

**An Introduction to Microsoft PowerPoint**  
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Sessions F1.16, F2.16; Room SO 105

Friday, June 7, 2002

**Session Description:** MS PowerPoint is powerful presentation software that enables the user to create professional presentations and handouts. Our examination of MS PowerPoint will include design considerations, the use of blank pages, background, and templates, adding pictures, clipart, sound, and hyperlinks, using tables to format information, adding special effects for text and graphics, and customizing the timing of multimedia elements in presentations. We will examine program views including the slide sorter and notes page, discuss how to customize the program and the creation of speaker notes, explore how to create handouts and transparencies, and examine how to run the slideshow for presentations.

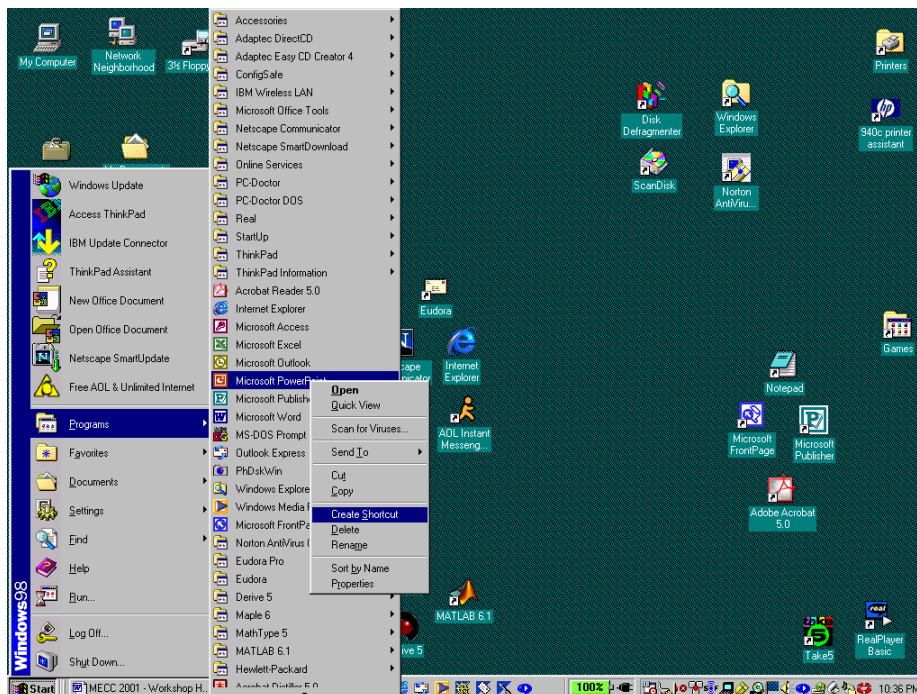
If you are familiar with word processing software such as Microsoft Word, you will find this program relatively easy to learn. Using MS PowerPoint, you can create handouts, transparencies, and multimedia presentations. You can design these presentations to advance under your control or automatically with preset timing. You can include animation, sound, and hyperlinks to slides within the presentation, to slides within other presentations, and to the World Wide Web.

This handout will focus on the basics of using MS PowerPoint 2000. This handout includes directions and screen captures that you can use as you design and create your first MS PowerPoint Presentation. The general instructions will be given for the operating system MS Windows 98; this is the operating system for the computer on which this handout was written.

Let us begin our introduction to MS PowerPoint 2000.

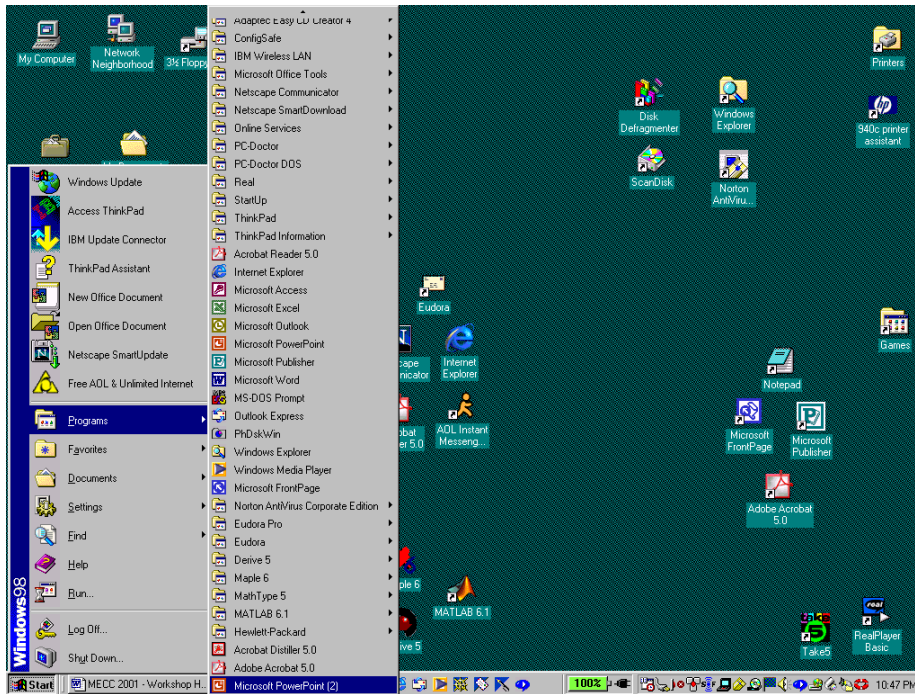
**Creating A Desktop Shortcut And Starting The Program**

We may start the program by selecting PowerPoint on the Programs menu of the Start Menu. Before we start the program, let us create a desktop shortcut with which we may launch the program.

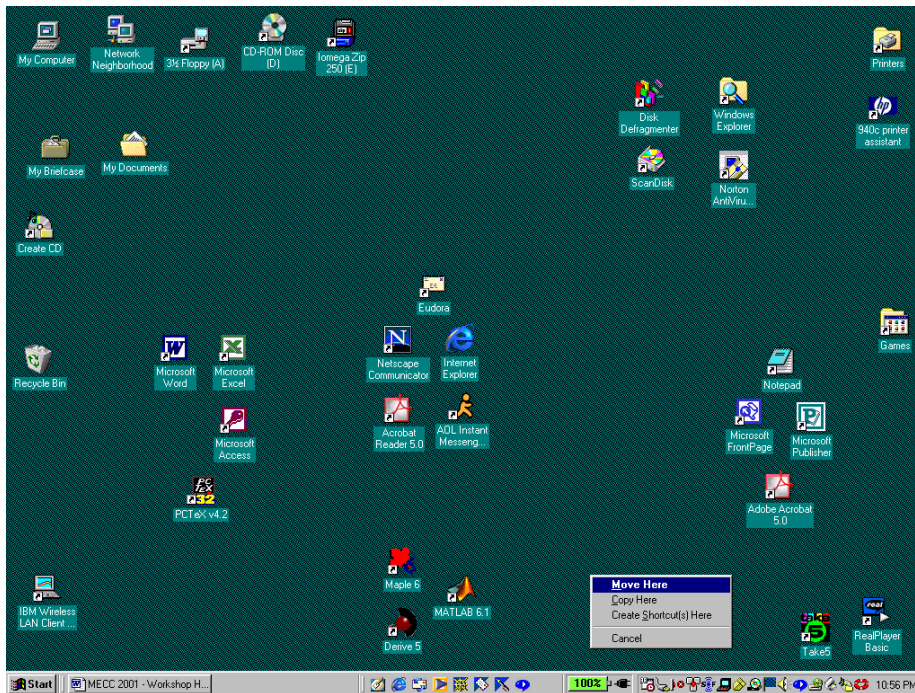


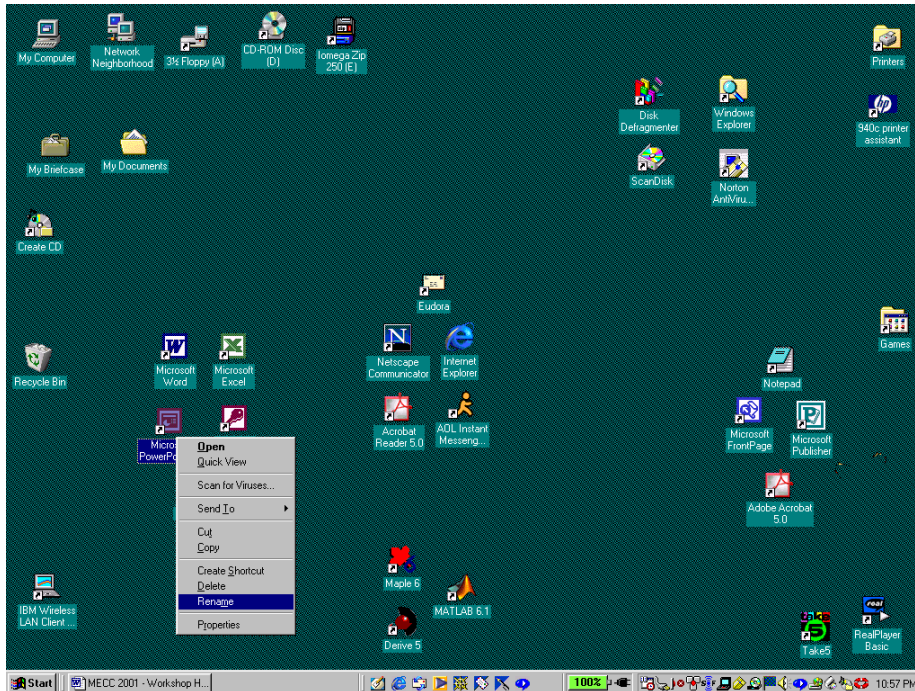
We can create this shortcut using the Start menu: click Start, select Programs, move to the program of interest, Microsoft PowerPoint, *right-click* on Microsoft PowerPoint, and *left-click* on Create Shortcut. Now, move to the bottom of the Programs menu to find Microsoft PowerPoint (2). To move the new

shortcut off the Start menu and onto the desktop, we *right-click* and drag the shortcut from the Programs menu to the desktop.



When we release the right mouse button after dragging the shortcut to the desktop, a popup menu appears. Since we are moving the new shortcut to the desktop, we select Move Here at the top of the menu; the popup menu has copy, create other shortcuts, and cancel options as well. Instead of using the Start menu to create our desktop shortcut, we can *right-click* on the desktop and select New and Shortcut on the popup menu that appears. We *left-click* to select Move Here, and the new shortcut appears.

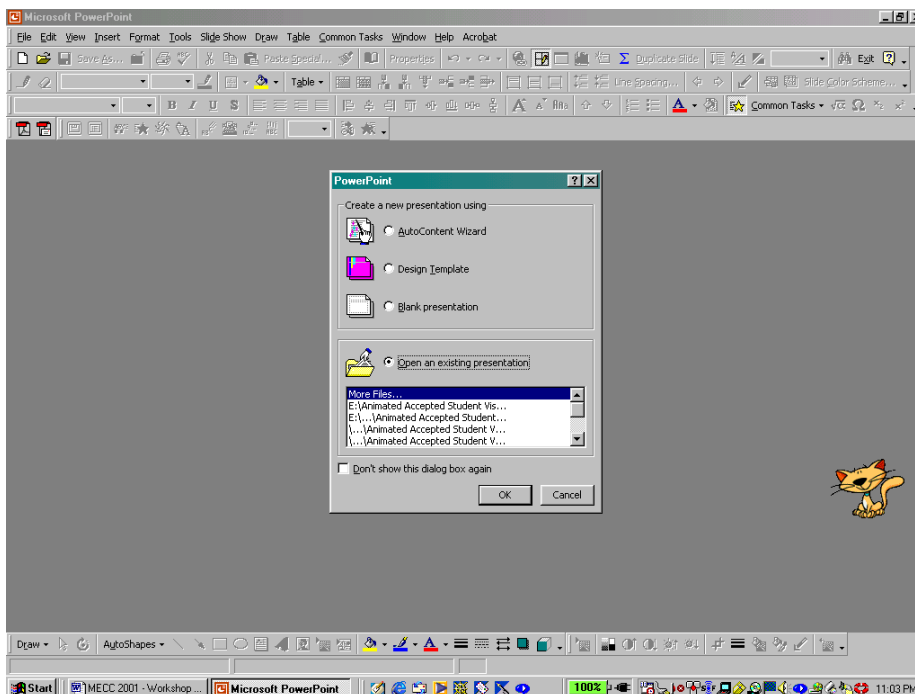




We can move the shortcut to any desired location on the screen by *left-clicking* and *dragging* the shortcut. Finally, to eliminate the (2), we *right-click* the shortcut and select Rename on the popup menu; we *left-click* to select Rename on the popup menu. Now, we can start the program by either double *left-clicking* the desktop shortcut for Microsoft PowerPoint or by *left-clicking* on Microsoft PowerPoint on the Programs menu of the Start menu.

### **Creating A Presentation**

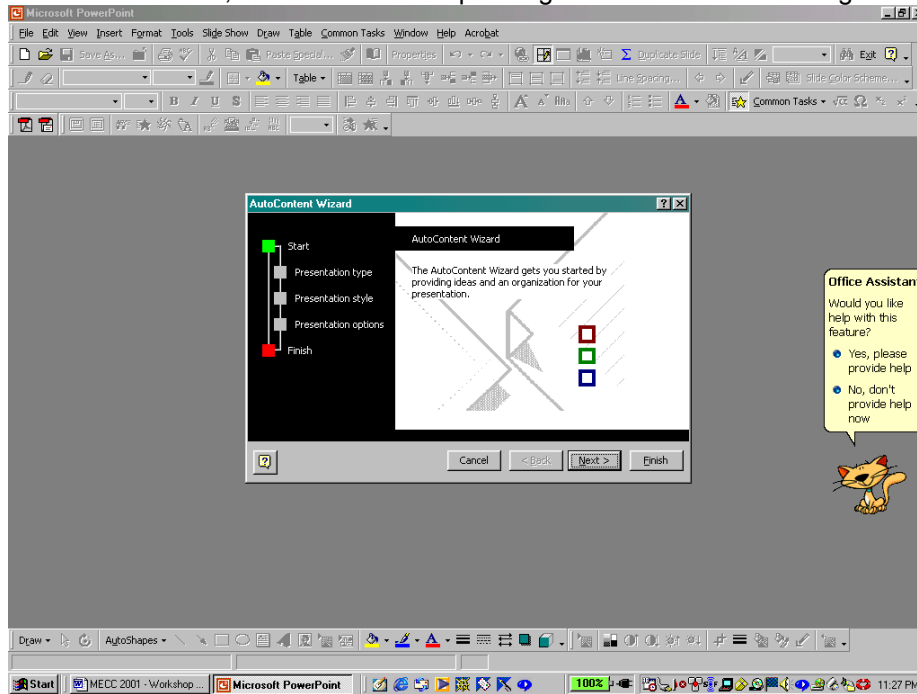
When we first open the program, we have two main options, to open an existing presentation or to create a new presentation. We can create a new presentation using the AutoContent Wizard or the Design



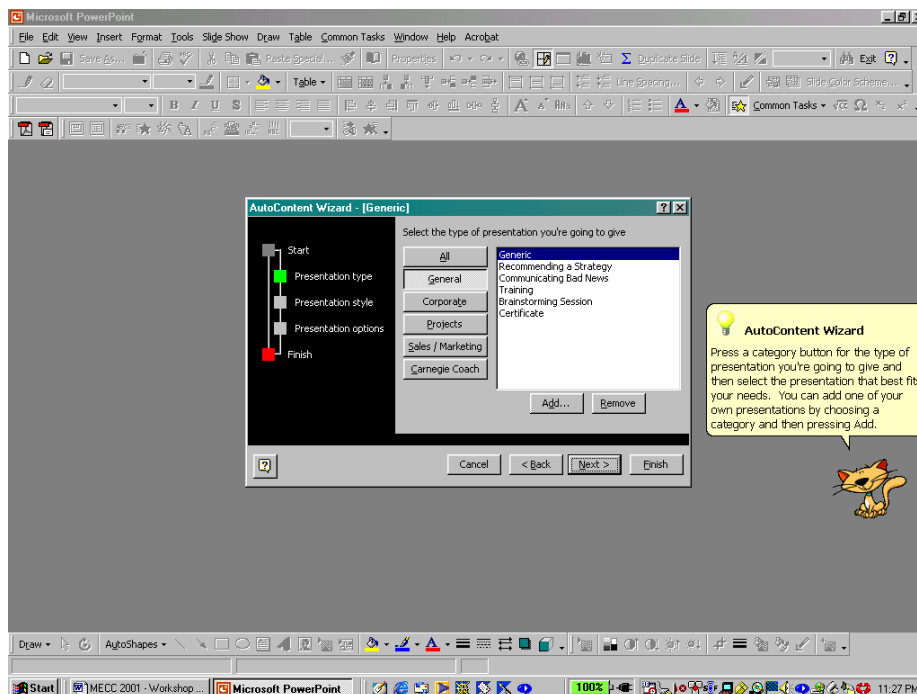
Template, or we can create a blank presentation. The AutoContent Wizard contains a variety of presentation types with preset background, font, formatting, and animation into which we can type our presentation information. The Design Template contains a variety of templates with preset background and font for each of the slide types from which we can select. The blank presentation has no preset background or animation; the font for the blank presentation is the default font for the program.

### Using The AutoContent Wizard To Create A Presentation

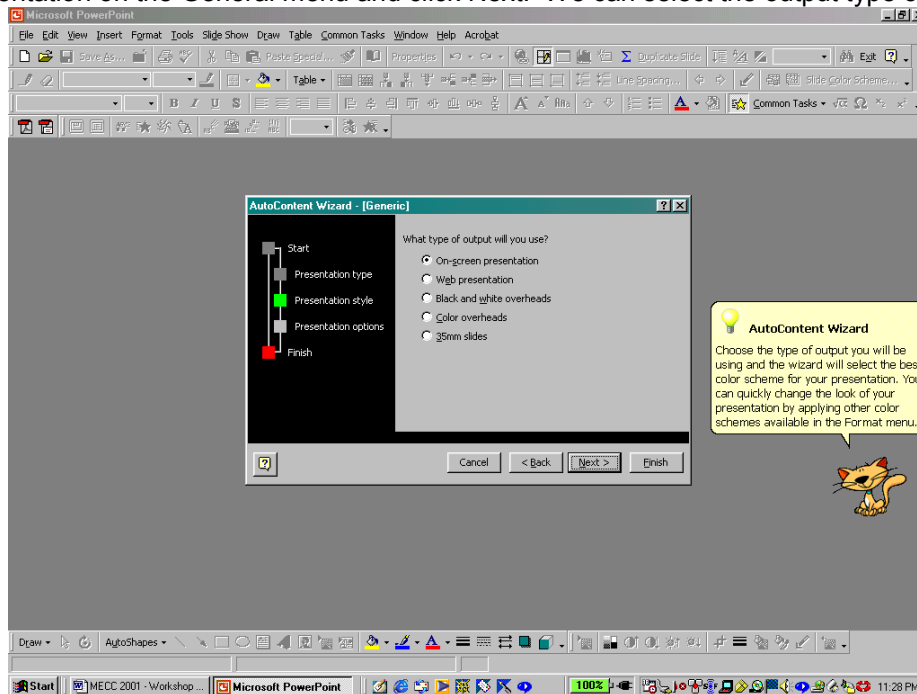
To start the AutoContent Wizard, we click the corresponding radio button in the dialog box and click Ok.



