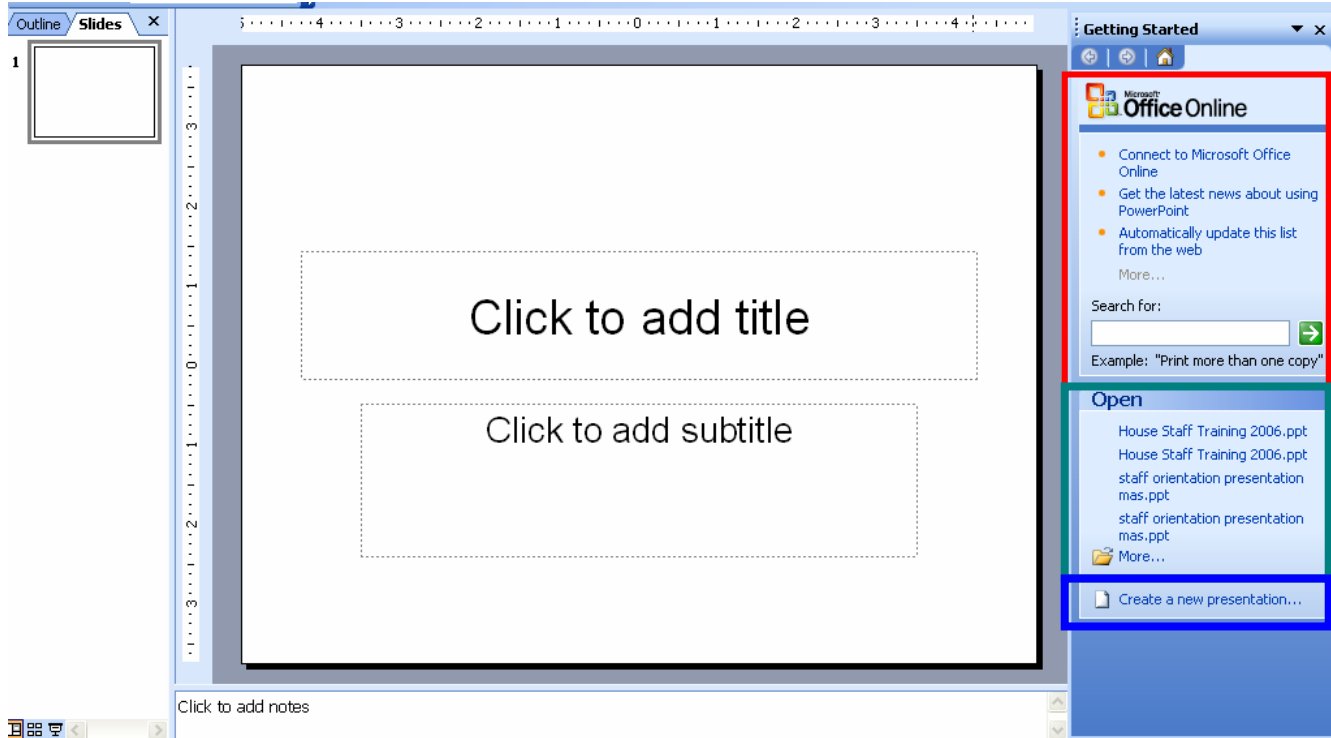


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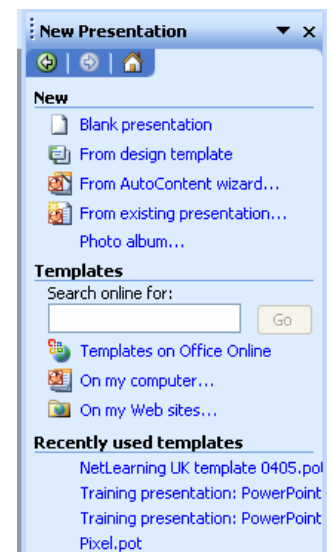
Creating a Presentation

Click on **Start, Programs** and then **Microsoft PowerPoint** and the following window will appear:



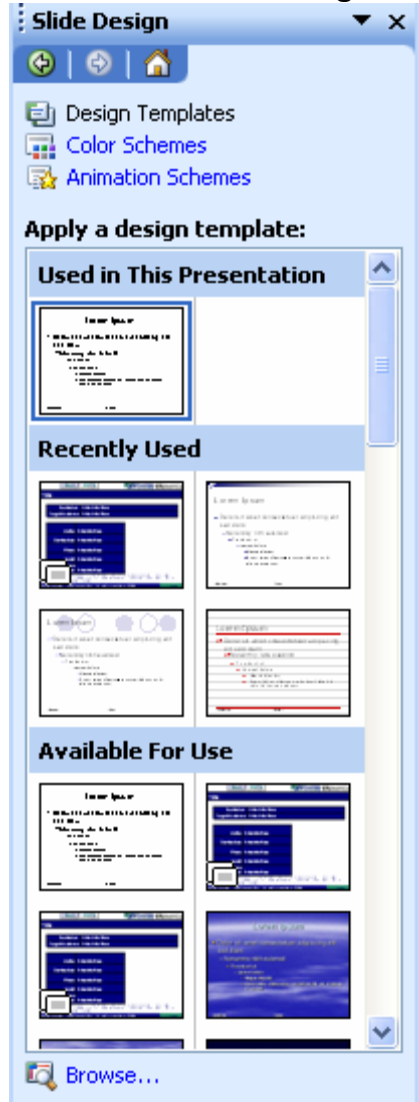
When PowerPoint opens, you will be given the following choices:

