PowerPoint 2003

Fall 2004
IV. VIEWING THE PRESENTATION
   1. Moving through slides
   2. Ending the presentation
V. PRINTING THE PRESENTATION
VI. EXISTING POWERPOINT
I. INTRODUCTION

Microsoft PowerPoint 2003 is a presentation graphics program. PowerPoint provides easy-to-use tools and visuals such as clipart, bullets, tables, charts, and graphics, for creating professional looking presentations which can be viewed in a fashion similar to slides.

II. GETTING STARTED

- click Start
- click Programs and select Microsoft Office
- select Microsoft Office PowerPoint 2003

Note: Some computers have Microsoft PowerPoint accessible from the desktop. If this is the case double click the icon.

A. The Mouse Pointer

In this document the mouse is used to perform many functions. The mouse pointer allows the cursor to move to select menu options. The cursor cannot move to any area in the document where no text exists. At times, the mouse pointer displays as an arrow or insertion bar.

The following mouse functions are used throughout this handout:

<table>
<thead>
<tr>
<th>Mouse Activity</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>click</td>
<td>Press and release the left mouse button.</td>
</tr>
<tr>
<td>double-click</td>
<td>Click the left mouse button twice in rapid succession.</td>
</tr>
<tr>
<td>click and drag</td>
<td>Press and hold down the left mouse button while moving the mouse to a specified location, and then release it. Click and drag is one method used for selecting (highlighting) text and then applying an attribute to that text.</td>
</tr>
<tr>
<td>point</td>
<td>Position the mouse pointer on a given item.</td>
</tr>
</tbody>
</table>

B. Screen Menus and Options

1. Title Bar

The Title Bar contains the filename of the active presentation, once the presentation has been saved.
Getting Started

2. Windows Control Buttons

Windows Control Buttons are the Minimize Button, Restore Button, and the Close Button. The Minimize and Restore buttons are used for sizing the document window. Click the Minimize Button and the document window minimizes in size and displays as an icon bar. Click the Restore Button on the icon bar and the window restores to its original size. Minimize and Restore buttons are positioned in all dialog boxes (windows). The Close button is also contained in open dialog boxes. Click this area to close the dialog box.

3. Menu Bar

The Menu Bar is located beneath the Title Bar. Click any Menu Bar item to display a list of options. Options followed by three dots indicate that there is a corresponding dialog box.

4. Standard and Formatting Toolbars

The Standard toolbar is located beneath the Menu Bar and displays icons of frequently used editing features. The Formatting toolbar is located beneath the Standard Toolbar and displays icons of frequently used formatting commands. When pointing to a Standard or Formatting Toolbar button, the button name displays in a small box known as a screen tip.

5. Slide Work Area

The Slide Work Area is located in the middle of the screen. When a presentation has been created or opened, a slide appears in the middle of the Slide Work Area in Slide View.

6. View Buttons

The View Buttons are located to the left of the horizontal scroll bar and two at the top of the Slides pane. Presentations can be viewed in five different modes:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Normal View</td>
<td>Allows work on every part of presentation, speaker notes, presentation slides and outline for presentation.</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Slide Sorter View</td>
<td>Use to view the slides in a smaller version, on the same screen and to add transitions and set timing.</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Slide Show</td>
<td>Use to view the slide presentation, including all animation and transitions effects.</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Outline View</td>
<td>Use for entering, editing and viewing presentation as an outline.</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Slide</td>
<td>Use for creating slides; displays one slide at a time.</td>
</tr>
</tbody>
</table>
7. Status Bar

The Status Bar is located at the bottom of the screen and displays the current slide number and the total number of slides in the presentation, as well as the design or template used for the current presentation.

C. Working with Text

<table>
<thead>
<tr>
<th>Function</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert text</td>
<td>Place the insertion point where text is to be added.</td>
</tr>
<tr>
<td>Delete text</td>
<td>Highlight the text to be removed and press Delete or Backspace.</td>
</tr>
<tr>
<td>Undo command</td>
<td>Restores text to its original form.</td>
</tr>
<tr>
<td>Esc</td>
<td>Exits out of Slide Show View.</td>
</tr>
</tbody>
</table>

D. Using Help

The online help system provides information and instructions on PowerPoint features and commands.