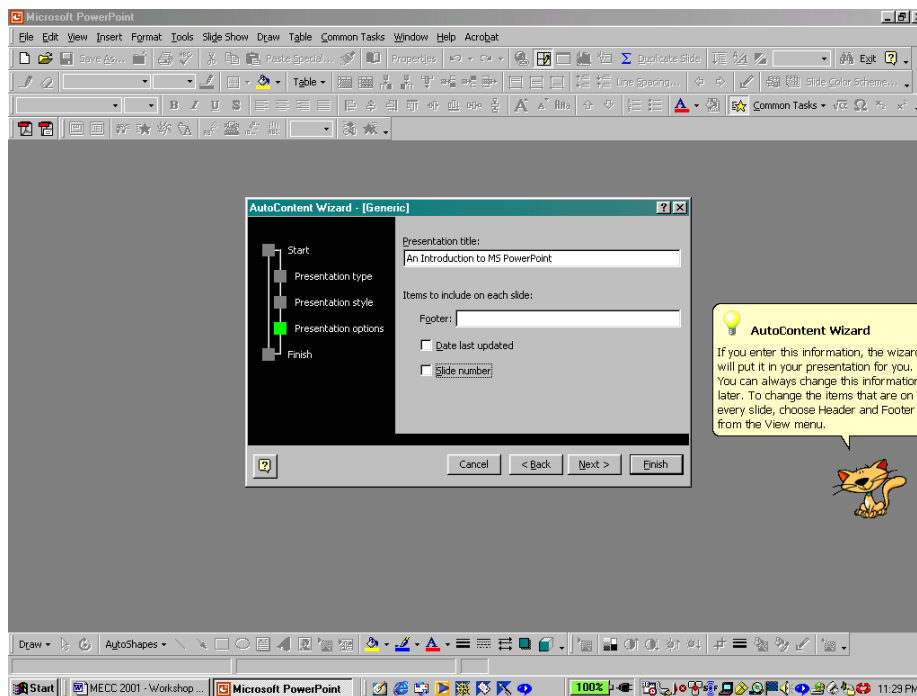
To begin, we select the presentation type. The main categories are General, Corporate, Projects,



Sales/Marketing, and Carnegie Coach; we can view the entire list by selecting All. Here, we select the Generic presentation on the General menu and click Next. We can select the output type or end product

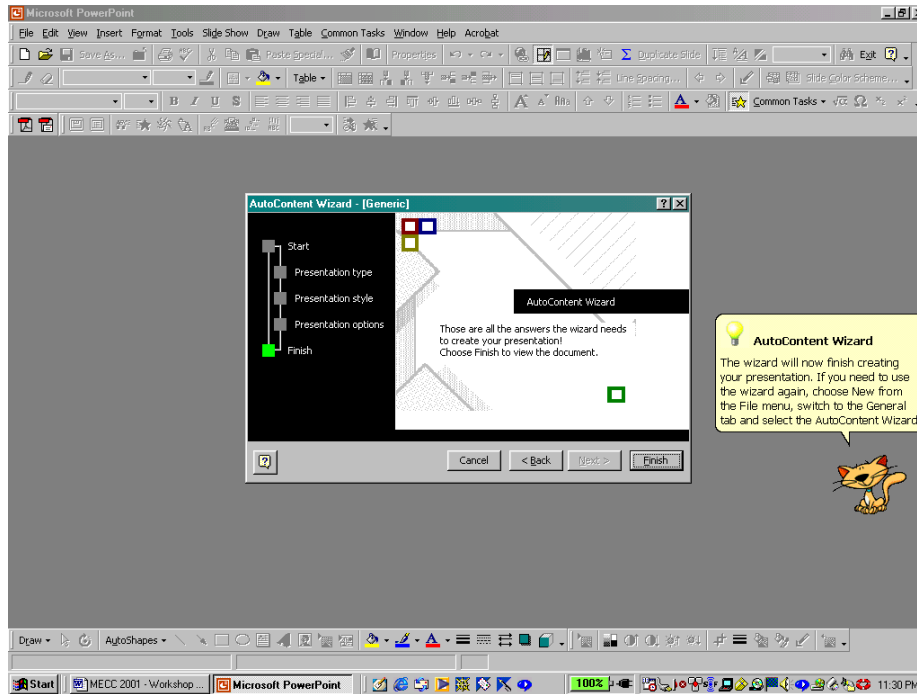


that we want in the next window. While we can select a specific type, on-screen presentation, web presentation, black and white or color overheads, or 35mm slides, we can create an on-screen presentation and generate another output type later: we can use Print on the File menu to create black and white or color overheads, the Save as Web Page option on the File menu to create a web presentation, the Genographics Wizard accessed through the Send to option on the File menu to send the

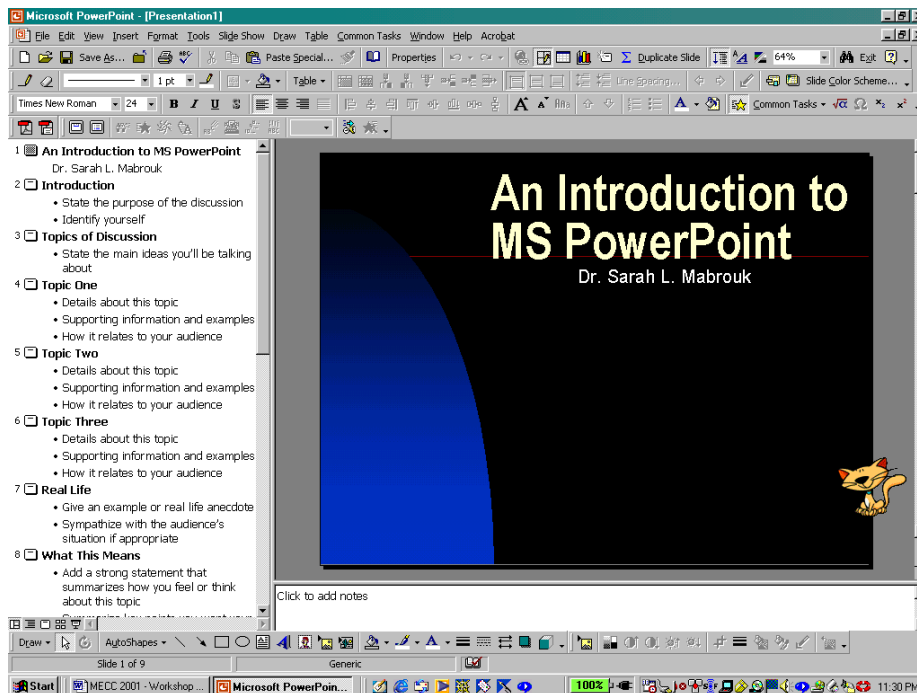


file to Genographics to create 35mm slides. Here, we select on-screen presentation and *left-click* on Next.

We enter the title for the presentation and the footer, if desired, select whether or not to include the



last updated date and the slide number, and *left-click* Next. *Left-clicking* Finish on the final window of the AutoContent Wizard generates the presentation. The title slide of the presentation is displayed with the title that we selected with the name displayed in User information on the General tab of the Options dialog box; to change this information, select Options on the Tools menu.

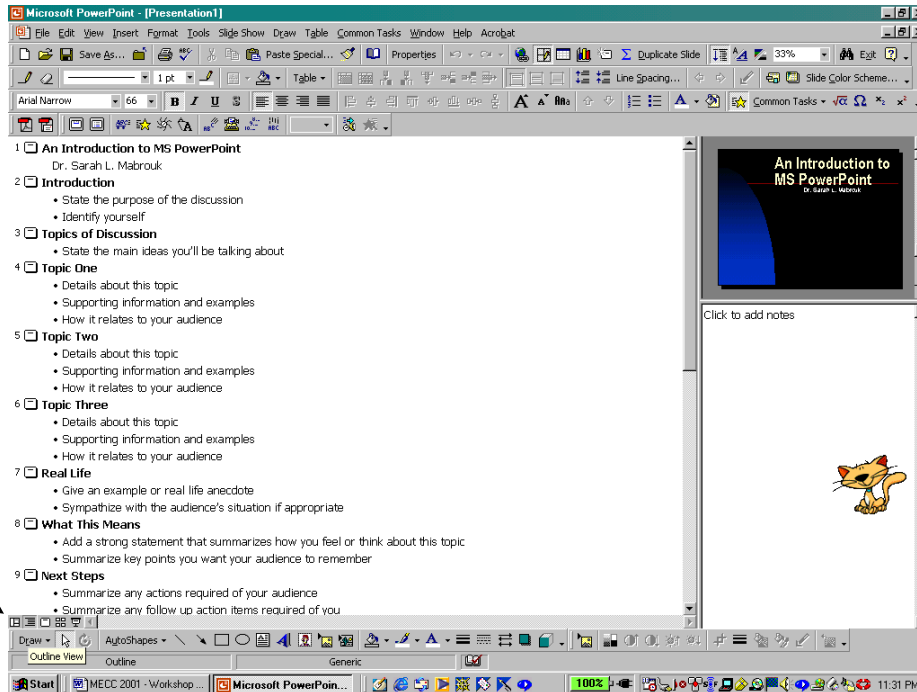
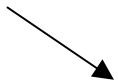


To generate the slides for the presentation, we simply type the information on each slide.

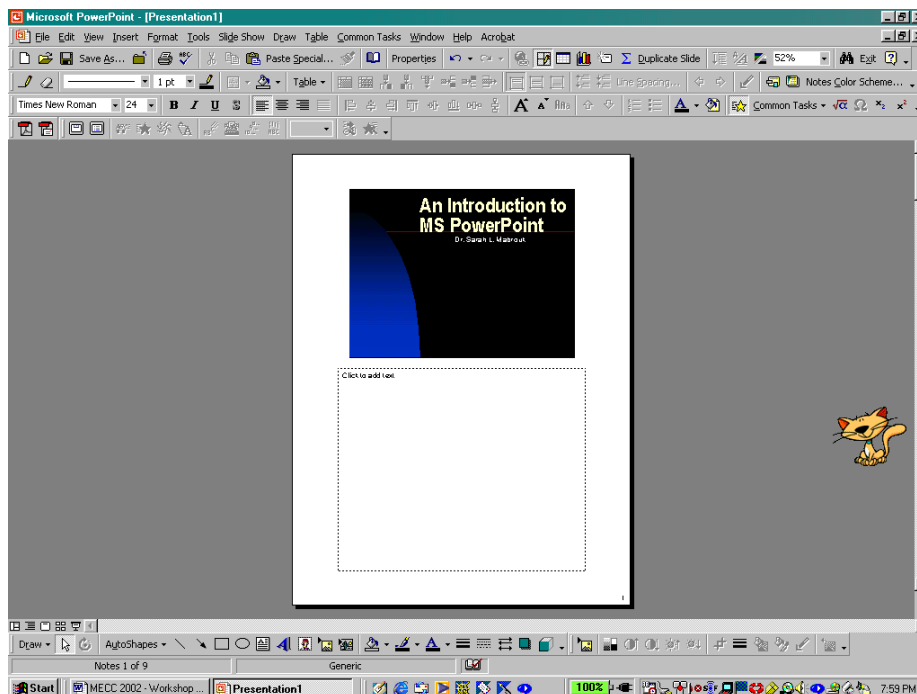
## Program Views

Since we have a presentation, let us examine the various program views. To change the program view, we can use the options on the View menu or *left-click* one of the five toolbar buttons located at the bottom left side of the presentation outline. The Normal View, displayed in the previous screen capture, is selected using Normal on the View menu or by *left-clicking* the first Program View Button and displays the slide at the right and the presentation outline, the information entered on each slide at the left. The Outline View in the screen capture below, selected by *left-clicking* the second Program View Button,

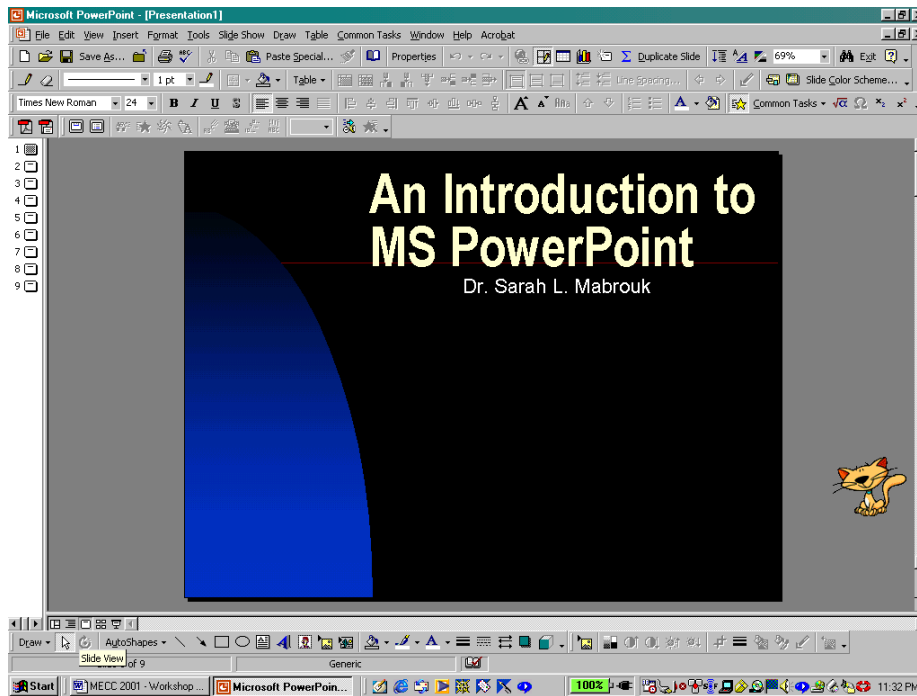
Program  
View  
Buttons



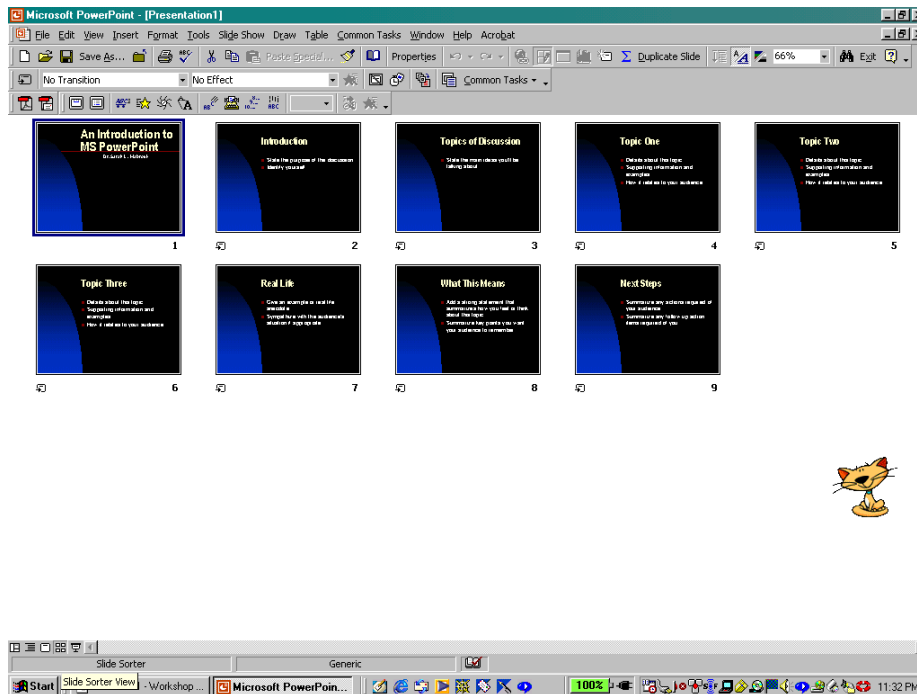
provides a larger view of the presentation outline and a smaller view of the slide.



We can use each of these to enter notes by clicking the area below the slide and entering the information or we can enter speaker notes using the Notes Page view accessed by *left-clicking* Notes Page on the View menu; the previous screen capture displays the Notes Page view.

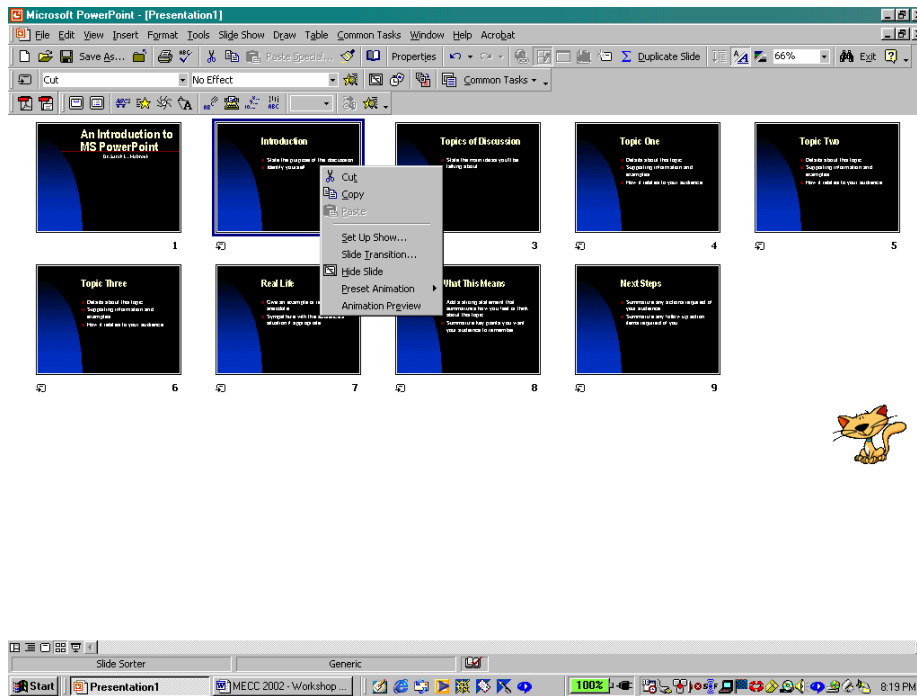


The screen capture above displays the Slide View, accessed using the third Program View Button, and the screen capture below displays the Slide Sorter View, accessed using the fourth Program View Button or Slide Sorter on the View menu.

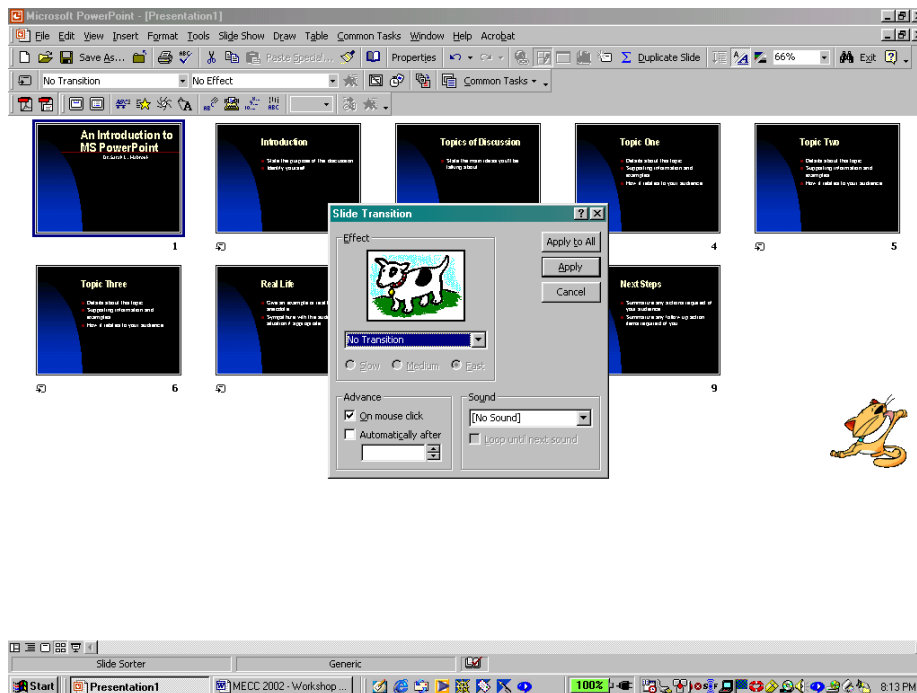




To view the slide transition dialog box, we select Slide Transition on the popup menu that appears when we *right-click* on any of the slides. We can use the same popup menu to Set Up Show, to Hide Slide, to add Preset Animation, and for Animation Preview.