1. **Microsoft Office Online** – This provides links to connect via the internet to Microsoft Office Online. You can select the link to get the latest news about using PowerPoint or Update your current list from the web. This option will periodically download a list of [hyperlinks](#) from Microsoft Office Online to your computer's hard disk. Periodically, your Office program will access information from Microsoft Office Online when you are connected to the [Internet](#), without interrupting your work, to display a new list of these links. Or you may use the search option for on-line help.
2. **Open** – This feature lists the last several presentations that you have already created and saved.
3. **Create a New Presentation** – This allows you to choose a template to begin a new presentation or you may search the internet for a template or you may choose one of the templates you have recently used.



Selecting Background and Format for Slide

- Click on **From Design Template** and the following screen will be displayed:



Choose a Design from **Recently Used** category or from the **Available for Use** category. Use the slider bar to have it show more options. You can also click on the **Browse link** to take you to the Microsoft Web pages to choose a design. Designs include the background color, font size and style, however any of it can be changed.

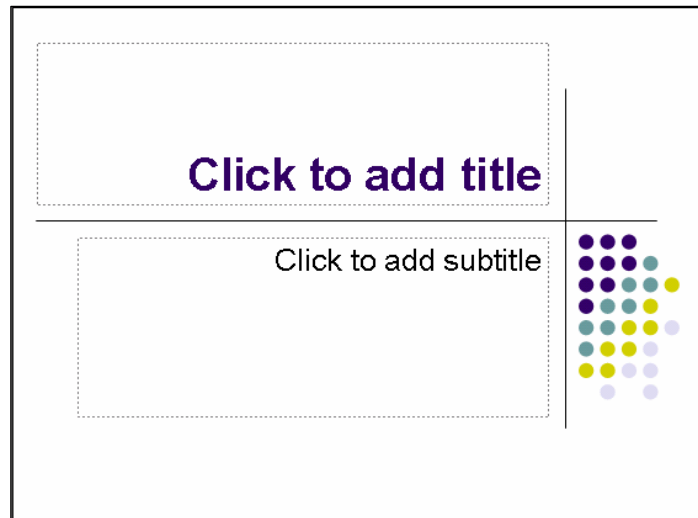
Single click on a design and you will get a drop down list of 3 choices:



- **Apply to All Slides**
- **Apply to Selected Slides**
- **Use for All New Presentations**
- **Show Large Previews**

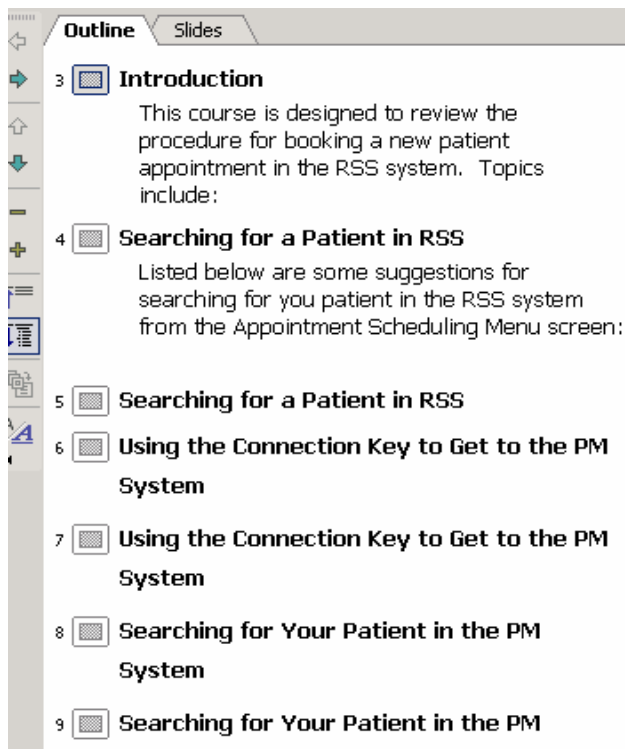
(This makes the designs larger for preview.)