To invoke Help:

- click Help from the Menu bar

The following Help options are available:

<table>
<thead>
<tr>
<th>Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft PowerPoint Help</td>
<td>Provides a textbox to type questions, and hyperlinks display related topic.</td>
</tr>
<tr>
<td>Show the Office Assistant</td>
<td>Hides or show the Office Assistant.</td>
</tr>
<tr>
<td>Microsoft Office Online</td>
<td>Connects to Microsoft Office Online Help web site.</td>
</tr>
<tr>
<td>Contact Us</td>
<td>Contact Microsoft for assistance.</td>
</tr>
<tr>
<td>Check For Updates</td>
<td>Connects to Microsoft Office web sites for updates.</td>
</tr>
<tr>
<td>Detect and Repair</td>
<td>Automatically detects and fixes errors in PowerPoint.</td>
</tr>
</tbody>
</table>
Getting Started

Activate Product Starts Activation Wizard to update the user’s copy of PowerPoint.

Customer Feedback Option Offer suggestions to Microsoft on how to improve their product.

About Microsoft PowerPoint Contains information about the current version of PowerPoint.

2. Office Assistant

The Office Assistant is an animated character that appears on the screen to offer help. Type a question and click the Search button and the Office Assistant responds with a list of options. If a "light bulb" displays beside the Office Assistant, click it to view a tip about the current action.

If the Office Assistant is not present:

- click Help and select Show the Office Assistant

To exit Help:

- click in Microsoft PowerPoint Help dialog box

III. USING POWERPOINT

A. Creating a PowerPoint Presentation

1. The PowerPoint Screen

When opening PowerPoint, the Getting Started task pane appears on the right-hand side of the slide work area.

Note: If the task pane is not displayed click View and select Task Pane.

The following options are available:

<table>
<thead>
<tr>
<th>Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started</td>
<td>The home task pane.</td>
</tr>
<tr>
<td>Microsoft Online</td>
<td>Connects to MS Office online help, news and updates.</td>
</tr>
<tr>
<td>Open</td>
<td>Access to existing presentations.</td>
</tr>
<tr>
<td>Create a new presentation</td>
<td>Allows you to create a new presentation.</td>
</tr>
</tbody>
</table>
B. Parts of a Presentation

Presentations consist of one, or any combination of the following:

<table>
<thead>
<tr>
<th>Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slides</td>
<td>The pages that make up the presentation.</td>
</tr>
<tr>
<td>Handouts</td>
<td>Smaller versions of slides, helpful for the presentation.</td>
</tr>
<tr>
<td>Speaker's Notes</td>
<td>Use this feature to create and edit notes on slides.</td>
</tr>
<tr>
<td>Outlines</td>
<td>Work on the slide without graphics.</td>
</tr>
<tr>
<td>Placeholders</td>
<td>Used for inserting text, graphics, movies and/or sounds.</td>
</tr>
</tbody>
</table>

C. Creating a New Presentation

1. Creating a Presentation using a PowerPoint Design Template

   • click **File** from the **Menu Bar** and select **New**

The *New Presentation* task pane appears.

   - click **From design template** in the *New Presentation* task pane
Using PowerPoint

Scroll down to view all of the available templates in the *Slide Design* task pane.

To select a design:

- click on a template design

  *Note: To preview the template design, click once on the design.*

2. **Inserting Slides**

- click **Insert** and select **New Slide**
- select one of the slide layouts and click **OK**

Numerous Design templates options are available to create a new slide. Each option offers a different layout

*Note: To read the description of each Slide Layout, hold the mouse over the layout image and a description will appear near the image.*

3. **Deleting Slides**

From the pane on the left of the slide work area:

- click on the slide to be deleted
- click **Edit** and select **Delete Slide**
4. Inserting Text

If there is a text placeholder on the slide:

- click inside the text placeholder
- type text

Where text is the data to display in the placeholder.