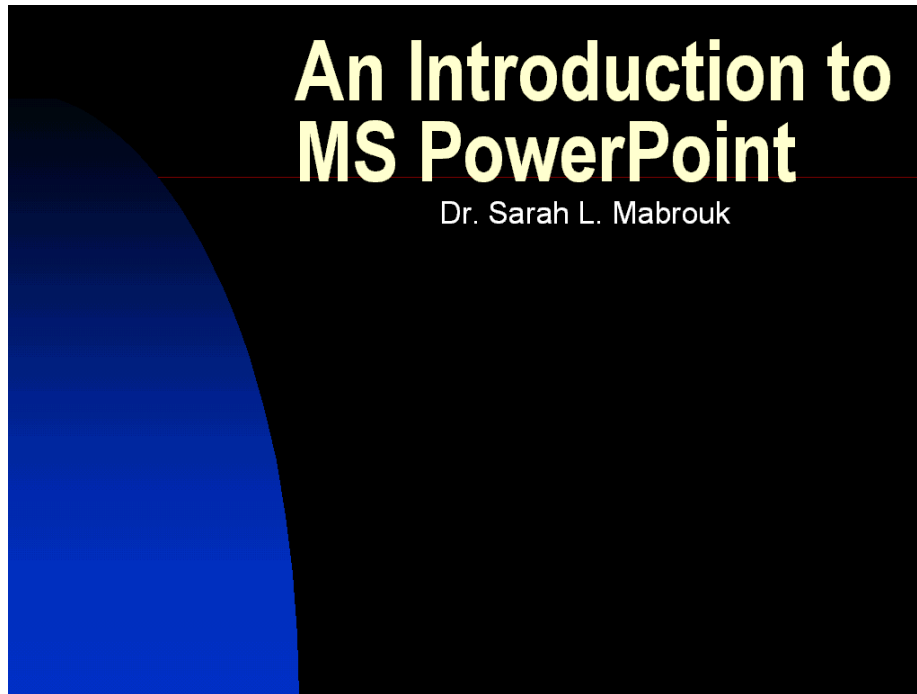


Using the Slide Sorter view, we can change the slide transition, add sound, and change how the slide transition occurs, automatically or with a mouse click.



This presentation is preset with no transition, no sound, and to advance on mouse click. To view the slide show, we *left-click* the fifth Program View Button or select Slide Show on the View menu. The slide show

begins from the selected/displayed slide and continues, here on mouse click, to the last slide or until you stop the slide show.

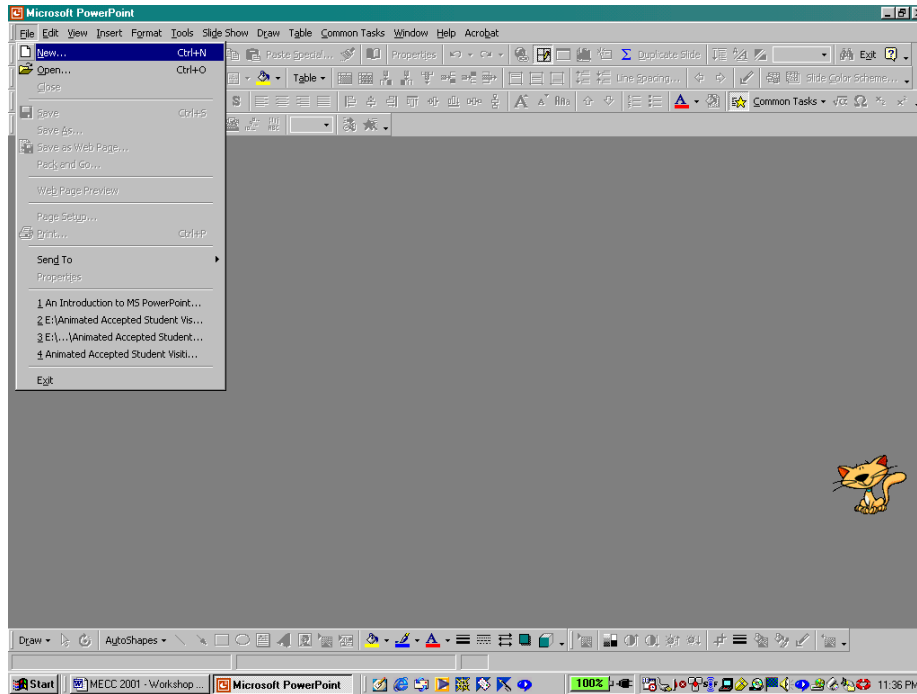


Moving the mouse and then *left-clicking* on the box that appears in the bottom left-hand corner or *right-clicking* generates a popup menu. We can use this popup menu to change slides, Next, Previous, or Go to the Slide Navigator on which we may select to display any slide, make notes during a meeting using the Meeting Minder, display Speaker Notes, change the pointer type and screen options, and end the slide show.

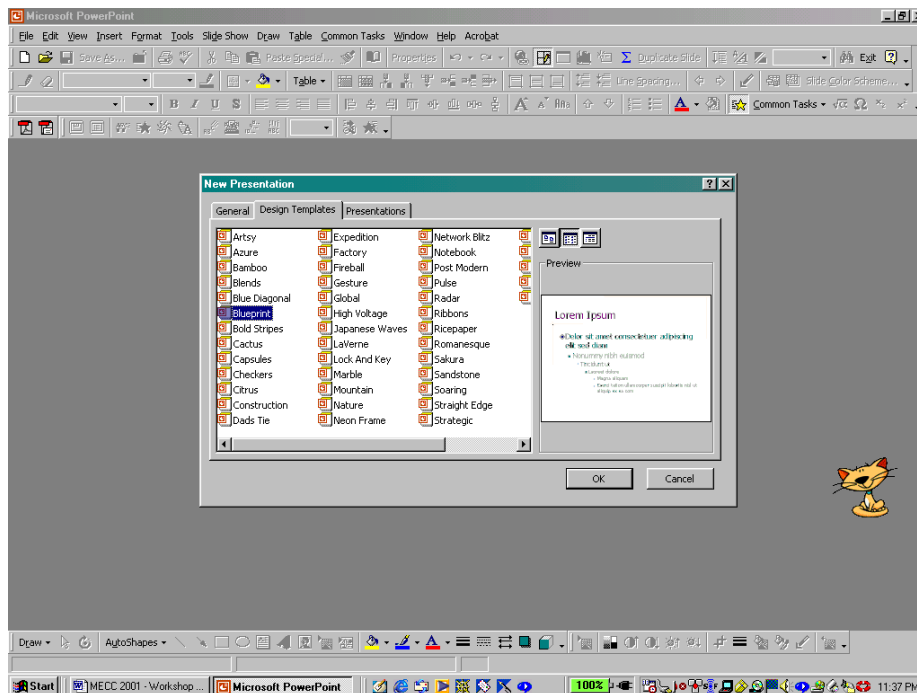


## Creating A Presentation Using the Design Template

To create a new presentation, we select New on the File menu.

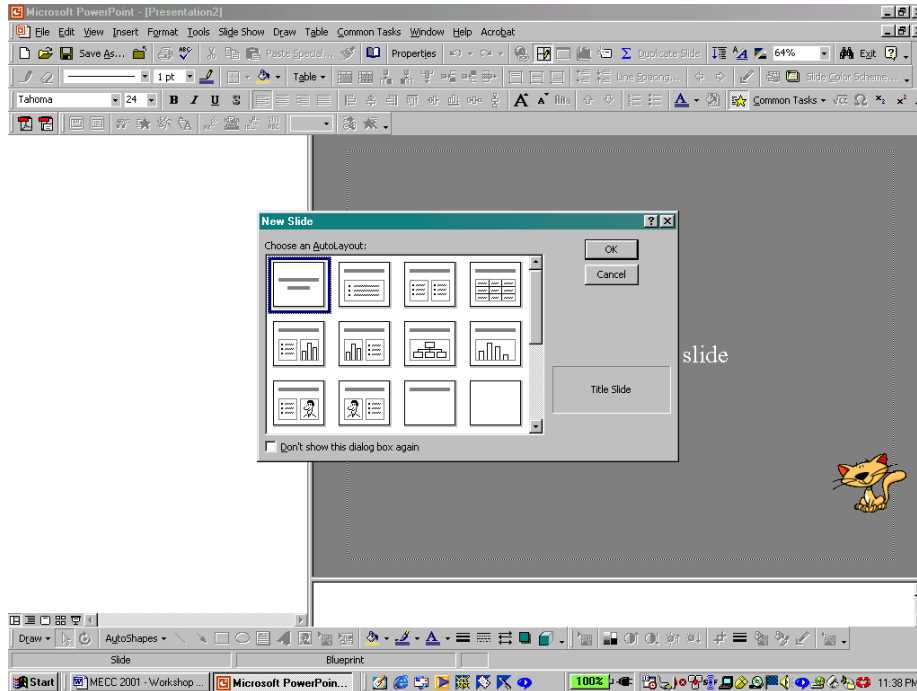


We have the same options as before, the Blank Presentation and AutoContent Wizard options appear on the General tab, the presentations available with the AutoContent Wizard are listed on the Presentations tab, and the available design templates are listed on the Design Template tab. Here, we select Blueprint

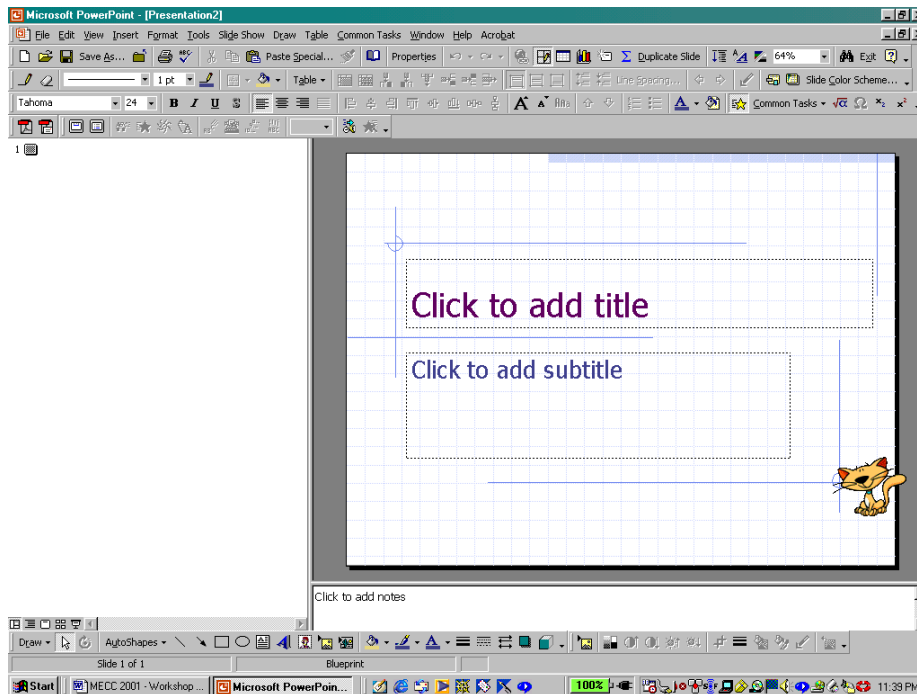


on the Design Template and click Ok. Using the next dialog box, we select the slide type. Each slide generated using the Design Template, has a preset background, font and font colors, and format

including bullets for lists. As with the slides generated using the AutoContent Wizard, we enter the slide information. The AutoContent Wizard generates a complete slide show for which slides can be added or deleted, and using the Design Template, we choose the slides and slide formats that we want to use as we generate the slides individually.

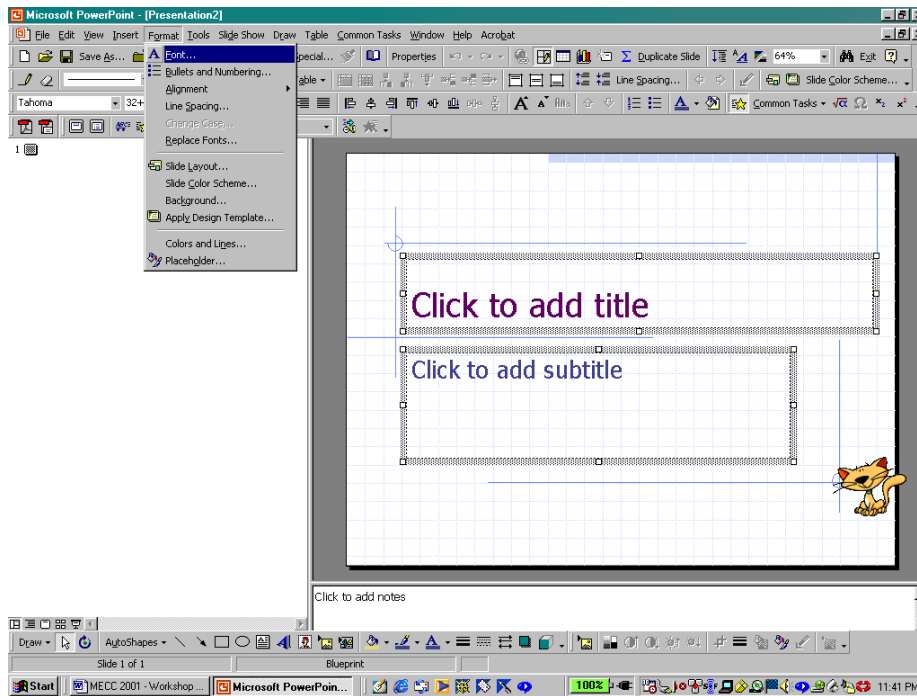


The first slide is the title slide; notice that the slide type is displayed at the lower right of the dialog box. We select the slide type by clicking on the layout of interest and *left-click* Ok.



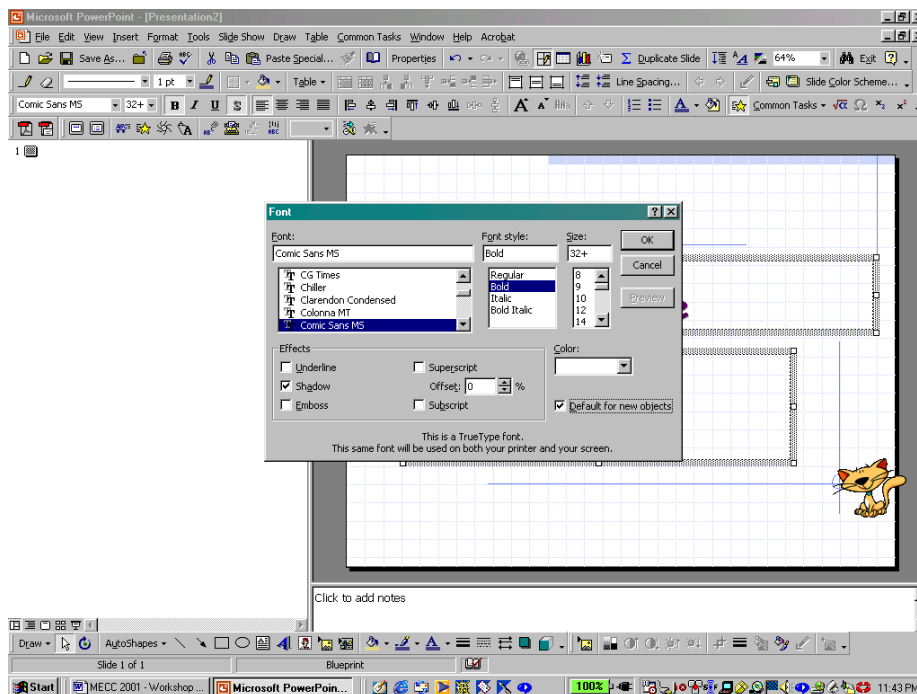
Now, we *left-click* in each text box on the slide and enter the appropriate information, the title, and the

Presenter information, if desired, in the subtitle text box. If we do not want to use a particular text box, we can delete the text box by *left-clicking* in the text box to select the text box, *left-clicking* on the boundary of the text box, and then pressing the Delete key.

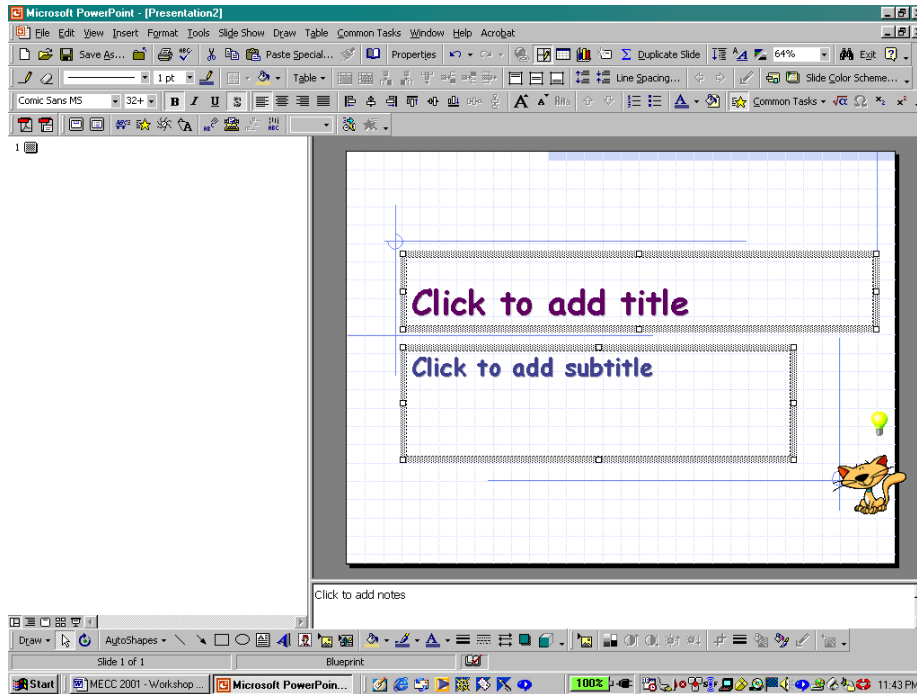


### Changing The Font

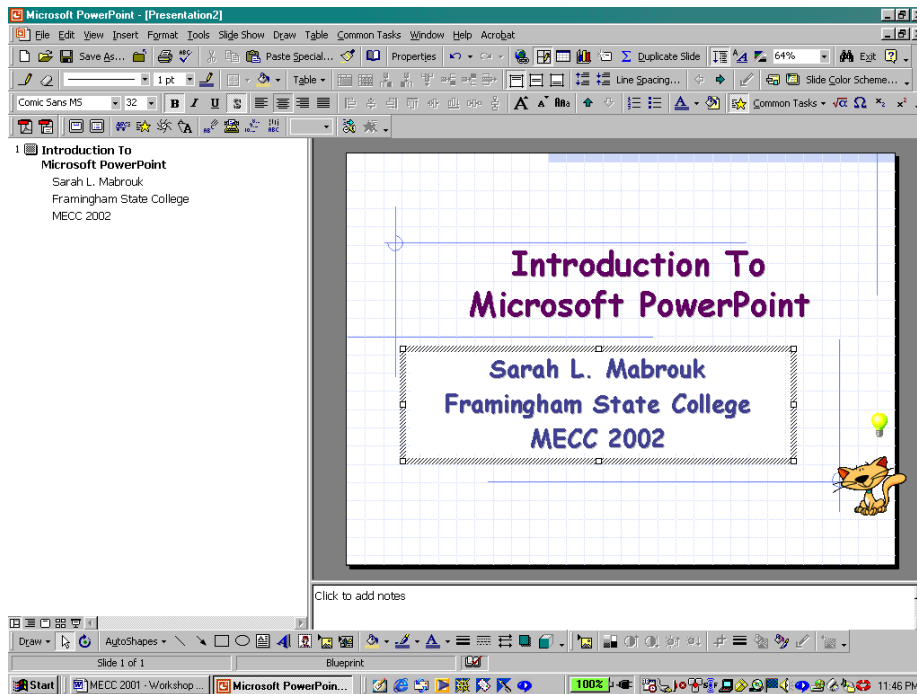
To change the font on any slide, including slides generated using the AutoContent Wizard, we *left-click* outside the text boxes and select the whole slide using Select All on the Edit menu. Next, we select Font on the Format menu. In the Font dialog box, we select the font, font style, font size, and effects. Here,



select a boldface, shadowed, Comic Sans MS font. By not changing the font size, the preset sizes remain unchanged. When we *left-click* Ok, the font for each text box is changed.