- Click on the different designs, notice they are displayed in the window.
- Choose the design for your presentation.
- A screen with the preformatted slide template will appear on the screen. The title slide should have a gray box around it, already. Click on **OK**. (Displayed Below)

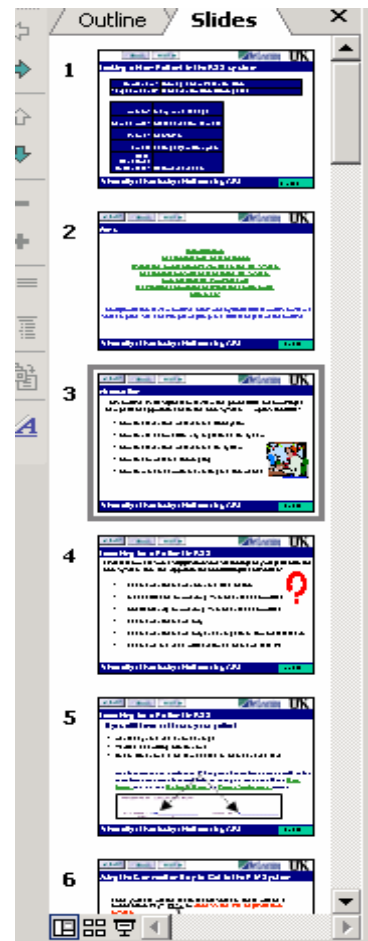


Follow the directions on each slide layout to help you place your information.
 On the left of your slide you have two options for viewing: Slide or Outline.

Outline View



Slide View



Creating the Title Slide

- Notice that a slide appears with the background that we selected earlier. The following guidance text also appears on the screen. **Click to add title**, **Click to add subtitle**. The guidance text will not print so if you do not type over all of this text don't worry about it showing up on your slides.
- Now click on **Click to add title** and add a title.
- Then click on **Click to add subtitle** and add a subtitle.
- You have the option of selecting the text and changing fonts/sizes/color and alignment.
- Now click outside the selected area and you can view your completed title slide.

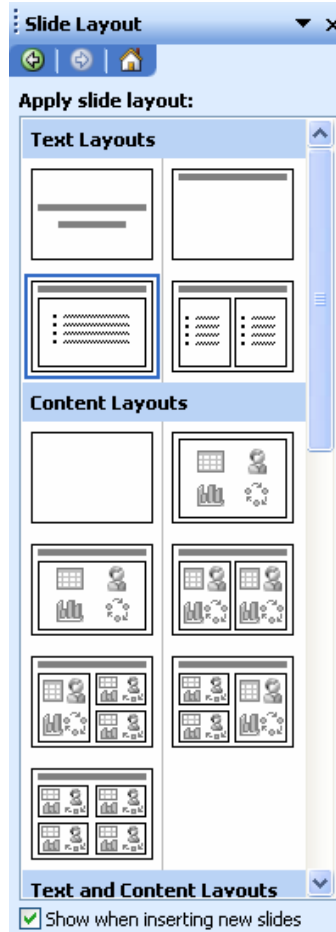
NOTE: You can change background design templates at any point while creating or having completed the slides. Just choose Design Template from your Task Pane, select a different template and use the drop down box to decide if you want to apply to all slides or just selected ones.

Adding a New Slide



You can use this icon as a quick way to add a new slide or from the toolbar choose Insert/New slide or Control M. Later we will see how to rearrange the slides.

Your next choice is what type of slide to add. A slide layout with options for text, content or combination layouts will be available for you as shown on this screen print. Remember you can change your mind and delete parts of a combination slide that you don't want. Just select the part that you don't want and press the delete key.



Types of Text for a Slide: Taken from the Help Screen

▼ Show All

About adding text to a slide

There are four types of text you can add to a slide: [placeholder](#) text; text in an [AutoShape](#); text in a [text box](#); and [WordArt](#) text.



- 1 Text in placeholders
- 2 Text box used as caption
- 3 WordArt text
- 4 Text in an arrow AutoShape

The text you type into placeholders, such as titles and bulleted lists, can be edited on the slide or on the **Outline** tab, and it can be exported from the **Outline** tab to Microsoft Word. Text in an [object](#), such as a text box or AutoShape, and WordArt text do not appear on the **Outline** tab and must be edited on the slide.

Placeholders

Slide layouts contain text and object placeholders in a variety of combinations. In the text placeholders, type titles, subtitles, and body text onto your slides. You can resize and move placeholders and format them with [borders](#) and colors.

▶ [Text AutoFit](#)

AutoShapes

AutoShapes such as callout balloons and block arrows lend themselves to text messages. When you type text into an AutoShape, the text is attached to the shape and moves or rotates with the shape.

Text boxes

Use text boxes to place text anywhere on a slide, such as outside a text placeholder. For example, you can add a caption to a [picture](#) by creating a text box and positioning it near the picture. Also, a text box is handy if you want to add text to an AutoShape, but you don't want the text to attach to the shape. A text box can have a border, fill, shadow, or three-dimensional (3-D) effect, and you can change its shape.