If there is no placeholder present:

- click Insert and select Text Box
- draw a text box on the slide
- type text

5. Deleting Text

- select text to be deleted
- press the Delete key

D. Saving the Presentation

- click File and select Save As
- click in Save in and select the drive
- type filename in File name:
- click Save

Where filename is the name of the presentation.

E. Opening an Existing PowerPoint Presentation

- click File and select Open
- click in Look in and select the drive
- select the file
- click Open

F. Closing a Presentation

- click File
- select Close

G. Inserting Images

Insert various images to enhance a presentation.
1. Inserting Clip Art

From the slide view:

- click Insert
- click Picture and select Clip Art

The Clip Art task pane appears.

- type a *keyword* in Search for

Where *keyword* describes the desired clip art image.

To specify where to look for Clip Art:

- click **in Search in** and select location

To specify type of image:

- click **in Results should be** and select file type
  - click Go

To select an image:

- click on image

The clip art is inserted into the slide.
2. Inserting Movies

To insert a movie:

- click **Insert**
- click **Movies and Sounds** and select **Movie from Clip Organizer**

The *Clip Art* task pane appears.

- select a movie clip

The image selected is inserted on the slide.

**Note:** If necessary, scroll down to view the movie clips.

To view the movie:

- hold the mouse over the image and click
- select **Preview/Properties**
- click **Close**

a. **Playing Movies**

    Animated GIF pictures only play while a slide show is running and will not play in Normal or Slide Sorter view.

    **Note:** Handlebars are the circles surrounding the picture when it is selected. To resize a picture, click it and use the handlebars to enlarge or reduce.
Using PowerPoint

To play the movie:

- click Slide Show and select View Show
- press Esc to exit

3. Inserting WordArt

Word Art is used to convert ordinary words into graphics.

To insert WordArt:

- click Insert and select Picture
- click WordArt

The WordArt Gallery dialog box appears.

The WordArt Gallery consists of different design templates.

- select a WordArt style
- click OK

The Edit WordArt Text dialog box appears.
This dialog box is used to change the font size and type, as well as to italicize and bold text.

- **type text**

Where *text* is the information entered.

- **click ▼ in Size**
- **select a font size and click OK**

**H. Inserting Sounds**

To insert sounds into a slide:

- **click Insert and select Movies and Sounds**
- **select Sound from Clip Organizer**

To select a sound:

- **click an image**

A message appears asking if the sound should be played automatically during the slide show or only when the speaker icon is clicked on.

- **select Automatically or When clicked**

A speaker icon displays.

To move the icon:

- **click ![speaker icon] and drag it across the slide**
a. Playing Sound Clips

To play the sound clip:

- double-click 🎧

Note: To resize the speaker icon, move the handlebars outward.

I. Charts

A chart is a presentation of numeric data in a visual form. The most common types of charts are pie, column and graph. Entering data onto a datasheet and selecting a visual medium to present it with creates a chart.

1. Creating a Chart

To create a chart:

- click **Insert** and select **Chart**

The following sample datasheet appears.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>East</td>
<td>20.4</td>
<td>27.4</td>
<td>30</td>
<td>20.4</td>
</tr>
<tr>
<td>2</td>
<td>West</td>
<td>20.6</td>
<td>20.6</td>
<td>34.6</td>
<td>31.6</td>
</tr>
<tr>
<td>3</td>
<td>North</td>
<td>45.9</td>
<td>86.9</td>
<td>45</td>
<td>43.9</td>
</tr>
</tbody>
</table>

The menu changes into a MS Graph application menu, consisting of a datasheet and chart window.

a. Datasheet Window

The Datasheet window contains a sample datasheet to input data into. A datasheet has rows and columns where numbers and labels are entered.

b. Graph Window

The Graph Window is used to change the graph design. The graph is the entire area inside the graph window.

Note: All data entered into the datasheet is automatically updated in the graph.
2. Entering and Editing Data

a. Entering Data

To enter data into a datasheet:

- click on a cell in the datasheet
- type data

Where data is the data for the chart.

b. Deleting Data

To delete data in a single cell:

- click on a cell in the datasheet
- press Delete

To delete a column in the datasheet:

- click on the column letter (e.g. A, B, C, or D) to select entire column
- press Delete

To delete a row in the datasheet:

- click on the row number to select the entire row
- press Delete

The slide displays a chart with the data inputted into the datasheet.