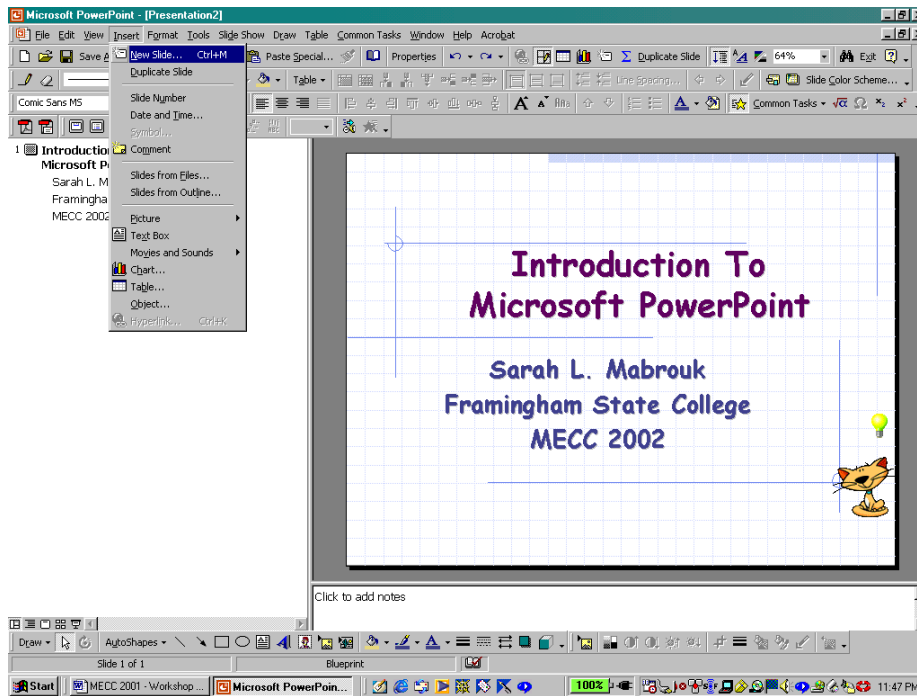
We enter the desired information. We change the alignment of the text in the text box using the alignment toolbar buttons or by selecting the desired alignment using Alignment on the Format menu.



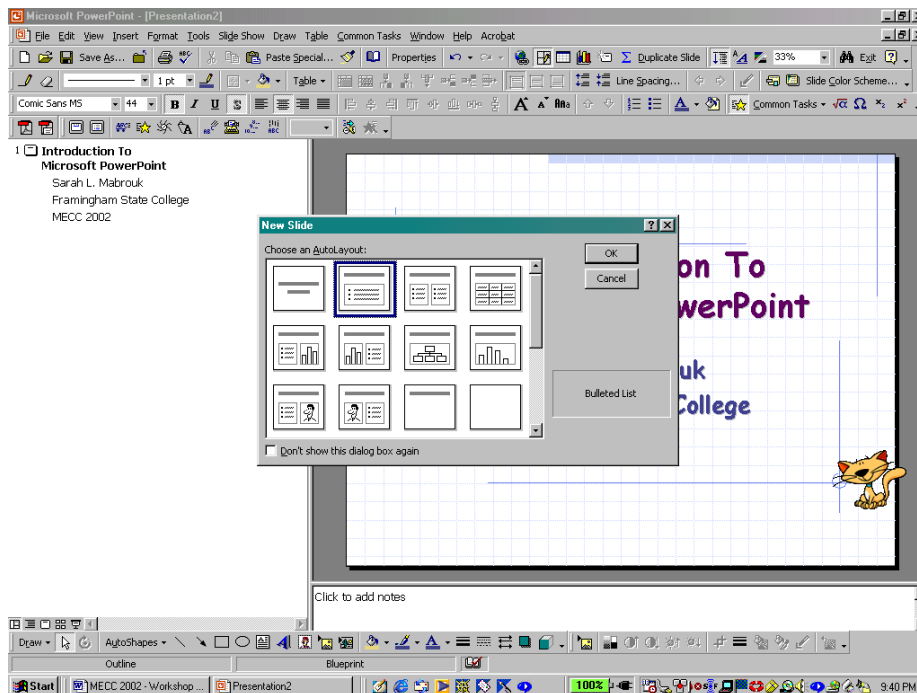
Here, the title and presenter information is centered within each text box. We can change the font in a text box in a similar manner. We can change the font information using the toolbars as well: the font, font size, font type, and font effects can be displayed on the toolbars.

## Inserting A New Slide

To insert a new slide in any presentation, one generated using the AutoContent Wizard or the Design Template or in a Blank Presentation, we use New Slide on the Insert menu.

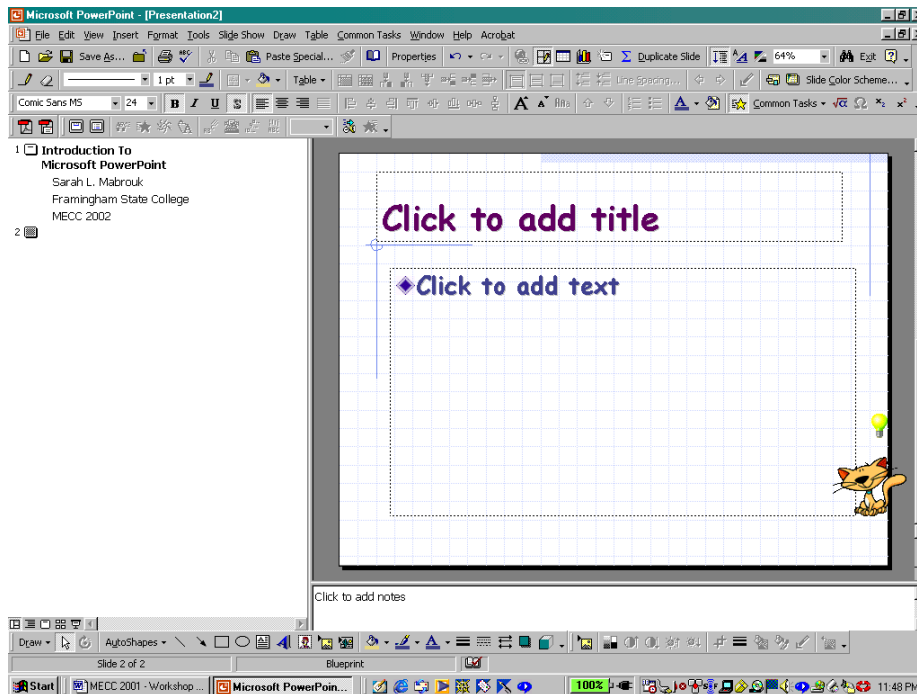


The New Slide dialog box, the same one that we used to choose the first slide in the presentation, appears on the screen. We select the slide type and *left-click* Ok.

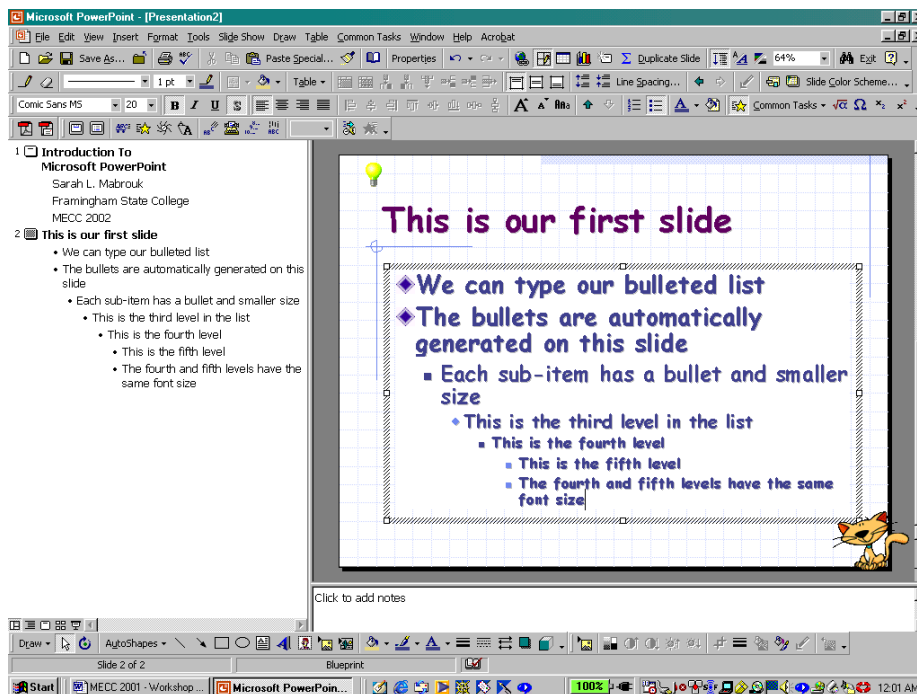


Here, we select a slide that has a title at the top of the page and a bulleted list in the body of the slide. The bullets for the bulleted list are preset with the design template. As with the font, we can change the

bullet scheme, if desired.



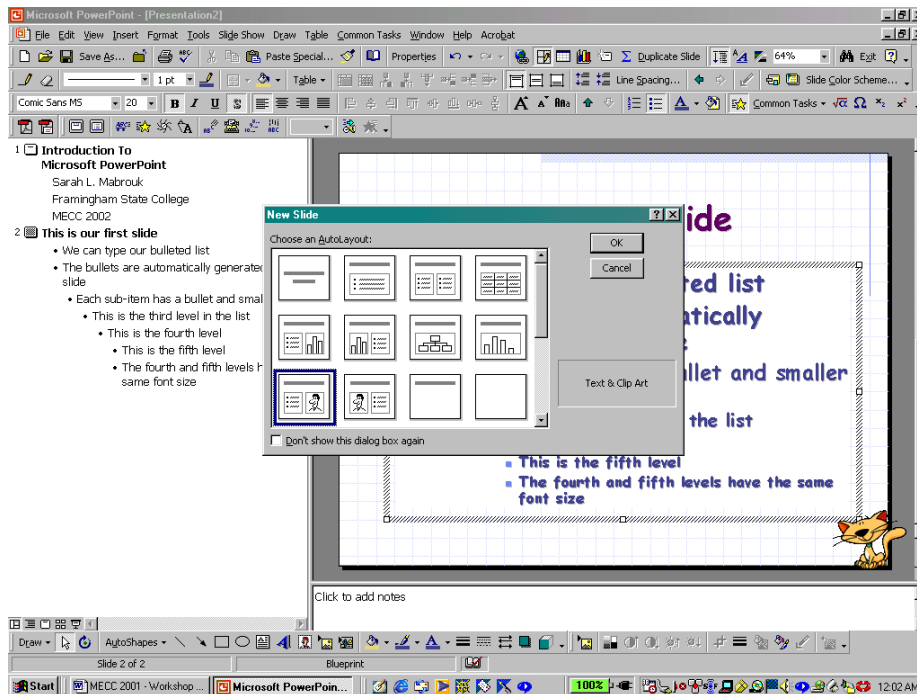
As with the other slides that we have created, we *left-click* in the text box and enter the desired information. In the screen capture below, we entered “This is our first slide” in the top text box and entered some text in order to display the bullet style for this bulleted list. Notice that the font size for the



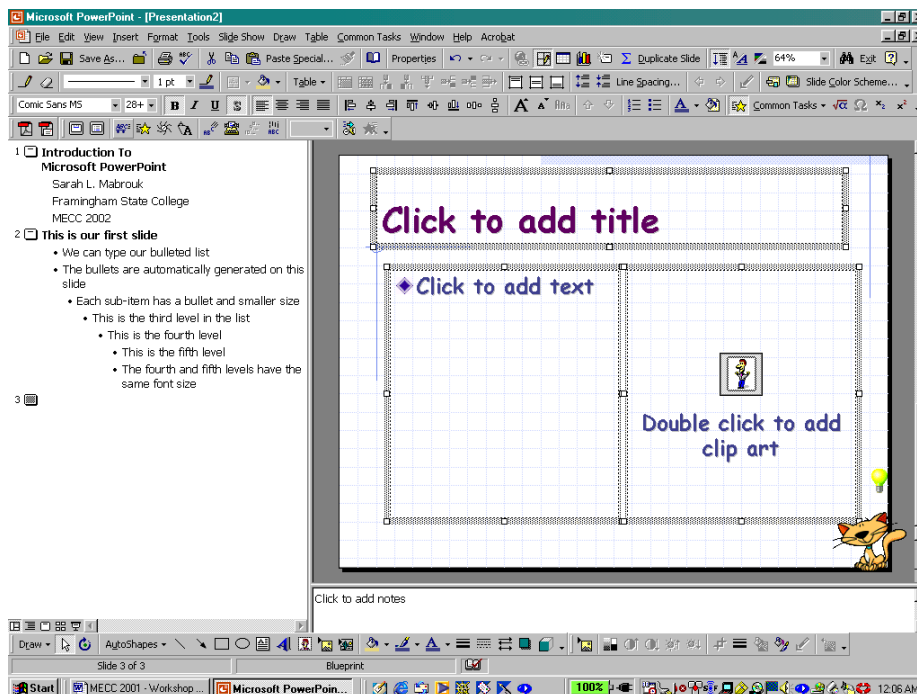
fourth and fifth levels are the same and that there are only five levels for the bulleted list on this slide. Depending on the slide type there can be less levels in the bulleted list. We can create slides that contain text in various formats, organizational charts, text and charts, and text and graphics. Here, we will



generate a slide containing text on the left and a graphic on the right.

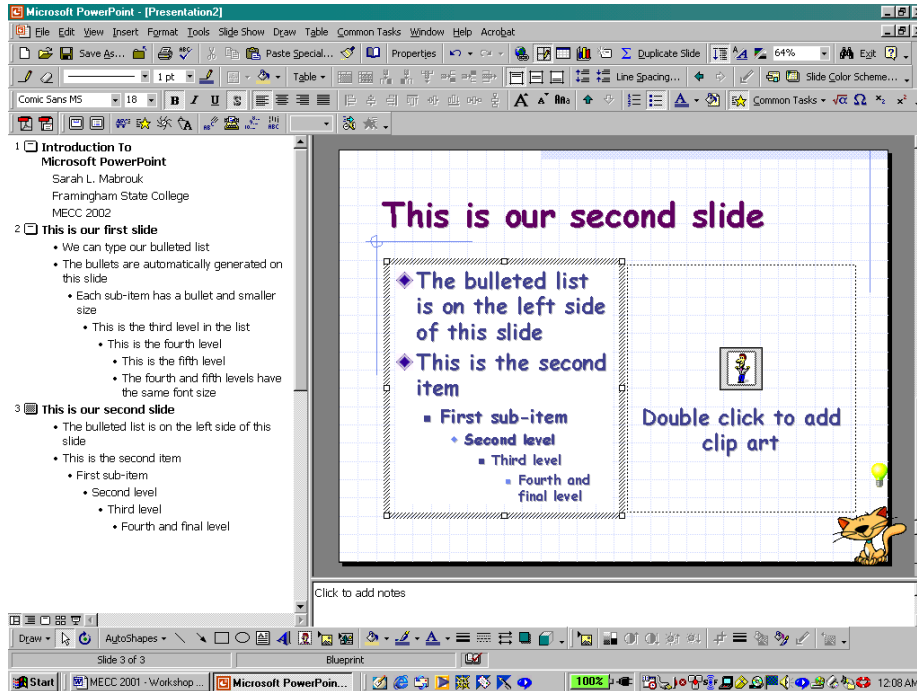


We change the font as we did before so that all the slides will have the same font.

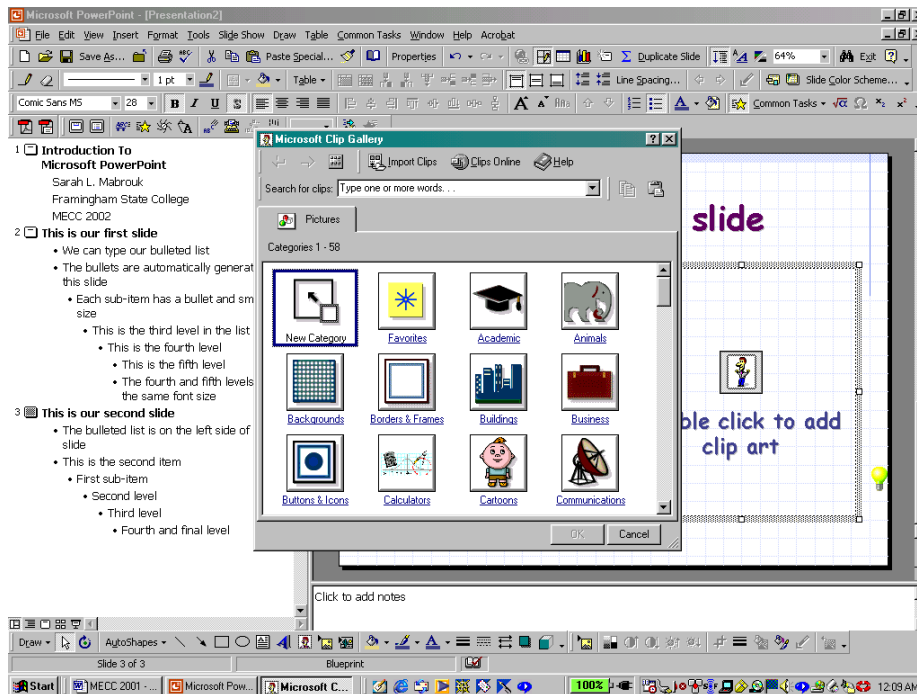


We enter the slide title and the slide information in the text box in the same way in which we entered the title and the slide information in the previous slides. Notice that the slide information appears in the outline at the left as you enter the information in the text box on the slide. For this slide type, the left-hand text box has a four-level bulleted list. If we double *left-click* in the graphic box at the right, we can add clip art to the slide. If we do not want to add clip art to this slide, we can delete the graphic box in the same

manner in which we can delete a text box: *left-click* in the box to select the graphic box, *left-click* the border of the graphic box, and press the Delete key. If we want to insert a picture from a file in place of the clip art box, we delete the clip art box and then select Picture on the Insert menu; notice that we use the same menu to insert an organizational chart and shapes.