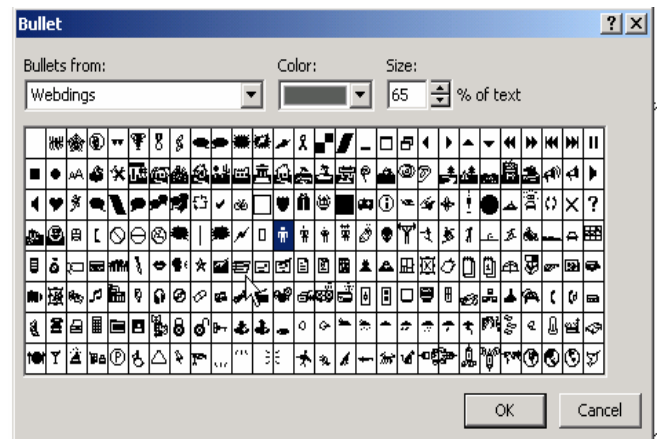
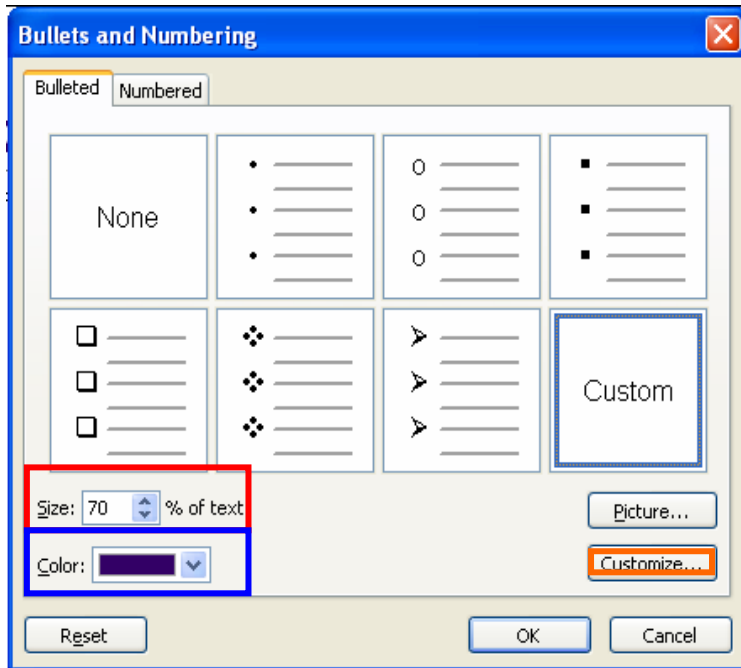
NOTE: If you click away from the text box before typing anything, the text box will disappear.

WordArt

Use WordArt for fancy text effects. WordArt can stretch, skew, curve, and rotate your text or make it 3-D or vertical.

Formatting the Bullets

To change the bullet shapes, select the one bulleted information or all the bulleted information. Then choose Format/Bullets and Numbering from the Menu bar. You can then choose a different shape for your bullet by clicking on the “*Customize*” button near the bottom right. You can also change the *size* and the *color* of your bullets.

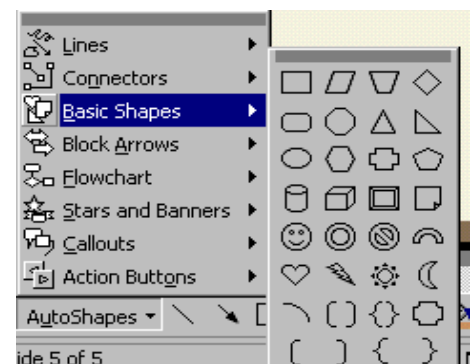


Using AutoShapes



AutoShapes are images such as those seen in comic strips and information alerts. You may find these useful for illustrating a point. You may also want to use them to accent clipart or to show the flow of a process or procedure.

- You can access AutoShapes by clicking on the toolbar for drawing. If it is not showing, choose **View/Toolbars** and check the **Drawing** toolbar. You will see AutoShapes. Click and a pop-up menu will be displayed
- You will have several choices in this menu (i.e., lines, connectors, basic shapes, block arrows, etc.)
- Once you select one of these autos shapes you can draw them on the slide by moving the mouse to where you want to put the image. Click and hold down the mouse button and move it to the left and down. You will see the size of the image.



- After you have drawn the image in the size you want then you can let off the mouse button, the image will be displayed and you can then add text or change the color of the shape.

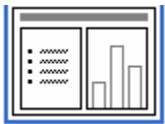
Editing a Slide

Clicking on the small icon of the slide in outline view will switch you to that slide. You may edit the slide in the outline view or click on the slide itself and edit on the slide.

Using graphics and other advanced techniques to make your presentations more Exciting.

