progress.

Audience Handouts

PowerPoint makes it easy to prepare a printed copy of your presentation to use as a handouts. Handouts are actually miniature versions of your slides, and may be printed two, three, or six slides to a page. If your presentation is short, you may want to print two or three slides to a page to leave room for your audience to take notes on the paper.

1. Open your PowerPoint presentation.
2. Choose **Print** from the **File** menu.
3. When the **Print** dialog box appears click the **Print What** drop down menu and highlight the handout you want to print.
4. Type in the number of copies you would like and click OK.





Speaker Notes

Speaker notes are designed to help the presenter remember what points should be discussed as each slide appears. Print your notes pages so that you have a paper copy to refer to as you give your presentation.

1. Open the slide show you want to work with. You can see the **Notes** pane in three views: **Normal View, Outline View, or Slide View.**
2. The notes page contains an area where you may type in text. You may want to increase the magnification of the area as you type.
3. Use the scroll bar or click on a slide's icon in the **Outline** pane to move from slide to slide. Continue until you have entered all your notes.
4. To print your notes, choose **Print** from the **File** menu, and choose **Notes Pages** from the **Print what:** pull-down menu. Click **OK** to begin printing.

Adding Transitions


Transitions determine how one slide is removed from the screen and the next slide appears. PowerPoint has a number of built-in transitions to choose from.

1. Open the slide show you want to work with.
2. Click the Slide Sorter View  button.
3. Click to select the slide you  to add a transition to.
4. Click the Transition  button, and the **Slide Transition** dialog box appears.
5. A preview area appears  above the pull-down list of possible transitions. Click to select a transition and then click inside the preview area to view the transition's effect.
6. Click Slow, Medium, or Fast to select the speed for your transition.
7. To add a sound to your transition, click and pull down the list of possible sounds. Highlight the name of the sound you want to use. If you want the sound to continue playing until a slide with a new sound is displayed, click inside the **Loop until next sound** box.
8. Once you have made your selection, click the **Apply** button to attach the transition to the slide you are working with. Click the **Apply All** button to apply the transition to every slide in your presentation.

Changing Slide Order & Deleting a Slide

As you rehearse your slide show, you may decide that a few of your slides may actually work better if they were in a different order. It's easy to make changes to the order of your slides.

1. Open the slide show you want to work with.
2. Click the **Slide Sorter View** button.
3. Click on the slide you want to move and, while keeping the mouse button held down, drag the slide to a new location.
4. Release the mouse button to place your slide.

To **Delete** an unwanted slide, click on the slide to select it and press the **Delete** key. To immediately return a deleted the slide to your presentation, click the **Undo**  button.


Note: You can select multiple slides by holding down the Shift key as you click to select.

Set-up Your Slide Show

1. Choose **Set-Up Show** from the **Slide Show** menu. The **Set-Up Show** dialog box will appear.
2. From this dialog box, you may specify how your show will be shown, what slides will be shown, and how you will advance through your slides.
3. When you have made all your decisions, click **OK** to save your changes.

View a Slide Show

Here is the easiest way to view a slide show:

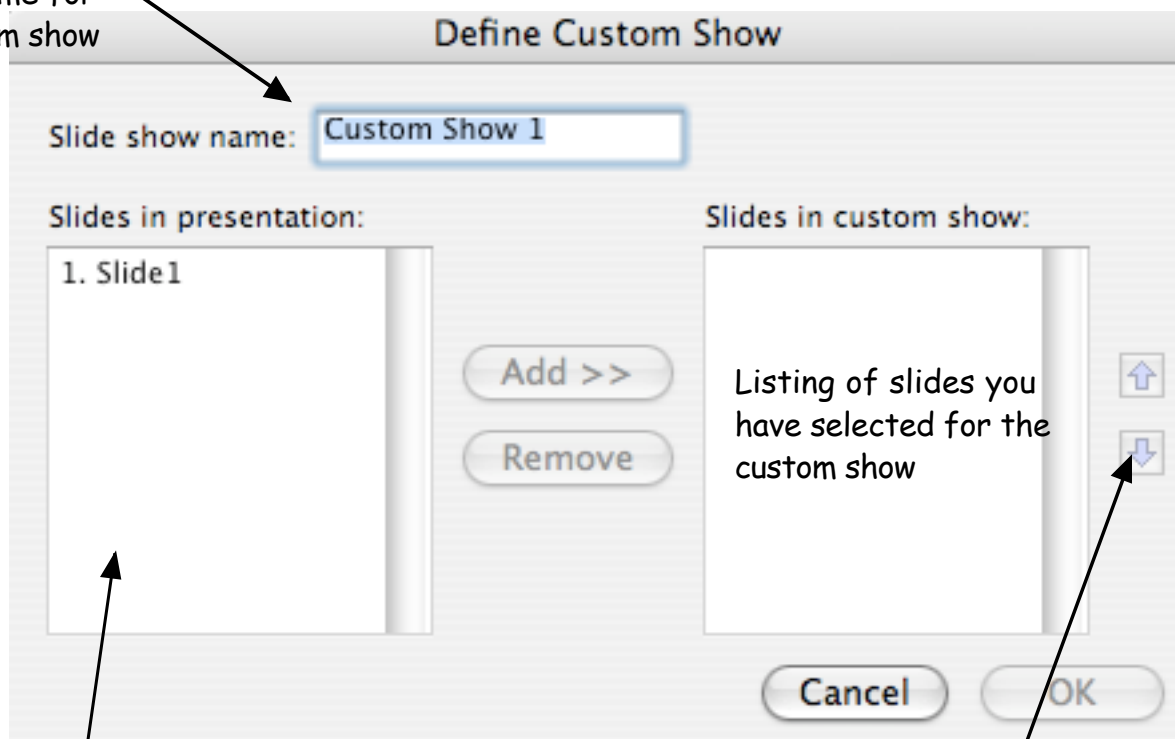
1. Open the slide show you would like to see.
2. Click the **Slide Show View**  button, and your first slide appears on your screen.
3. To see the next slide, press **Enter**, or press the **Spacebar**.

Custom Slide Shows

Custom shows allow you to show only a few of the slides in your presentation. You decide the slides and the order in which they will appear.

1. Select **Custom Shows** from the **Slide Show Menu**. The **Custom Shows** dialog box will appear.
2. Click **New** to create a **Custom Show**. The **Define Custom Show** dialog box will appear.
3. Enter a name for your custom show.
4. The left-hand side of the screen shows the entire set of slides in your presentation. Double-click on each slide you would like to include in your custom show.
5. The slides you select will appear in the **Slides in Custom Show** box on the right-hand side of the screen.
6. When you have finished selecting the slides for your custom show, click **OK**.
7. The name of your new custom show will appear in the **Custom Shows** list.
8. Click **Close** when you have finished.

Enter a name for your custom show



Select from the slides available

Scroll to view all slides you have selected