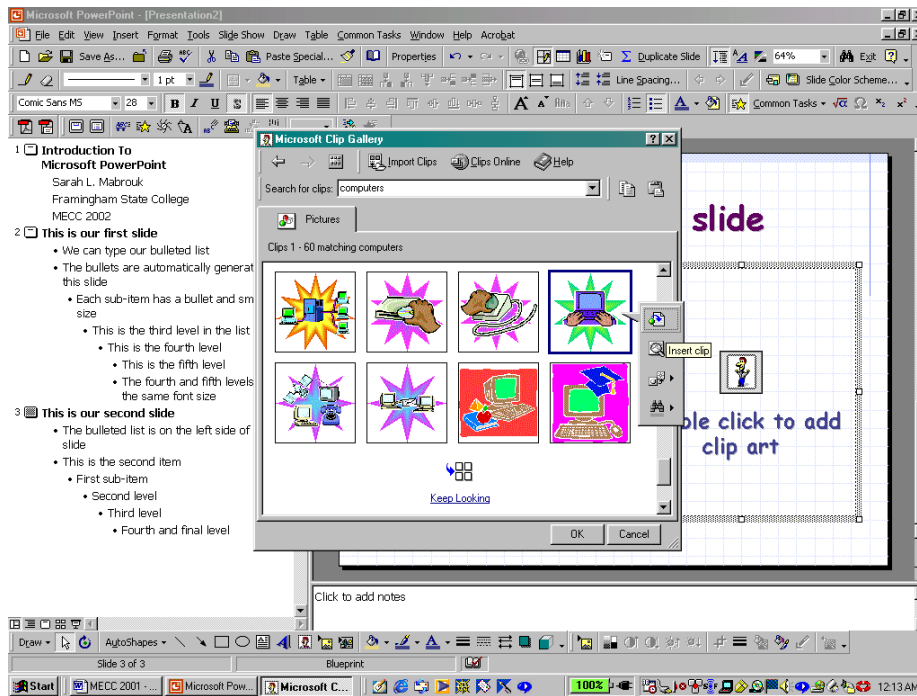


Here, we insert clip art by double *left-clicking* in the graphic box. When we do this, the Microsoft Clip Gallery dialog box appears on the screen. We can select clip art from any of the displayed categories or

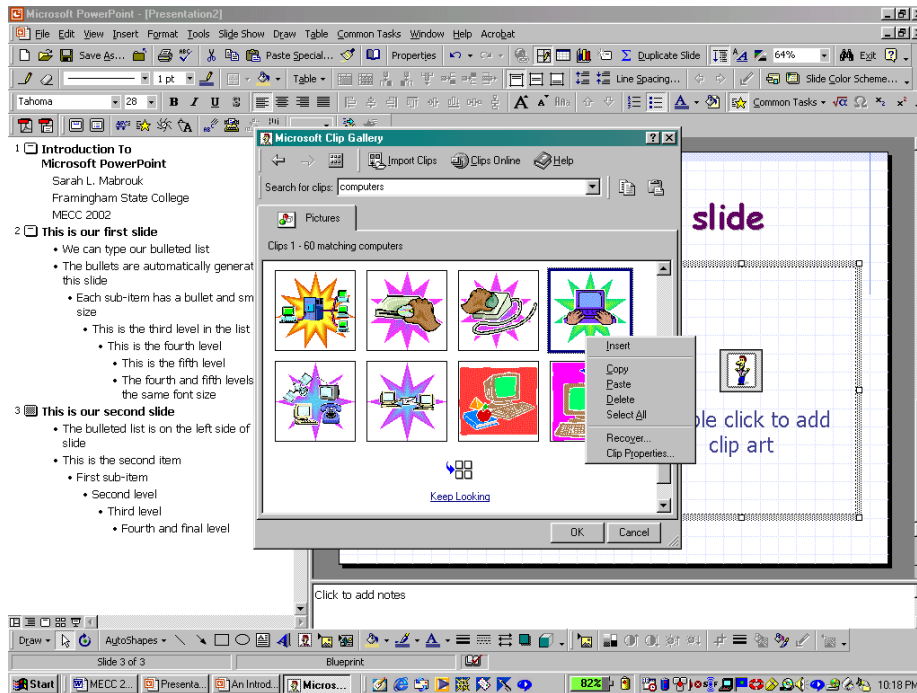


search the available clips for a particular topic. If we want to insert clip art of a computer, we can type

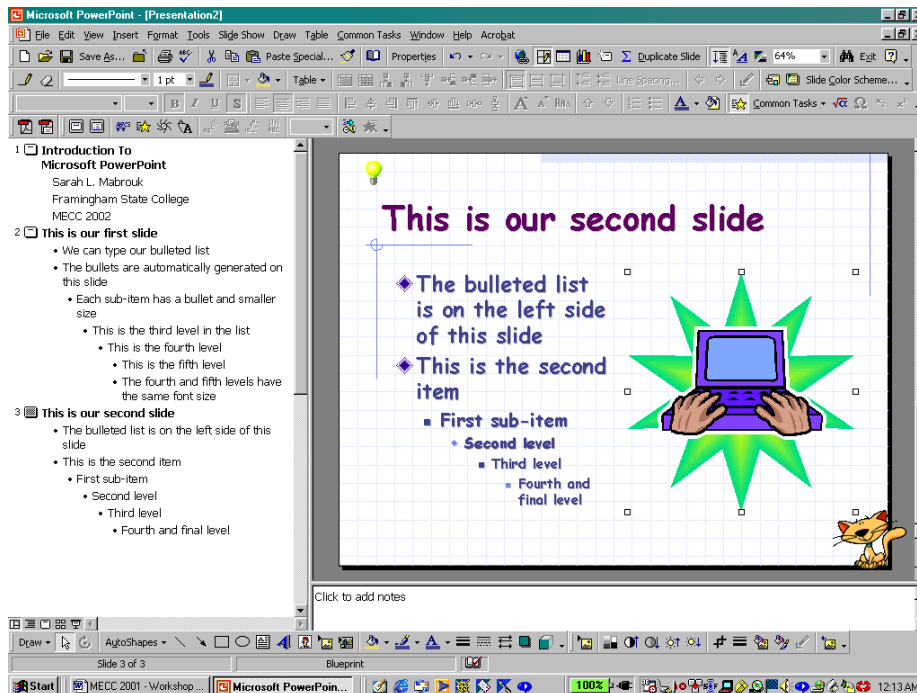
“computer” in the box next to Search for clips and *left-click* on Ok. The clip art related to computers is displayed in the next view of the dialog box. If we do not like any of these graphics, we can select Keep Looking at the bottom of the displayed clips. When we find a graphic that we want to add in the graphic



box, we can *left-click* and select the first entry, Insert clip, or *right-click* and choose a similar option on the popup menu; the screen capture below displays the popup menu that appears when we *right-click* on a graphic. The second, third, and fourth options on the popup menu that appears when we *left-click* on a graph are used to preview the clip, to add the clip to the Favorites category, and to find similar clips.

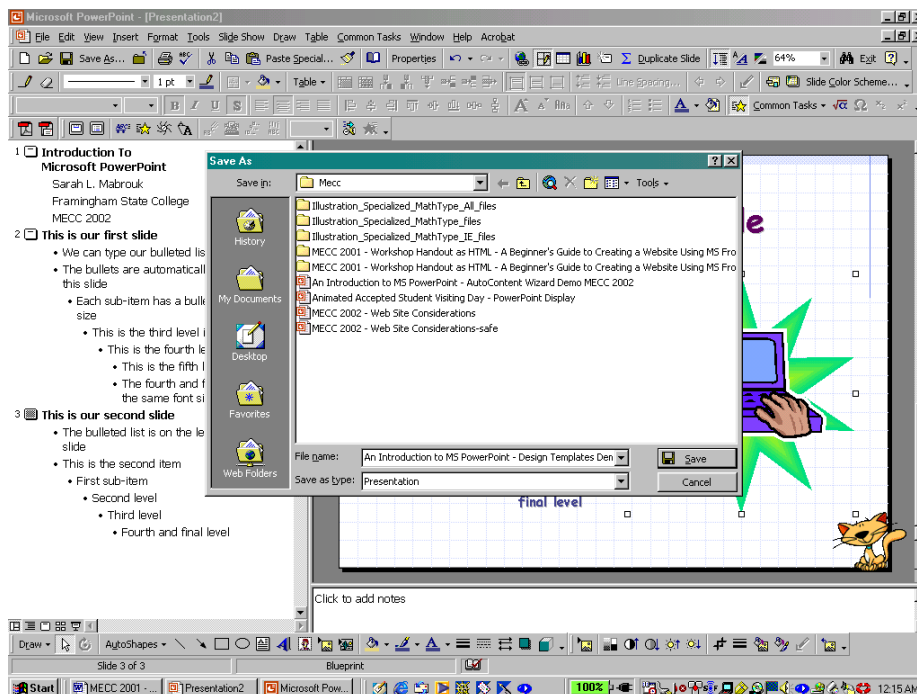


When we *left-click* on the Insert Clip option on either popup menu, the graphic is inserted and sized to fit the graphic box on the slide.



### Saving A Presentation

When we are ready to save the presentation, we select Save on the File menu. In the Save As dialog box, we enter the file name and select the folder in which to save the presentation file in the same manner as we save files for other programs; we can change the file type, if desired, as well.

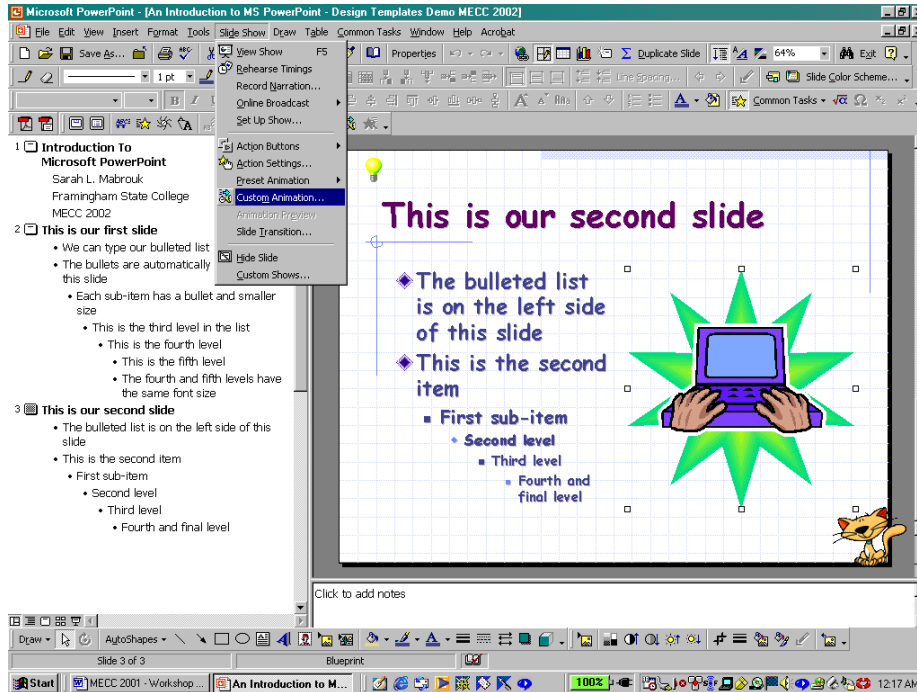


After entering the file name, choosing the folder location, and the file type, if necessary, we click Save

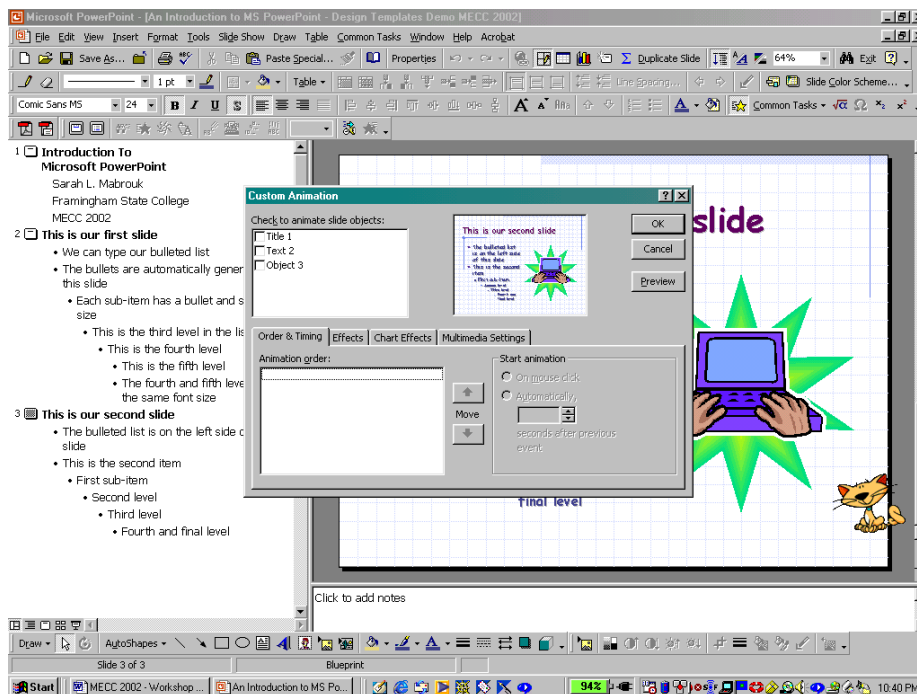
to save the presentation file.

### Adding Animation To A Presentation

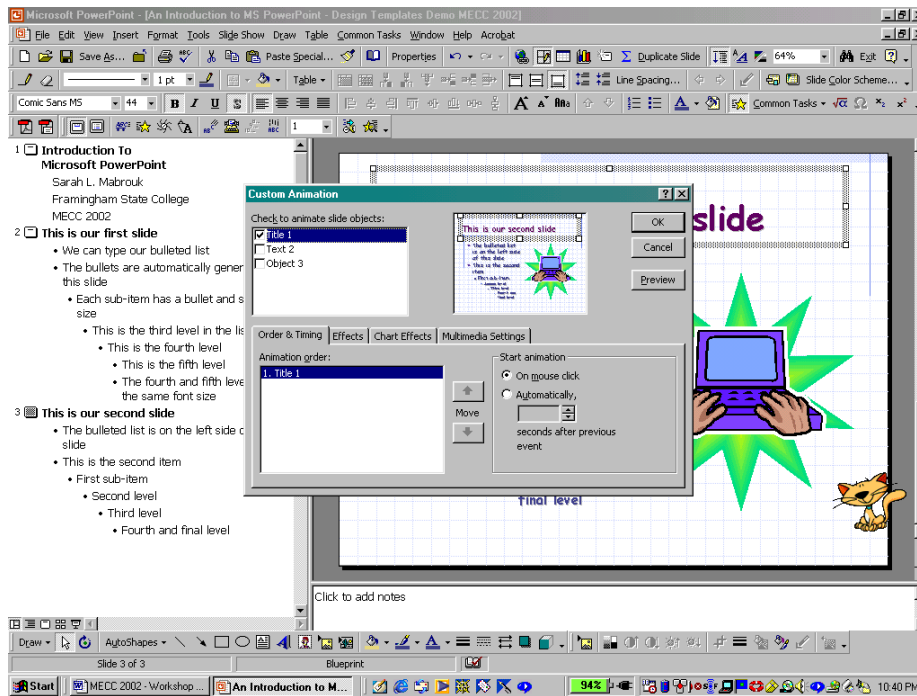
Rather than adding the animation as we create each slide, it is easier to create the slides for the presentation first and then add the animation, timing, and transition effects to the presentation.



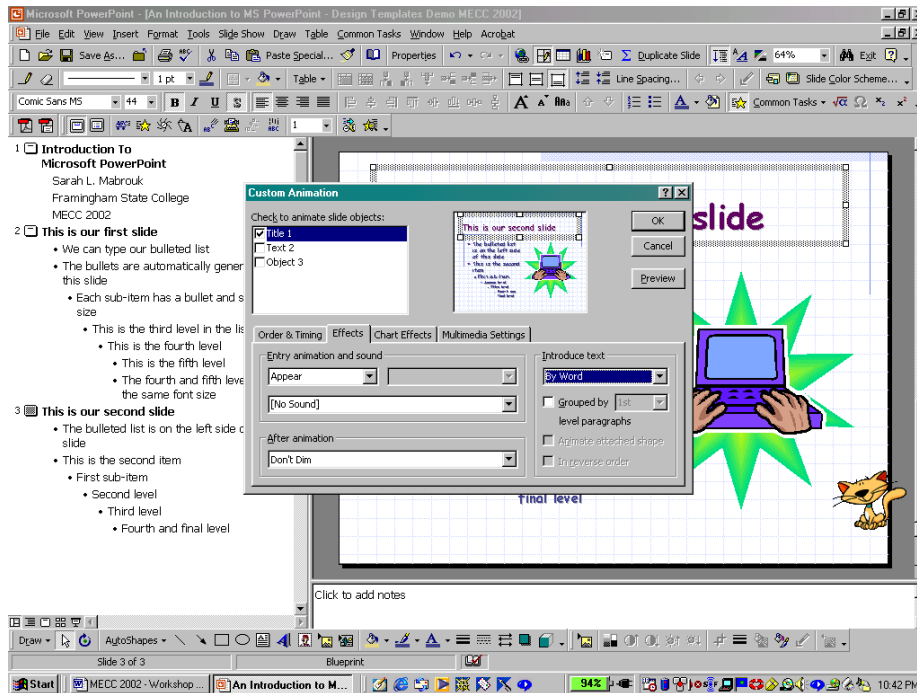
To set up the animation for the slide, we select the slide and then select Custom Animation on the Slide Show menu. Each object that can be animated is listed in the box at the top left of the Custom Animation



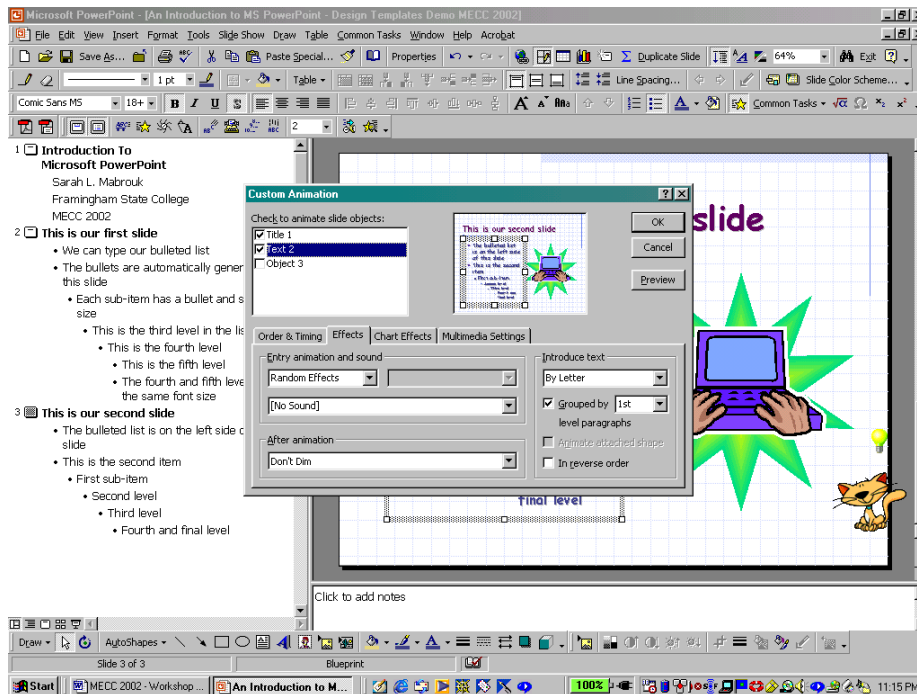
dialog box. We can add animation to one or more of the slide objects. To select the objects we *left-click* the checkbox next to the item. *Left-clicking* the check box next to the title, adds the Title as the first object in the Animation order box on the Order & Timing tab.



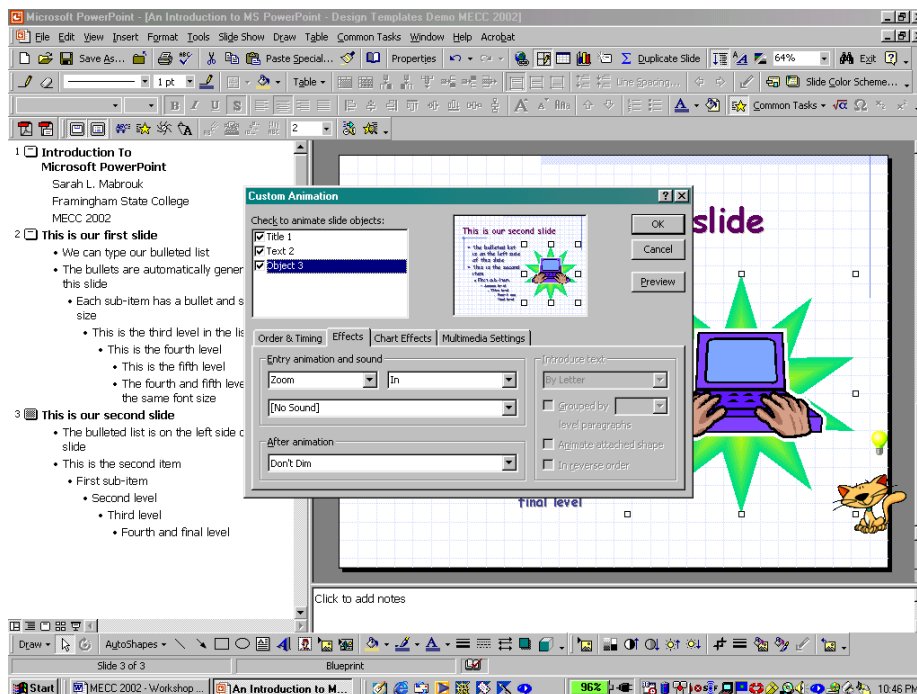
We select the animation effects on the Effects tab. Here, we choose to make the title appear one word at a time without sounds. There are a variety of sounds including applause, typewriter clicking, breaking glass, and whooshes. While the sounds can be amusing, they can be *very annoying* in a presentation – if at all, use sounds sparingly.