Creating Graphs/Charts on Slides

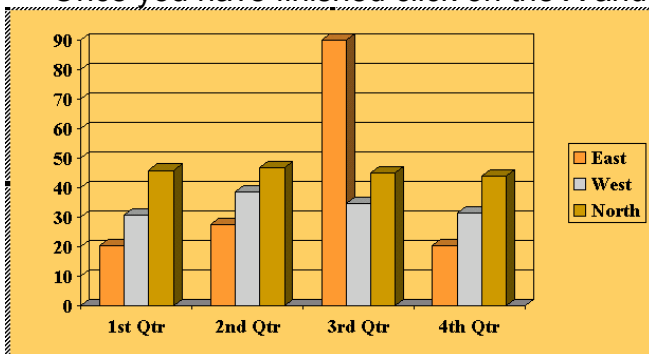
- You can easily create graphs in your PowerPoint presentations using the same program that creates graphs in Microsoft Excel and Word. You can also create a graph in Excel and import it into PowerPoint.
- Create a **New Slide**



- Select the slide template that is called **Chart**. This layout includes a Title and a Graphics box for a chart and Text space.
 - Click on **Click to add title** and type the title of the slide. You may delete the text if you don't want that included.
 - Double click on the picture of the chart, right above **Double click to add chart**.
- PowerPoint will display what looks like a mini-spreadsheet. This is where you will enter your data that will be displayed in graph form.

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

- Once you have finished click on the X and the graph will be displayed in slide view. You can then size or manipulate the chart depending on your needs.



- You can also change the type of graph displayed by clicking on the graph and making sure it is selected, and then click on the Toolbar on the button that looks like a graph.

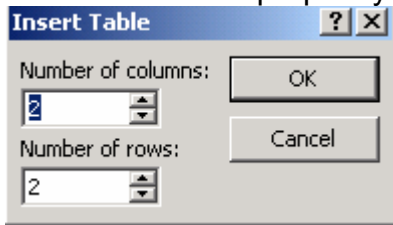
- Once your graph is complete and you are satisfied click on the outside of the graph and it will complete the graph and it will confirm your changes and display as it will be printed or projected.

Using Tables with Your Slides

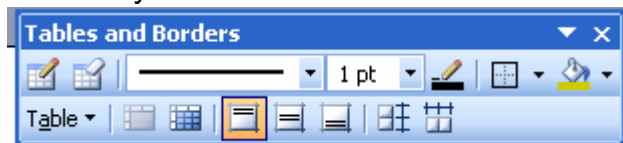
- First create a **New Slide**.
- Then you will pick the slide layout called **Title and Table**.
- A slide will appear. Click on **Click to add title** and enter the title.
- You will also see an icon that looks like a table with **Double click to add table** typed below it.
- Double Click on the icon that looks like a table.



- A dialog box will appear asking how many columns and rows will be needed for your table. It is best to preplan your table to prevent having to expand it later.



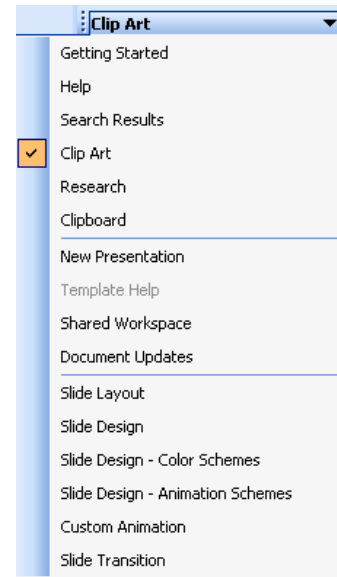
- A window will appear where the table icon was and it will display cells where you can enter data. You can move between table cells by pressing the **TAB** key.
- When you have completed entering the data for the table click outside the table area and the final table will be displayed. (Be sure to view your table in the screen show view or print it to verify that it is being displayed the way you want it to be because the table creation system in PowerPoint is not particularly smooth.) To edit a completed table, click on View/Toolbars and choose the Table toolbar.



Remember you can create a better table in Word with more options then copy it to the clipboard and paste it into the slide. If you do a Paste/Special, you can link your Word table to the PowerPoint slide. Thus updating either table will update the other table. The same applies to the Excel charts. They can be copied from Excel and pasted into PowerPoint or linked.

Inserting Multimedia Objects Into Your Presentation

- Click on **Insert** and then you can either click on **Picture** and then **From File** or **Clipart**. PowerPoint will then display a file window if you choose **From File** so that you can navigate and select the file you want to import. If you choose **Clipart** you will be presented with a window that allows you to search for a keyword or type of clipart. Then it displays the various clipart available with Microsoft Office. You can also click on the **Pictures**, **Sounds** and **Video** tabs to view other multimedia items that you can insert into your presentations. You can also use the drop down menu on your task pane to choose Clipart.



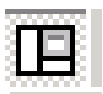
Once the picture, clipart or video appears on the slide you can click on it and size it to an appropriate size using your mouse.

You can Import Clips or choose Clips Online which will directly connect you to the MS Office website for downloading graphics.

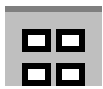
Using the Different View Buttons



These view buttons are shown on the bottom left of your PowerPoint window.



Normal View – This shows you your slide plus a place to enter notes below it and a view of all your slides to the left with or without the text. This is the default.