3. Customizing a Chart

To choose the chart design and chart display:

- click Chart
- click Chart Type
Using PowerPoint

The Chart Type dialog box appears.

- select **Standard Types** and select Chart Type option
- select **Chart Subtype** option and click **OK**

**Note:** A brief description of the chart selected appears in the right corner.

**4. Exiting MS Graph Application**

To return to the slide window:

- click anywhere outside of the Chart window

**J. Creating an Organization Chart Slide**

An Organization Chart slide is used to graphically illustrate hierarchies or the functions of people within an organization.

To create an Organization Chart slide:

- click **Insert** and select **Picture**
- select **Organization Chart**
The *Microsoft Organization Chart* displays.

![Organization Chart Diagram](image)

1. **Entering Data into an Organization Chart**
   - click inside box to add text
   - type *data*

   Where *data* is the text for the Organization Chart.

2. **Customizing the Organization Chart**

   Use the organization chart toolbar menu to add, delete, categorize or modify different levels within the Organization Chart. The appearance of the boxes in the chart can also be changed.

   a. **The Organization Chart Toolbar**

   ![Organization Chart Toolbar](image)

   i. Changing the diagram style

   To change the style of the diagram:

   - click 🔄
   - select a diagram style
   - click OK

   ii. Modifying Box Colors

   To change the color of the boxes in the chart:

   **Note:** The box colors can only be changed when using the default diagram style.

   - double-click on box
Using PowerPoint

- click in color and select color
- click OK

iii. Changing Text Color

To change the color of the text:

- select the text to be changed
- click Format and select Font
- click in Color and select color
- click OK

K. Creating Tables

Tables display graphics, numbers and text. Tables differ from charts in that they display the value of data instead of the differences amongst data.

1. Inserting a Table

From Slide View:

- click Insert and select Table

The Insert Table dialog box appears.

- enter the number of columns
- enter the number of rows
- click OK

An empty table displays.
2. Entering Data to a Table

To enter data into table:

- click in a cell
- type *data*

Where *data* is the information entered.

To get back to the slide, click anywhere outside the table.

1. Customizing the Presentation

To create a more enjoyable presentation, change the presentation design and add custom multimedia elements to the presentation.

1. Applying Presentation Designs

To select a different presentation design:

- click **Format** and select **Slide design**

The *Slide Design* task pane appears.

To change the design:

- select a design

All of the slides in the presentation change to the selected design.

2. Applying Custom Animation

a. Transitions

Transitions are a way in which slides move off the screen before the next slide appears.

To apply transition:

- click **Slide Show** and select **Slide Transition**
The *Slide Transition* task pane appears.

- select a slide transition
- click ✅ in **Sound** and select the sound to be applied

b. **Timing**

Timing refers to how long a slide remains on the screen during a presentation. A slide may be left on the screen until the next mouse click, or set to a number of seconds to remain on the screen.

To apply timing:

- check the box marked **Automatically after**
- type number of seconds below

This will automatically advance one slide to the next after the given number of seconds.

To apply changes:

- click **Apply to All Slides**
- click ✗ to return to slide

**Note:** Different transitions, sound effects and timings can be applied to individual slides in the presentation.
IV. VIEWING THE PRESENTATION

To view the presentation:

- select the first slide in the presentation
- click
- or-
- click View and select Slide Show

1. Moving through slides:

- click anywhere on the slide during show
- or-
- wait until timing transitions take effect

2. Ending The Presentation

To end the presentation:

- press Esc

V. PRINTING THE PRESENTATION

PowerPoint offers several methods for printing the slides and/or presentation.

To print all slides:

- click File
- click Print

The Print dialog box appears.
Printing the Presentation

- make the necessary selections
- click OK

To print Outlines, Notes Pages, Outline View, individual slides or multiple slides on one sheet of paper:

- click File and select Print
- make desired selections from the bottom section of the Print dialog box
- click OK

VI. EXITING POWERPOINT

- click File and select Exit
  -or-
  - click \x