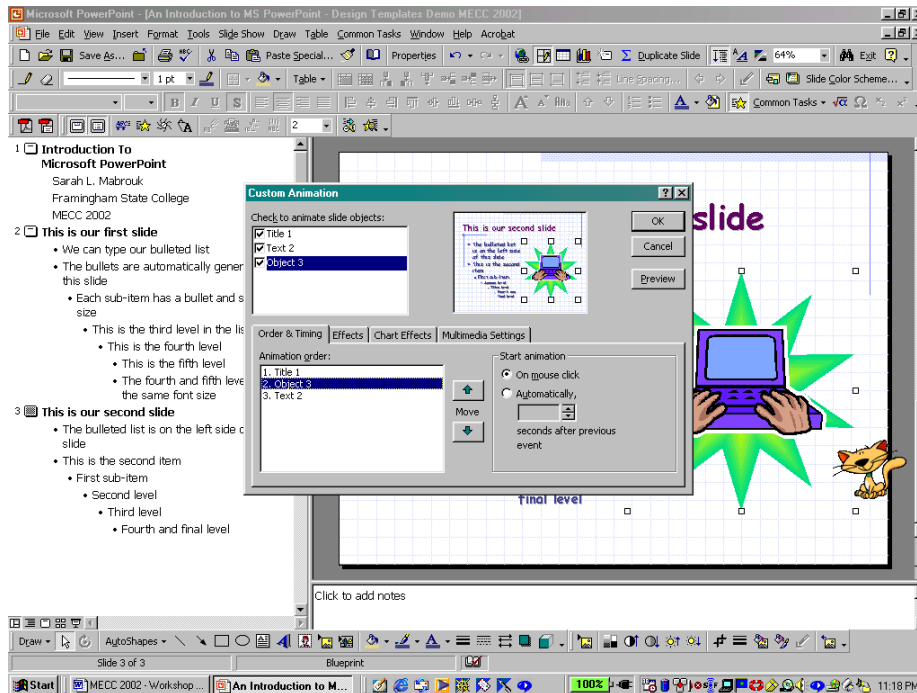
Here we select Random Effects by letter for the text box and



Zoom for the graphic box, both without sounds.

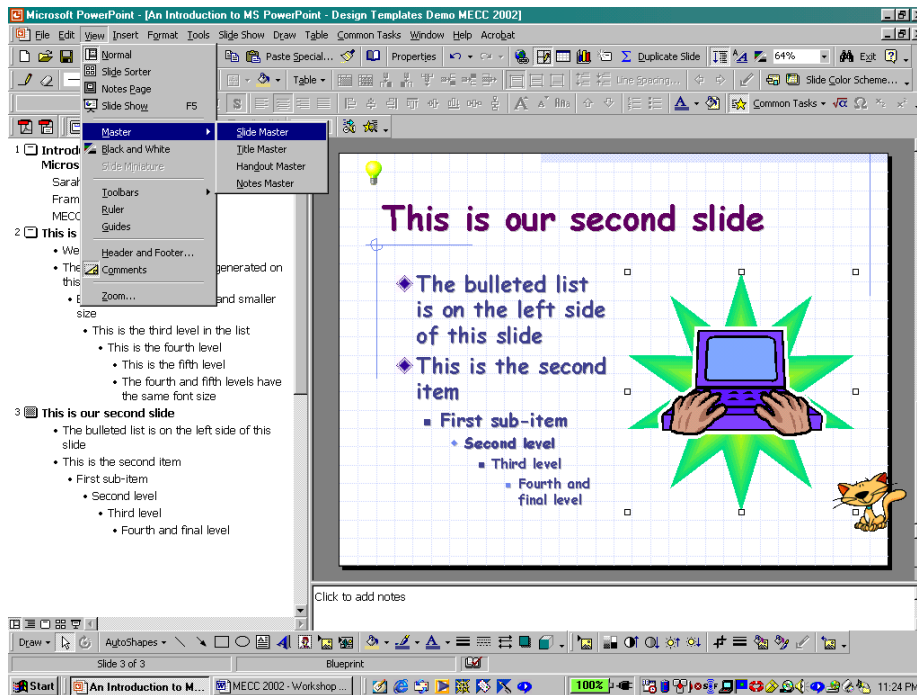


If we want to change the order in which the slide objects appear, we use the Order & Timing tab. For example, if we want the graphic box to appear after the title, we *left-click* to select the graphic box and then click the appropriate arrow to move the object up or down in the animation order. If we want to preview the animation on the slide at any point, we *left-click* on Preview; the selected slide animation is previewed in the view of the slide displayed in the dialog box.



### Creating A Slide Master

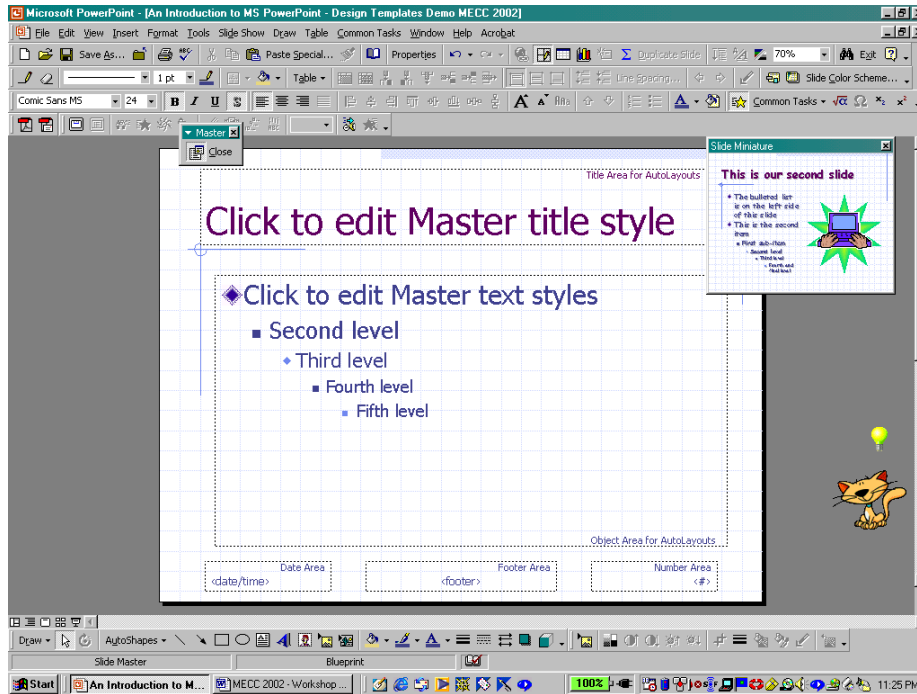
If we want to change the format and add common features for slides that we add to a presentation, we can change the slide master. To access the Title Master and Slide Master, we select Master on the View menu. Let us change the format of the Slide Master.



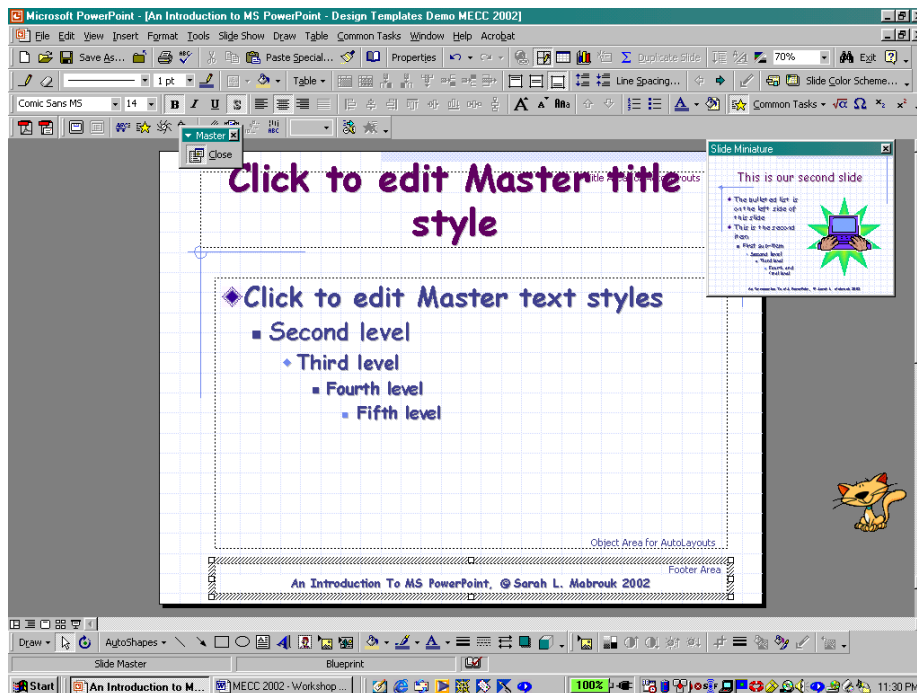
When the Slide Master is displayed, we can change the font and spacing as previously discussed. In addition, we can change the bullet scheme and colors by *right-clicking* in the text box containing the bulleted list and selecting Bullets and Numbering on the popup menu. In addition to changing the format,



we can add, delete, and change the size of the text boxes on the slide, add graphics, and change the general slide design.

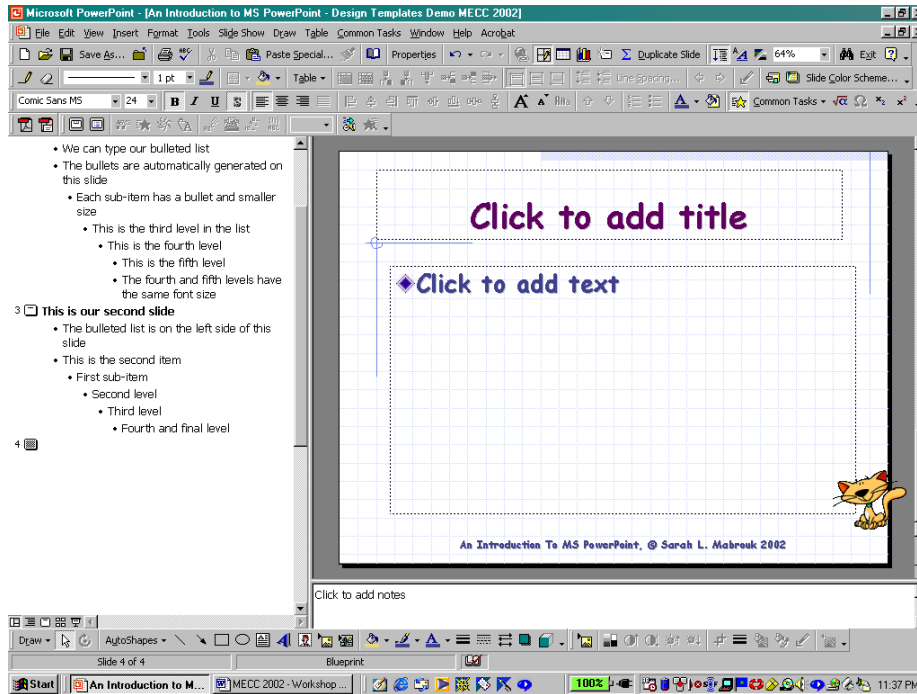


Here, we have changed the font to boldface, shadowed Comic Sans MS, centered the title in the text box at the top of the slide, deleted the Date Area text box and the Number Area text box, and added a footer to the resized Footer Area text box.

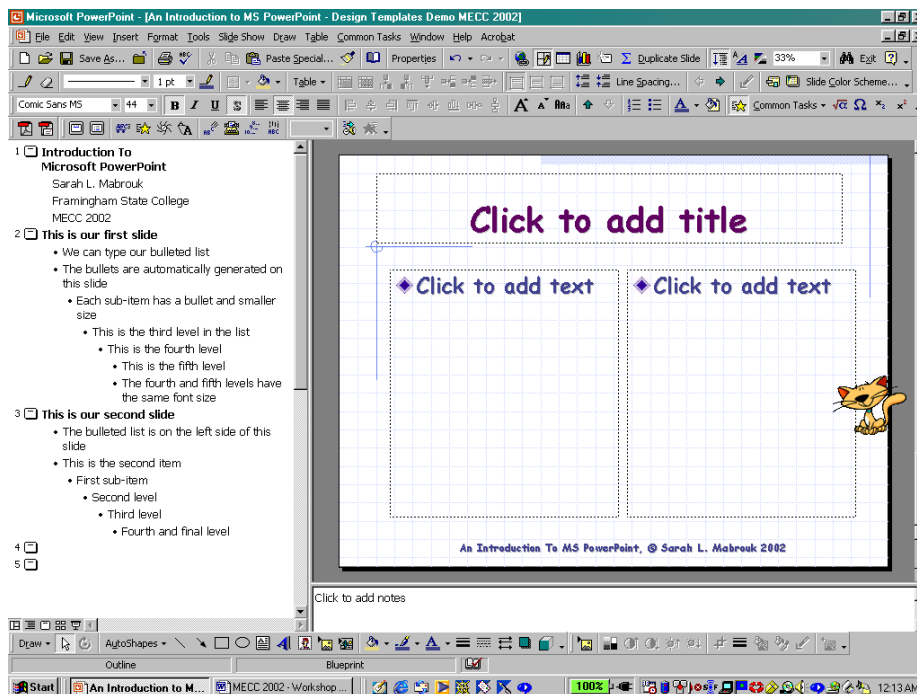


When we complete the desired changes, we *left-click* on Close in the Master box. Now any slide that we add will have the same general characteristics, format, font, and footer. So, inserting a new slide by

selecting New Slide on the Insert menu and choosing a slide type, we see that our new slide has the font, formatting and footer that we entered on the Slide Master.



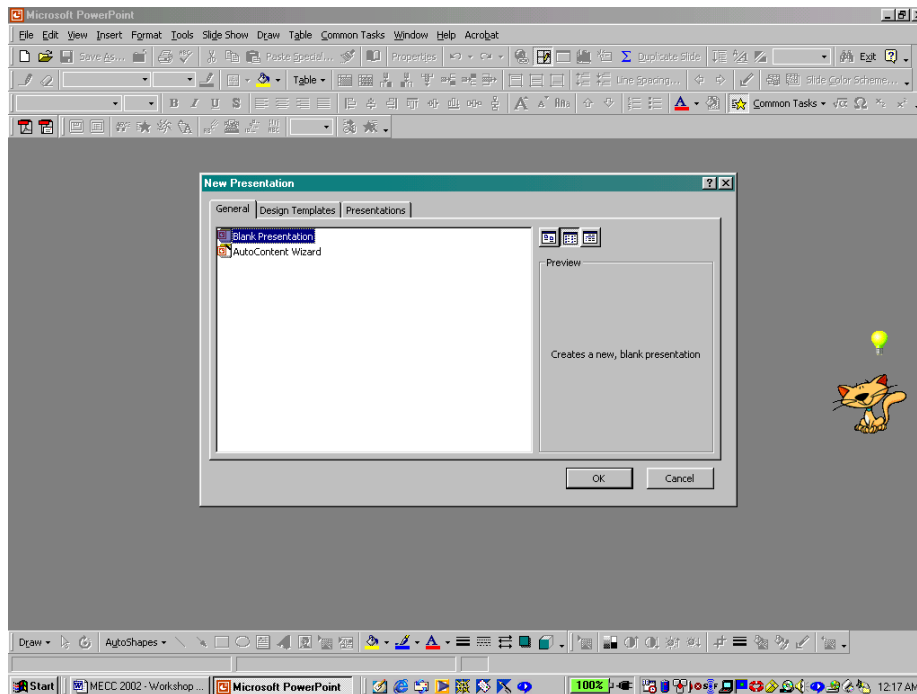
Inserting a new slide with two columns of text we see that the new slide has the same format, font, and footer as well.



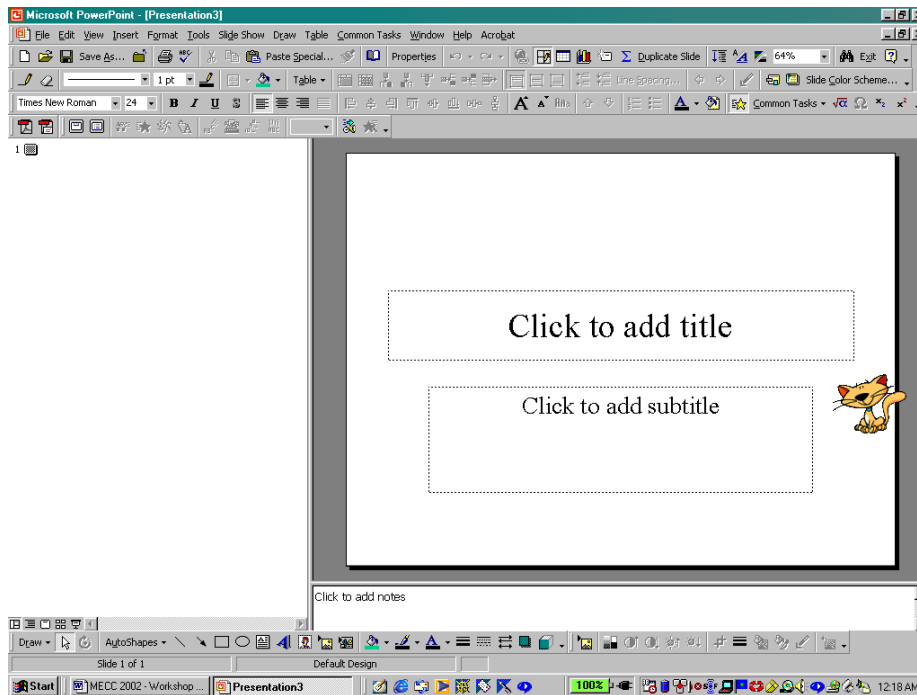
### Creating A Blank Presentation

If we want to design our presentation from scratch, setting the font, colors, formatting, and background, we can do this by creating a blank presentation. As before, we select New on the File menu to create a

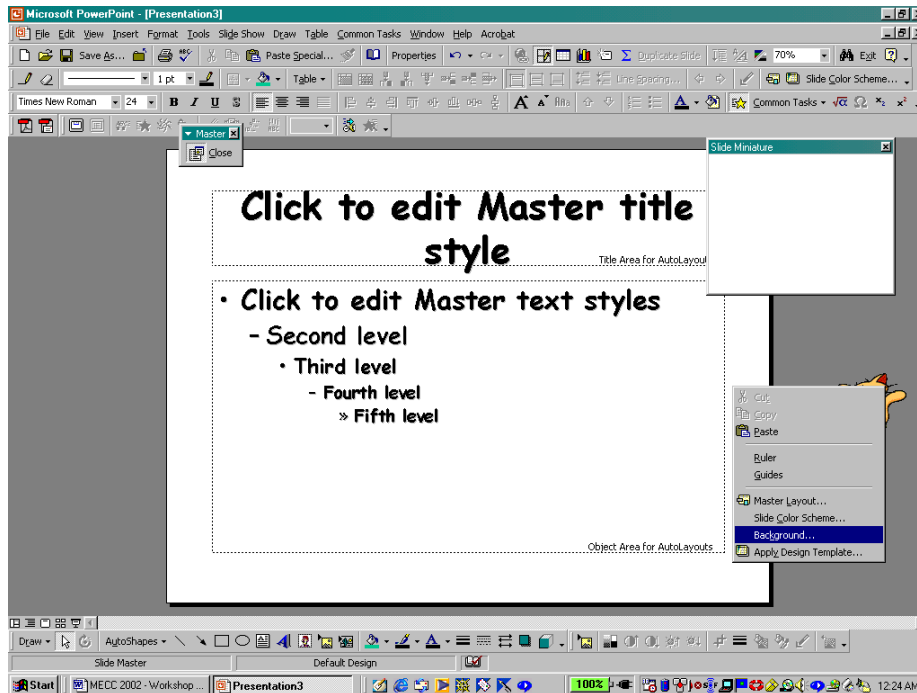
new presentation. In the New Presentation dialog box, we select Blank Presentation on the General tab.