Slide Sorter – This is where you can change the order of slides, paste slides from other presentations, delete slides, hide slides and unhide slides.



Screen Show - This allows you to see your presentation like it would be projected using a either a computerized projector (shows transitions, animations and slides), or if you are going to use 2x2 slides it shows how they will look. Press **ESC** to return to normal view.

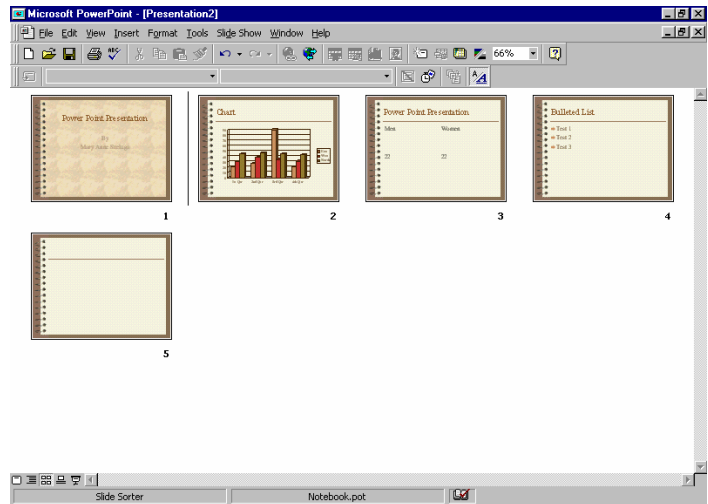
Rearranging your Slides

If you are going to use a projector attached to your computer to display your slides it is very important to be able to rearrange the order of your slides so that screenshow shows your slides in the correct order. The steps for changing slide order are outlined below:

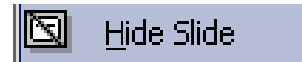
- Click on the Slide Sorter button or click on **View** and then **Slide Sorter**.

- The slide sorter will show you multiple slides on the screen at once. In order to move a slide, select it. Then click on it and hold the mouse button down while you drag the slide to where you want it. You will notice a large black cursor which will indicate the new placement of your slide.

- Continue this process until your presentation is in the proper order.



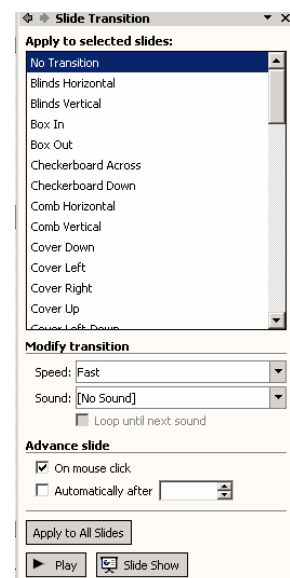
Note: You can also use this view to hide a slide that you don't want shown in a presentation. Select the slide, choose Slide Show from the menu bar then "Hide Slide" or use the Hide Slide icon on the toolbar. Repeat the action to now allow the slide to be shown. You may also right click on the slide and delete or hide it.



Adding Action to Your Presentation

Slide Transitions

- Transitions can be used in your presentations to give a sense of action/motion however they will only be displayed if you are giving your presentation on a monitor or projection unit. If your Task Pane is not showing choose **View/Task Pane** from the menu bar.
- First click on **the drop down arrow next to New Presentation on the Task Pane**.
- Click on **Slide Transition** and the following will be displayed on your task pane.
- Notice that the default is No Transition and No Sound and if you use a screen show the slide will change only after a mouse click or when you press the spacebar.



- You can select a variety of transitions by using the slider bar. The different transitions can be previewed. You can also choose how quickly the transition occurs, **Slow, Medium or Fast**.
- You can choose a specific transition or you may go to the very end of the list and choose Random Transition (Remember if your slide changes are frequent this can quickly become an annoyance to audience members, it may be better to stick with one or a few different transitions that are less distracting).
- If your computer/presentation equipment is capable of sound you may select sounds through the drop down box under **Sound**. Remember your equipment must be capable of playing **.wav** files for this to work correctly.
- You may apply the transition to the current slide or to all slides. I recommend you apply it to all slides.
- You may **advance** your slides automatically by timing them or leave the default set to advance on the click of the mouse.
- Using the **“Play”** icon will allow you to preview your selections.
- Using the **“Slide Show”** icon will allow you to preview your selection in full screen and to continue viewing all your slides in the presentation.