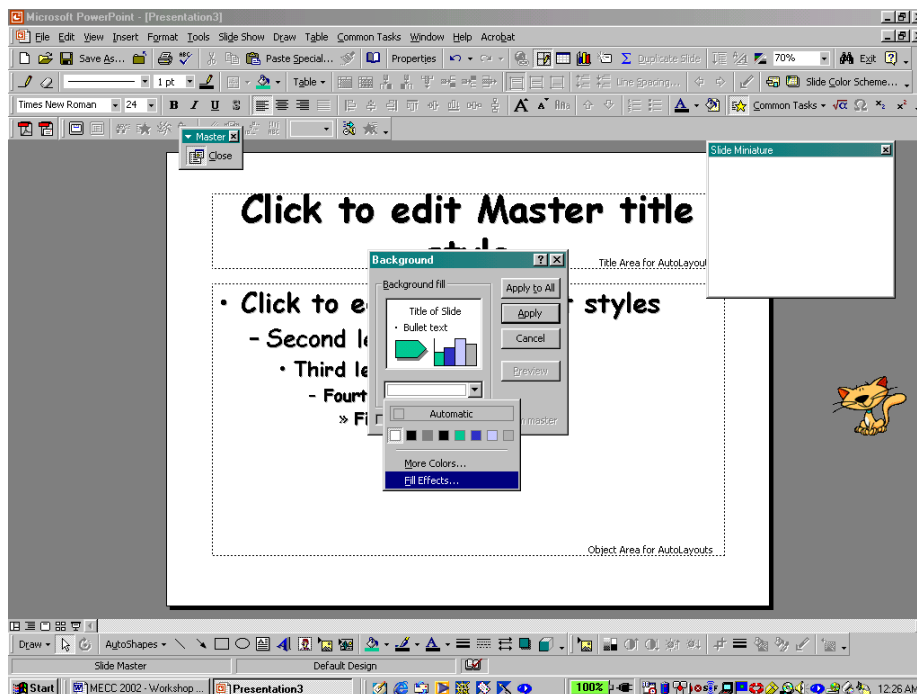
After *left-clicking* Ok, we select the slide type in the New Slide dialog box as we have before; here, we select the title slide.



As before, we can set the slide formatting, the font, the font color(s), and general slide set up using the Slide Master; here, we set the font to be boldface, shadowed Comic Sans MS as before. If we want to have a white background, we can close the Slide Master. However, if we want to change the background color or set a particular background pattern, we can set this on the Slide Master.

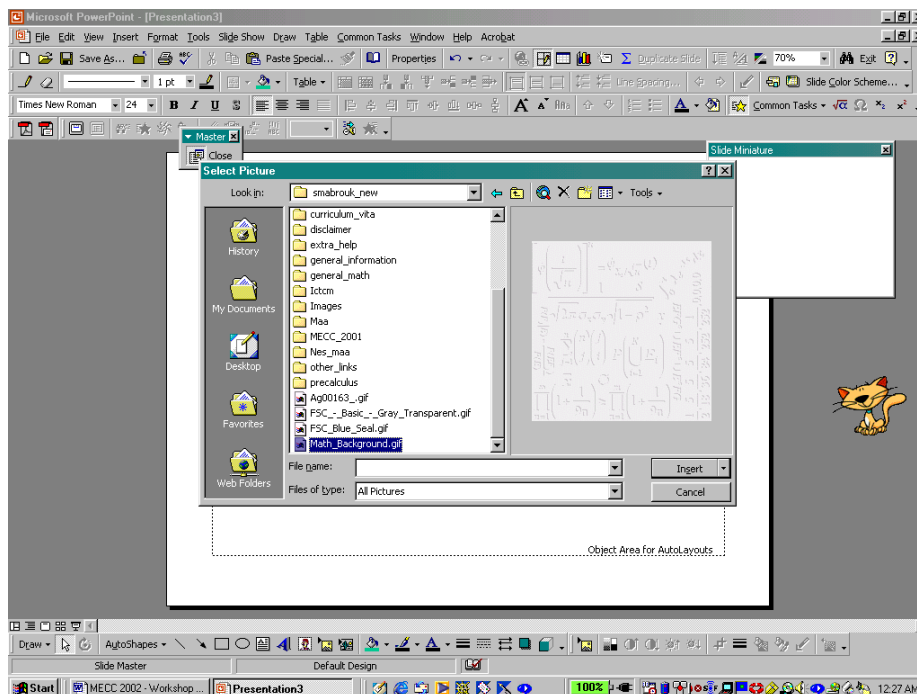
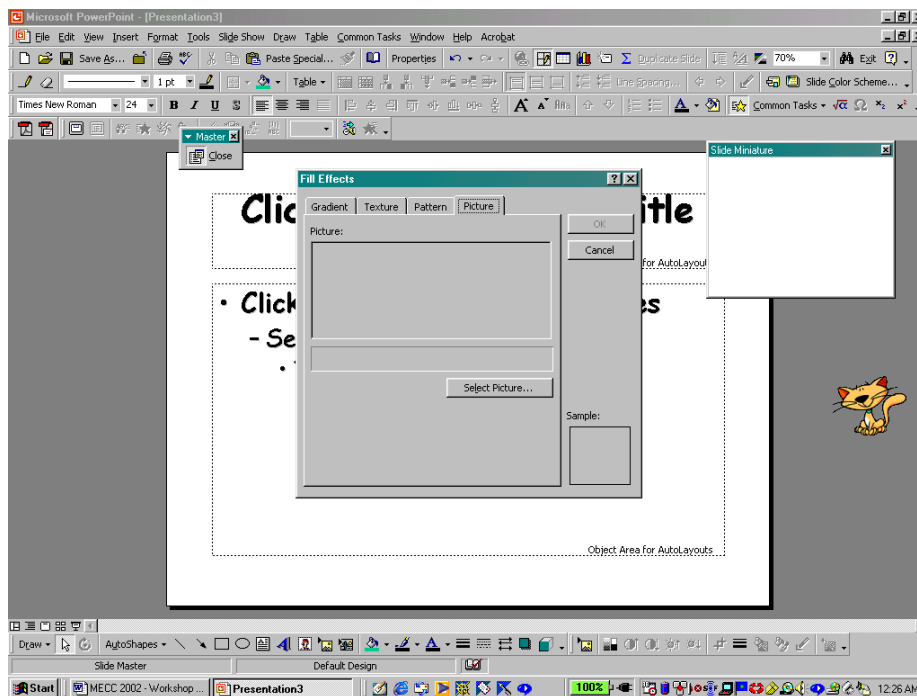


To begin, we *right-click* on the slide and select Background on the popup menu.



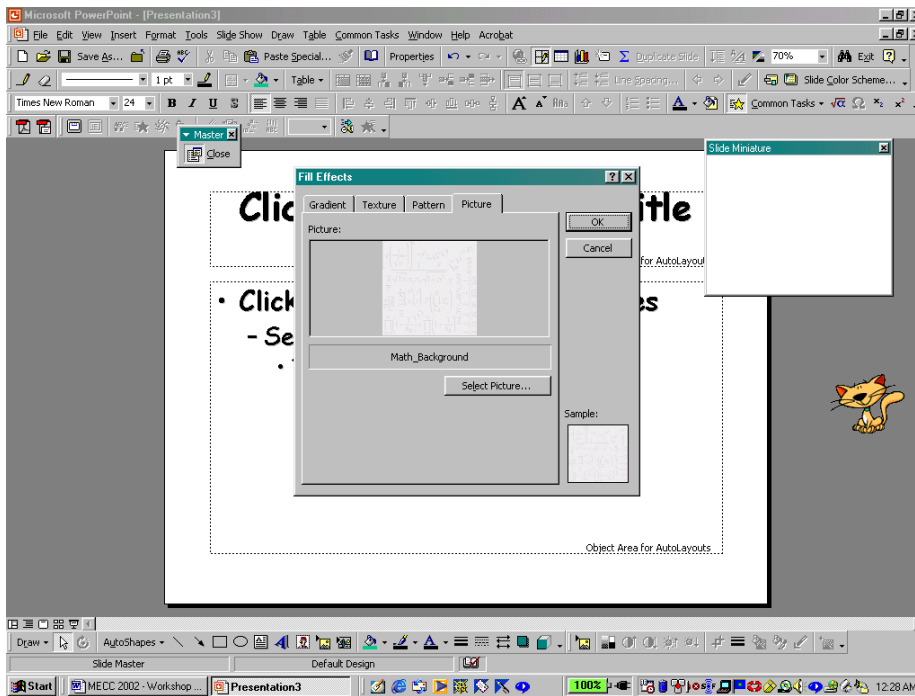
If we want to select a color, we can select from the colors displayed or use the More Colors option to view additional colors. If we want to select a background design from a file, we select Fill Effects. To select the file containing the background file, we select the Picture tab in the Fill Effects dialog box. To select the file of interest, we *left-click* the Select Picture box. In the Select Picture dialog box, we find the folder

containing the background file that we want to use and then select the file either by entering the file name in the File Name box and *left-clicking* Insert or by double *left-clicking* on the file name.

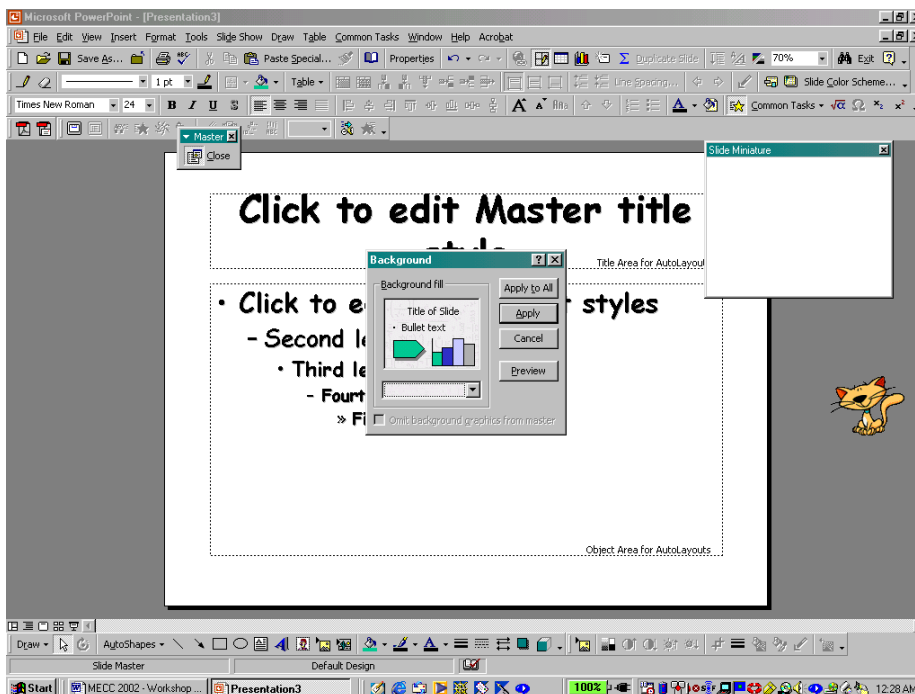


Notice that the background is displayed in the window at the right of the file list in the Select Picture dialog box.

After we select the background file in the Select Picture dialog box, the background is displayed in both the Picture display and the Sample display of the Fill Effects dialog box.

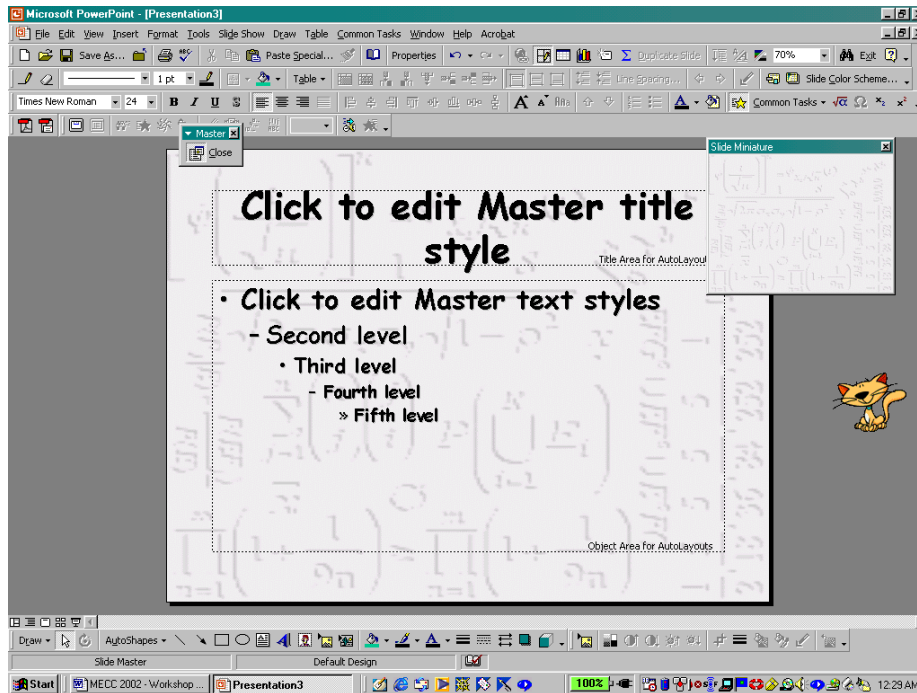


When we *left-click* Ok, the background is displayed as the background of the Background dialog box. If we are creating the Slide Master after already having created other slides for the presentation, we can select Apply to All to apply this background for all the slides. Since we are creating our first slide for this

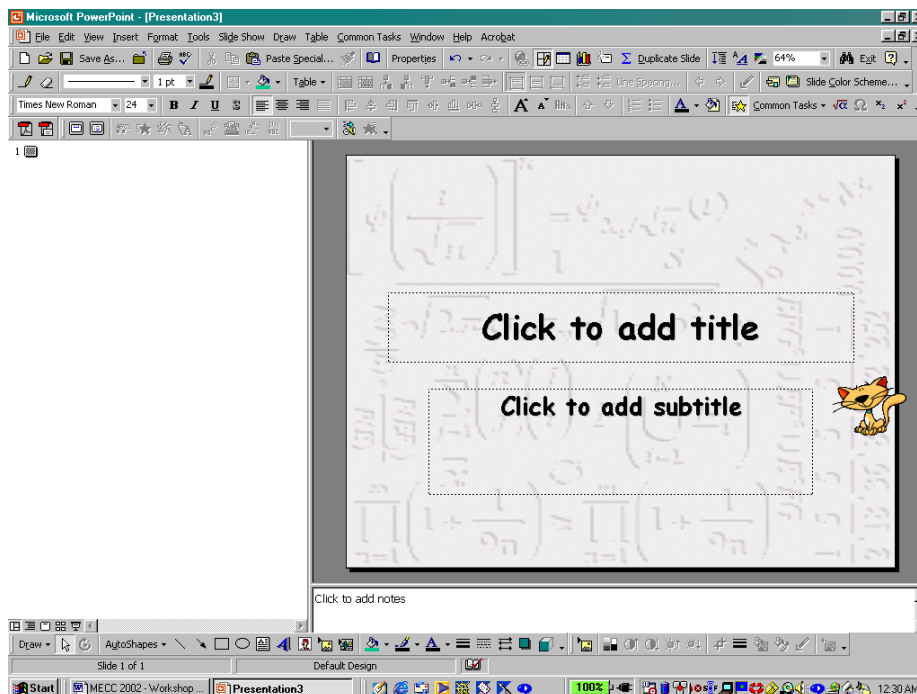


blank presentation, we select Apply.

After selecting Apply, the background is displayed on the Slide Master. When we complete our changes to the Slide Master, we *left-click* Close in the Master box.



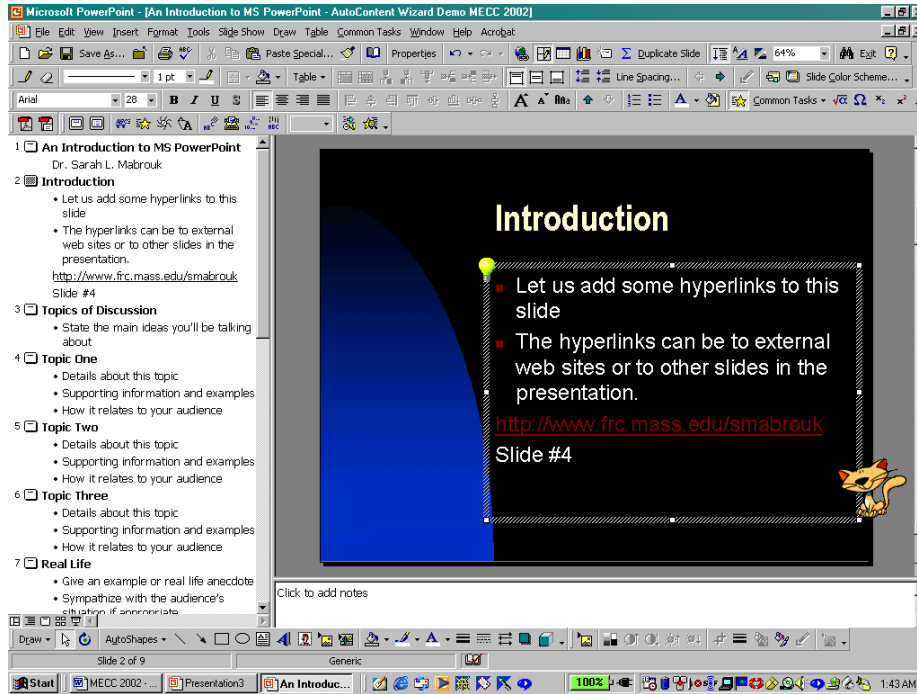
After closing the Slide Master, we see that the font and background changes have been applied to the Title slide as well. Now, as with the slides generated using the AutoContent Wizard and the Design



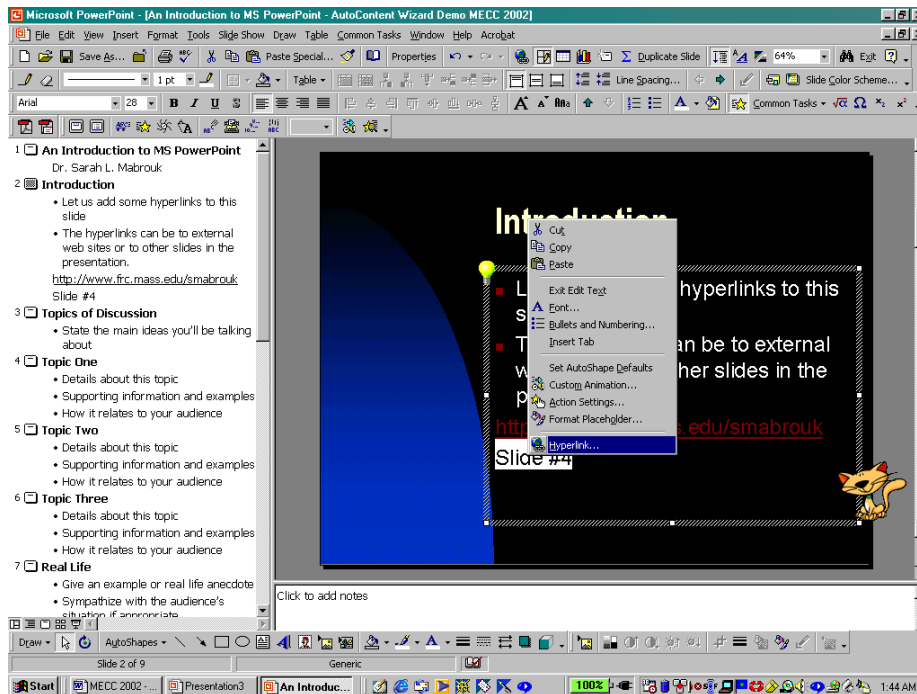
Template, we enter the slide information, create new slides as needed, and customize the animation as desired.

### **Adding Hyperlinks To A Presentation**

We can add hyperlinks to external web sites and to slides in other presentations or in this presentation.