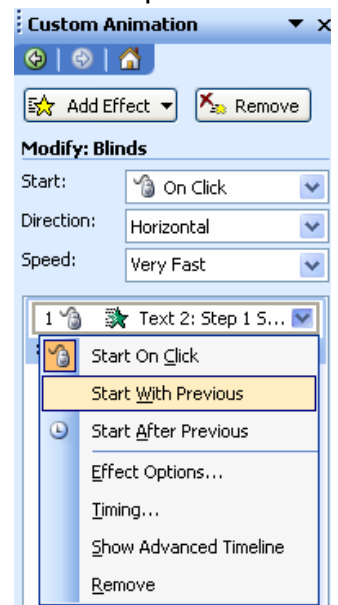
Using Animation (Assigning Transitions to Different Slide Elements)

Using the drop down menu on your task pane, select Custom Animation. With this part of

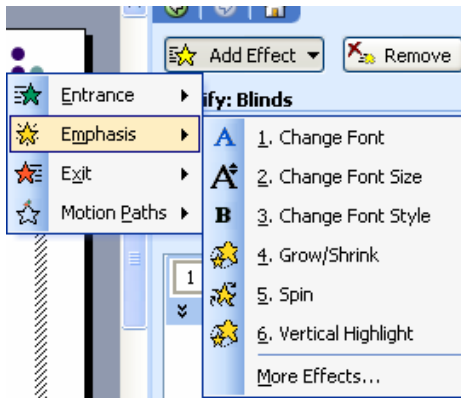
PowerPoint you can animate the actual elements themselves. You can for example have your slide be displayed with one animation/transition, and then you have the title appear using a different effects such as, fly from left. Then each of your bullets can be displayed one at a time by animating the bulleted list. PowerPoint can also dim the previous bullet when the next bullet is displayed. You can also determine if the animation should happen automatically or when you click the mouse.

You can access Custom Animation by following the steps below:

- Select the objects listed on the task pane, one at a time and decide how you want each object/text to enter onto the slide.
- Then click on the **Add Effects** drop down list and choose the animated effect you want for the items. Remember you must select the item first to change the animation type for that particular item.
- You may introduce the text all at once or a letter at a time or a word at a time.
- You may use the **Re-Order** icons to change the order how the elements are introduced onto your slide. Select the object or text first, then change the order.
- You may select the elements on the slide by clicking on the **number** on your slide or by clicking on the description of the element on the task pane.
- You choose how the elements will **enter** onto the slide.



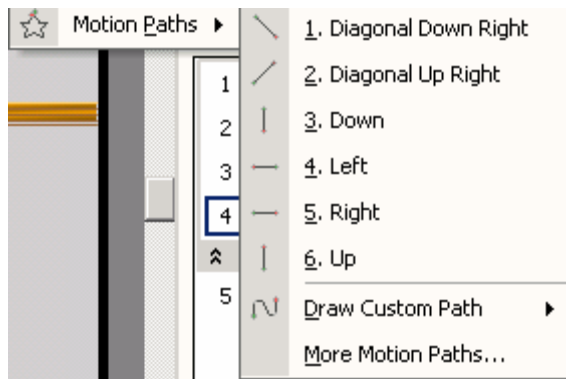
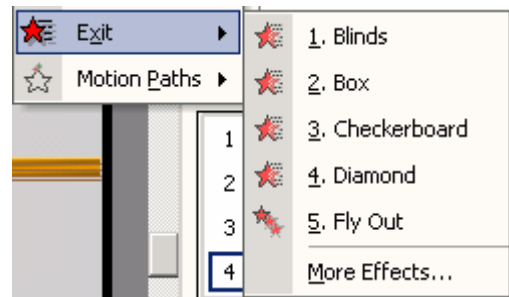
- You can choose the Emphasis of your text – font, font size, grow, shrink, etc.



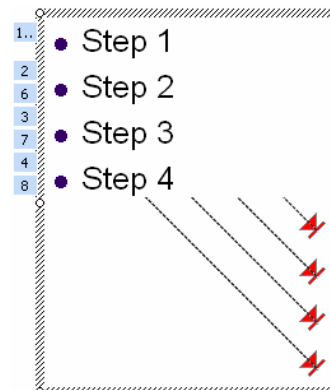
Practice Power Point

- 1 • Step 1
- 2 • Step 2
- 3 • Step 3
- 4 • Step 4

You can decide how you want the elements of your slide to **Exit**.



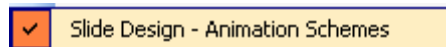
- You can change the **Motion Path** of the elements of your slide. I selected a motion path of **diagonal down** and then the path was shown on my slide. I can move the dotted path so that the



motion will begin in a different place and even end in a different place, if I choose. Don't forget to use the **Play** or Slide Show icon to see your selections.

You can also use preset animation by:

- Select the object
- Open Slide Show and choose **Animation Schemes** or use the drop down menu on the task bar to choose Animation Schemes.
- Choose from different effects



Just by selecting an effect, it will preview the slide for you.

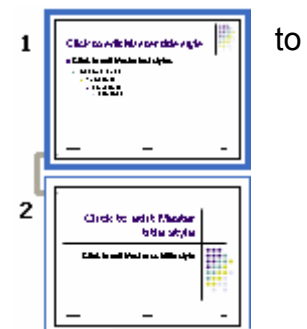
Modifying the Slide Master to Change the Look of your Presentation

There are times when you will want to add a picture or text to a slide master so that the graphic/text will appear on every slide. This may be the logo for your hospital or other items that your organization may want you to include as part of you slides. By adding it to your master it is included without you having to paste it or import it into every slide.

- At this time we can modify the Slide Master (a slide master is how the slides will be formatted). Click on **View, Master, Slide Master**.

The basic formatting information for all slide templates will be displayed (see Figure). Any changes you make here will be reflected on all the slides for which it is

appropriate (but won't be on the title slide). After you make any changes then click on **View** and then **Normal**. To make changes the title slide, click on **View, Master, Slide Master** then select the thumbnail of the title slide from the left side of your screen. Number 2 is the Title Master.



Printing

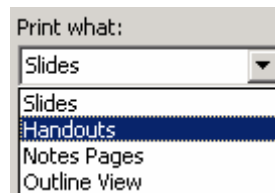
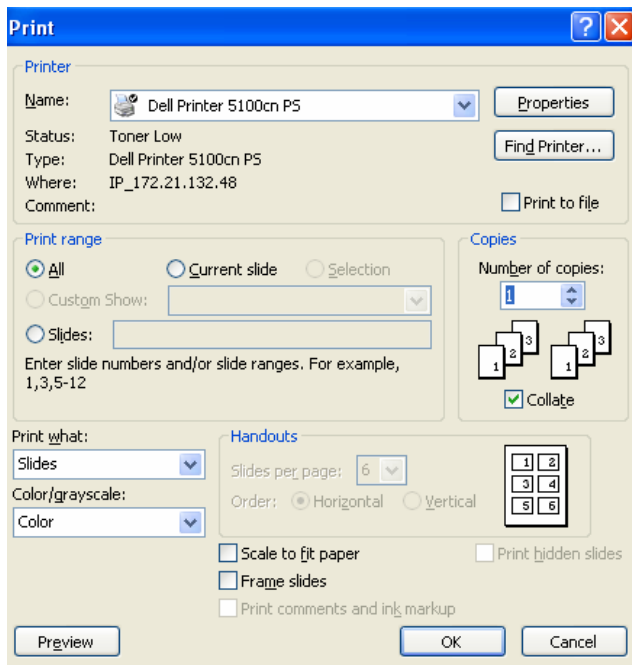
Printing in PowerPoint is a little different than printing with other

Microsoft Office applications. We will cover some of the options that are specific to PowerPoint along with some options that are in common with other Microsoft products. To access the printing menu complete the following step:

The screen shown above is accessed by clicking on **File** and then **Print**.

This menu allows you to:

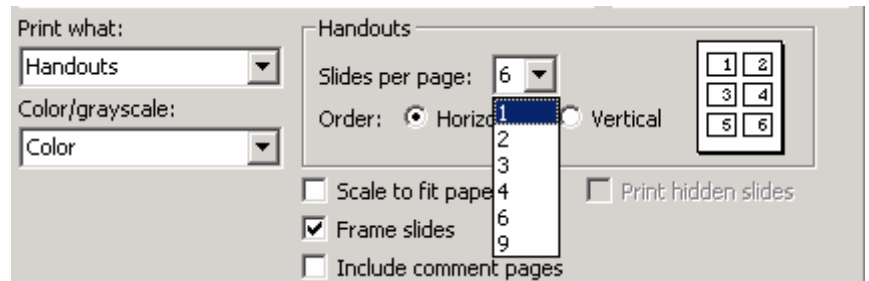
- Set the number of copies
- Print specific or all slides
- Print the current slide
- Determine what to print (slides, handouts, notes pages, outline view)



- Determine if the presentation should be printed in color or black and white (this is especially helpful when printing handouts because printing in black and white significantly decreases printing time).
- Scale to fit the paper
- Frame the slide
- Include comment pages
- Print Preview

Handouts

PowerPoint provides several different choices for printing handouts. You can either choose Slides (which print a full page rendition of your slide), or one of the choices which will print 1, 2, 3, 4, 6, or 9 slides on a single page. To choose to print handouts with lines for taking notes beside the picture of the slide follow the steps below:



- Click on **File** followed by **Print**
- Click on the drop down arrow at **Print what:**
- Select **Handouts** and choose 3 slides per page
- Click on **OK** and your handouts will be printed

NOTE: it will not put lines beside any other selection except for 3 slides to a page.

Notes

PowerPoint also provides you with a choice for printing notes pages once you have added notes below each slide. This can be used to assist you the lecturer, it can be used for trigger words, an outline, or to list the items that you want to talk about, while also showing you the slide. It is an excellent tool, which will allow you to face your audience and not your presentation. You may also want to print an outline of your presentation. This allows you to see all the text of your presentation presented in a format similar to a normal outline. It will not however show any graphics, which may be on your slides. To print notes pages follow the steps below:

1. Click on **File** followed by **Print**
2. Click on the drop down arrow at **Print what:**
3. **Choose Notes Pages**
4. Click **OK**