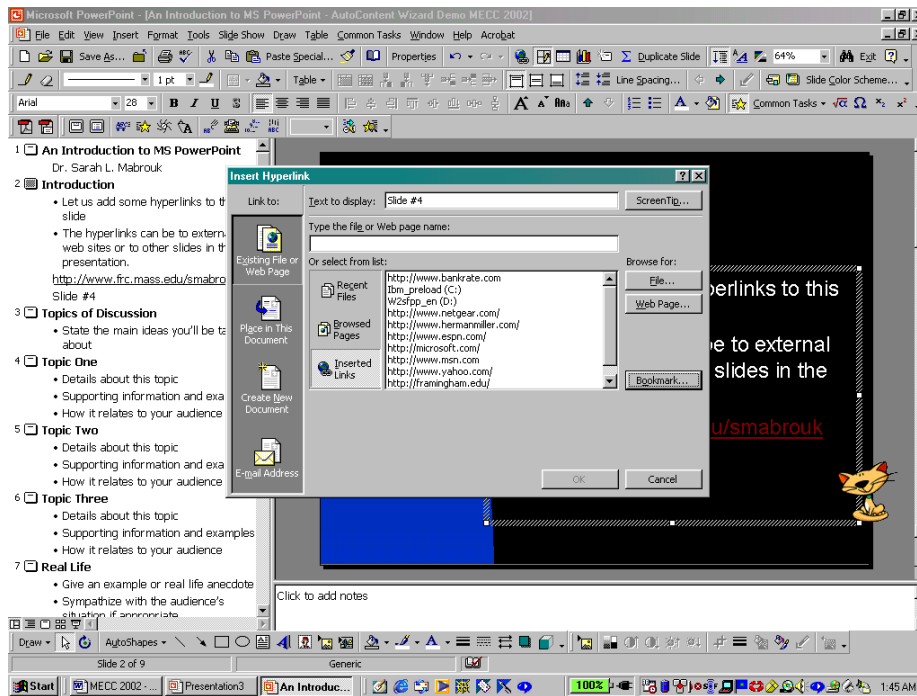


Suppose we want to add two hyperlinks to the presentation that we generated using the AutoContent Wizard, one to an external web site and the other to the fourth slide in the presentation. URL's that we type automatically generate hyperlinks.

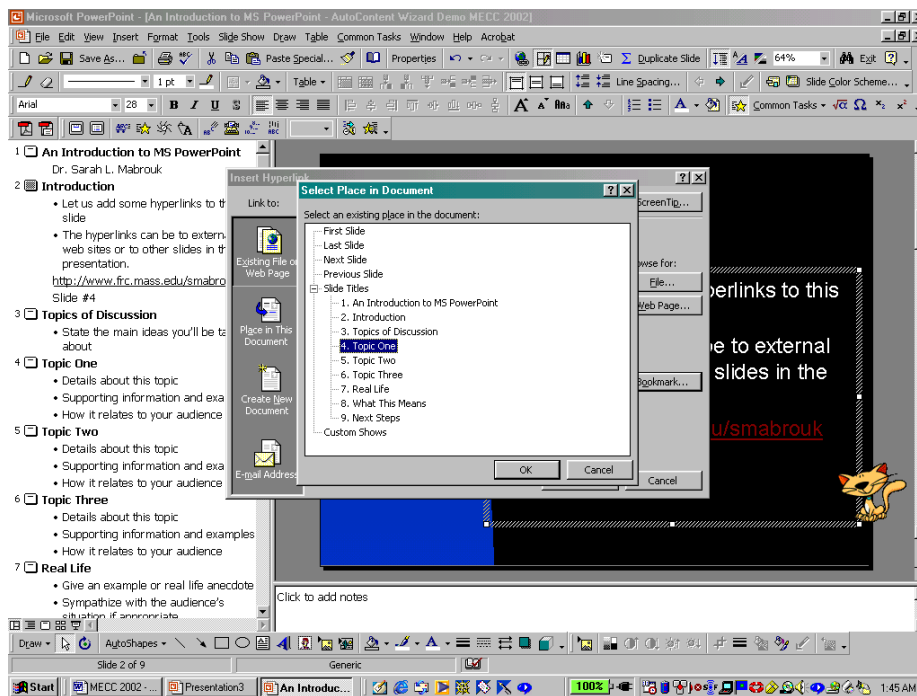




To create hyperlinks to other slides, we enter the text for the hyperlink, *left-click* and drag to highlight and to select the text, and then *right-click* and select Hyperlink on the popup menu.

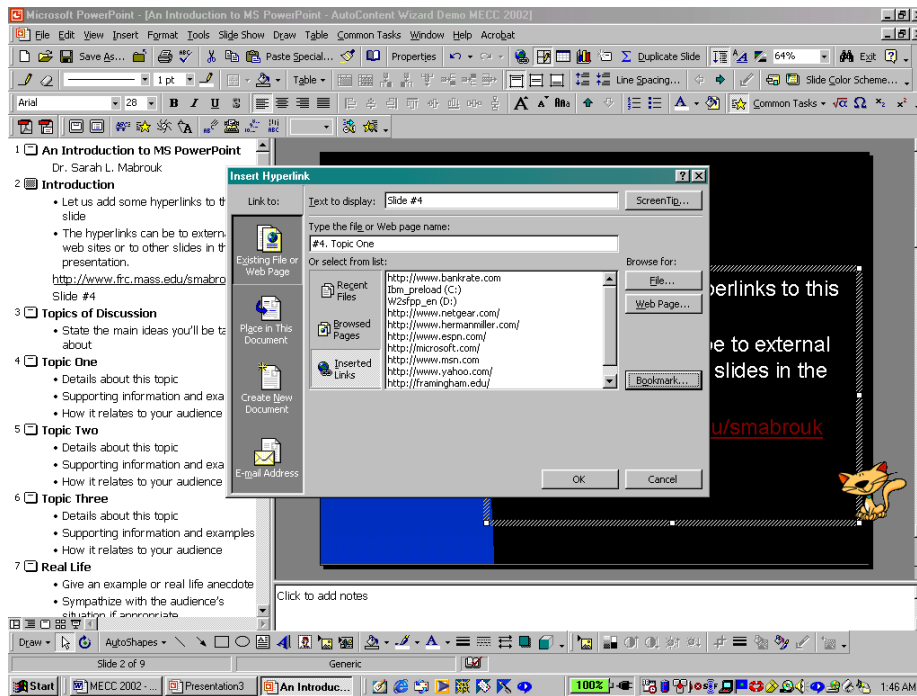


To create the hyperlink, we type the file name or the URL for the web page in the dialog box or *left-click* on the Bookmark box.

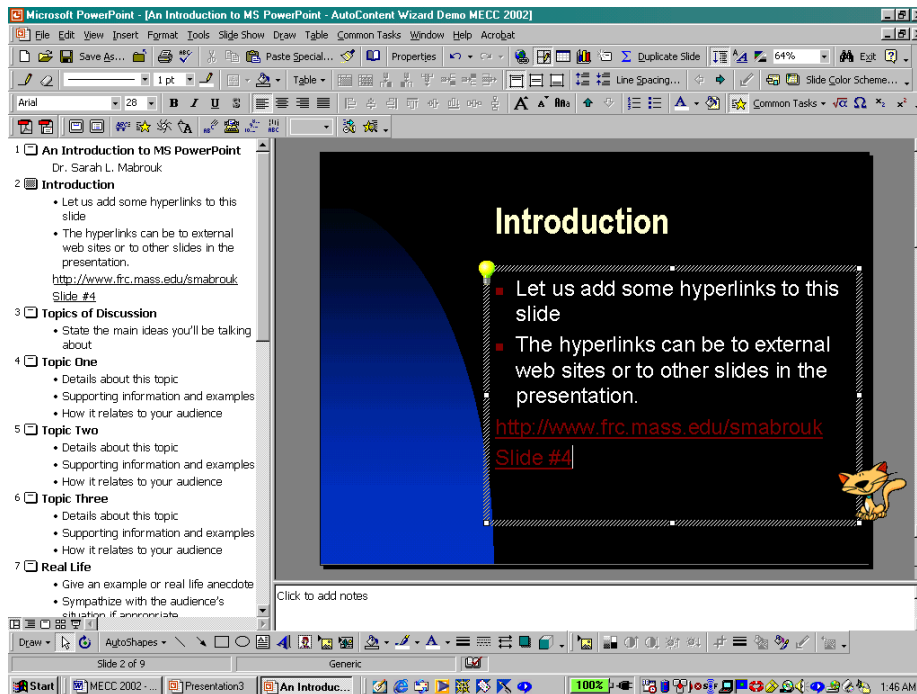


*Left-clicking* on the Bookmark box, generates the Select Place in Document dialog box. In this dialog box, we select the slide to which we want to link the text. In this dialog box, we can create a hyperlink to

the first slide, the last slide, the next slide, the previous slide, or to a slide specified by title. We select the slide, the fourth slide here, and *left-click* Ok. When we finish inserting the hyperlink, we *left-click* Ok.

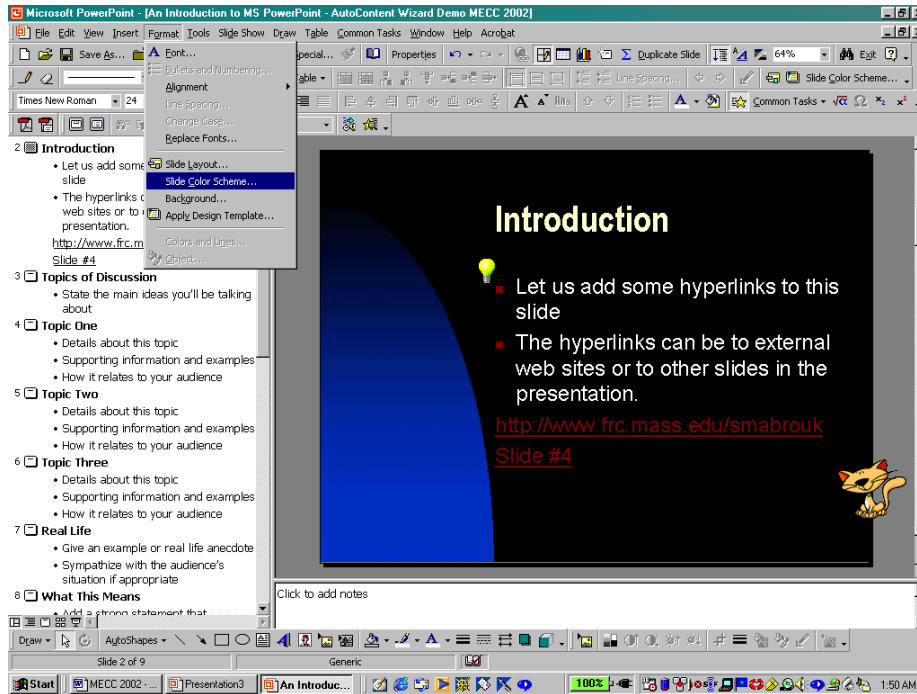


We see that the text, “Slide #4” is now underlined to indicate the presence of a hyperlink.

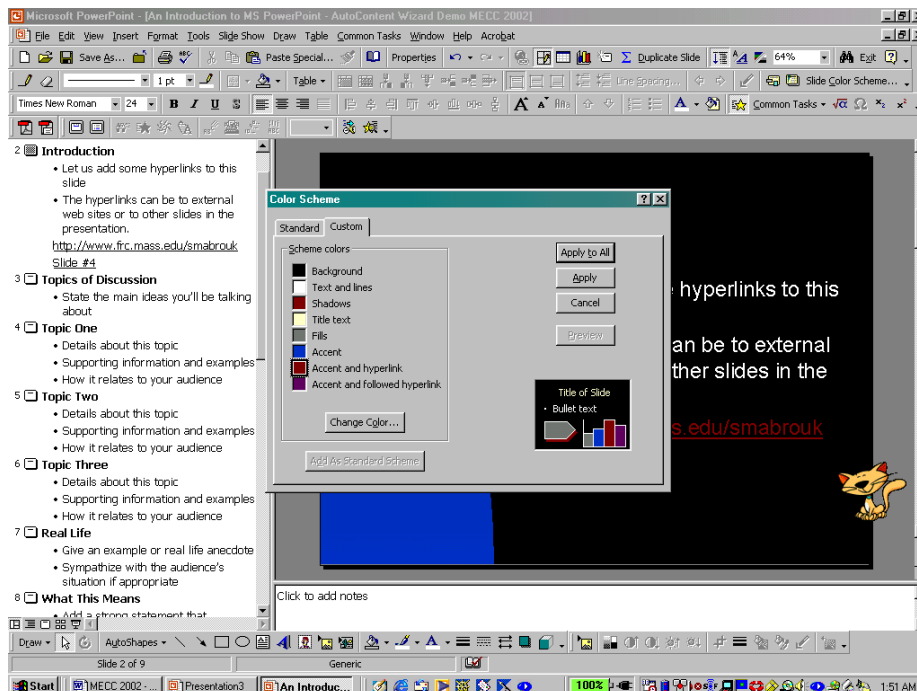


## Changing The Slide Color Scheme

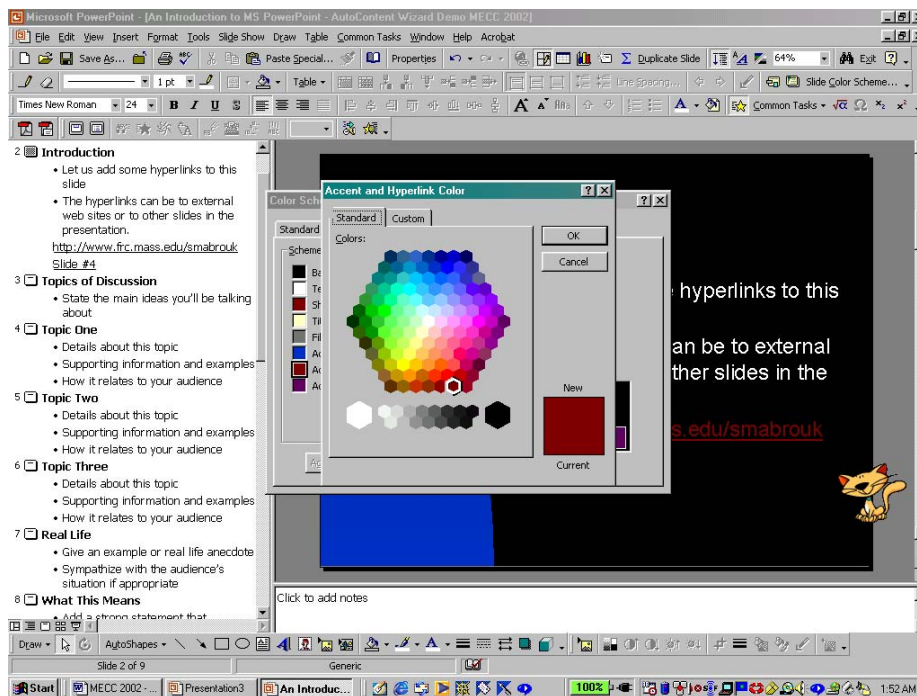
We can change the color scheme for the slides using the Slide Color Scheme option on the Format menu.



Using the Custom tab in the Color Scheme dialog box, we can change the color scheme for a particular slide by selecting Apply when we have made our changes or change the color scheme for the entire presentation by selecting Apply to All after making our color selections.



Using this dialog box, we can change the colors associated with all text, hyperlinks, shadows, and the background.



For example, if we want to change the color for hyperlinks, we *left-click* on Accent and hyperlink. This generates the Accent and Hyperlink Color dialog box; we select the color using either the colors on the Standard tab or the Custom tab. After selecting our color, we *left-click* on Ok. The new color is displayed in the Color Scheme dialog box. Again, to apply to the current slide, we select Apply, and to apply to all slides, we select Apply to All.

### **Running The Slide Show**

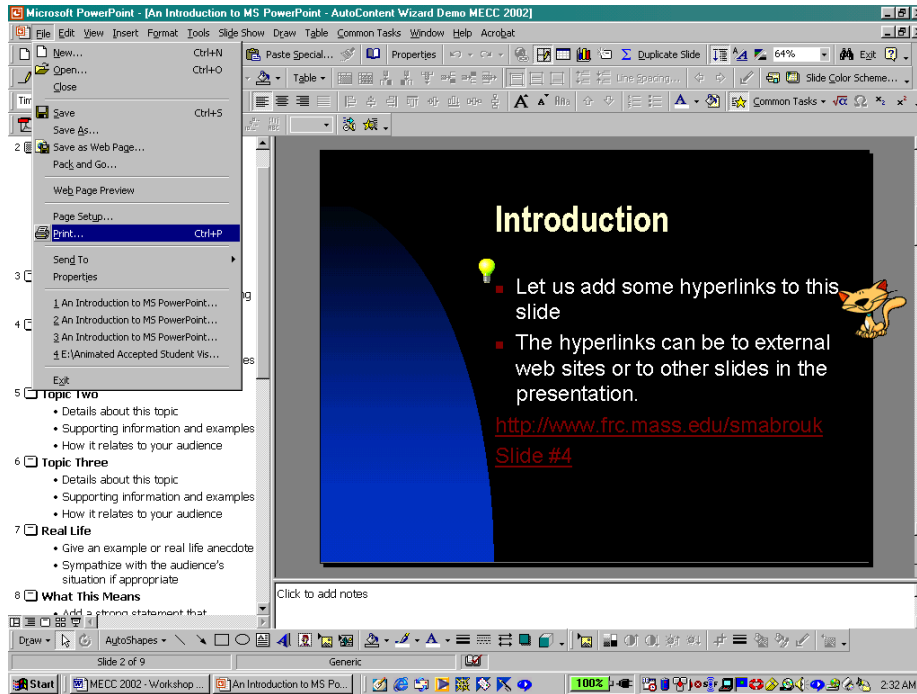
As previously mentioned, we can run the slide show by *left-clicking* on the Slide Show toolbar button, the fifth toolbar button at the bottom left-hand side of the slide outline, select Slide Show on the View menu, or select View Show on the Slide Show menu.

To advance the slides during the show, we can *left-click*, press the Enter key, press the Space Bar, or use the Arrow keys. One advantage to using the arrow keys is that the Down Arrow advances the show and the Up Arrow allow us to view the previous slide. The advantage of using the Enter key and the Space Bar is that both are relatively large and easy to find keys on any keyboard.

As previously discussed, if we move the mouse, and *left-click* on the box that appears in the bottom left-hand corner of the screen or *right-click* with can use the popup menu to control the slide show.

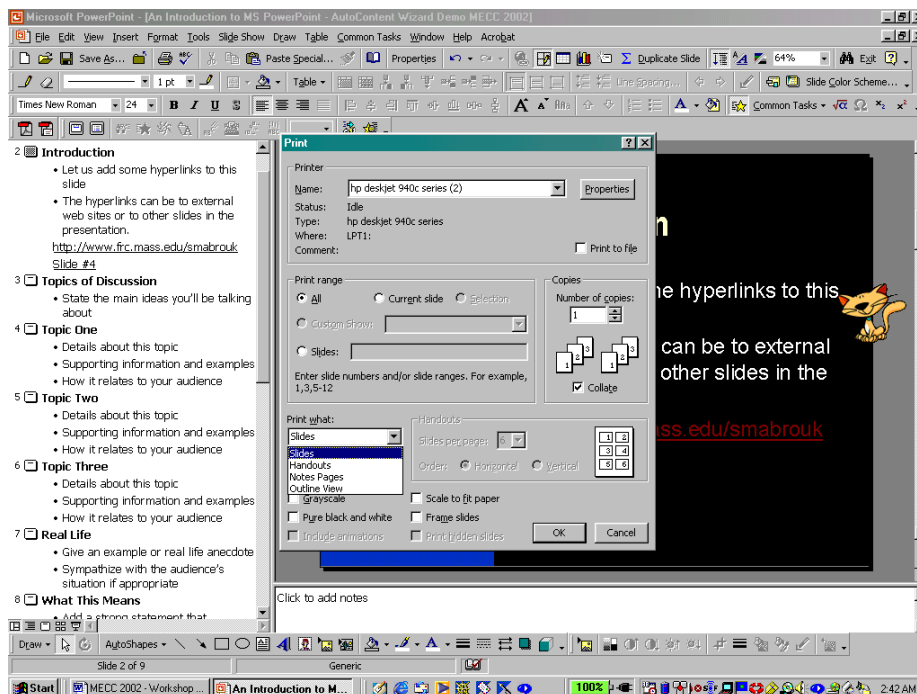
## Printing Handouts and Overhead Transparencies

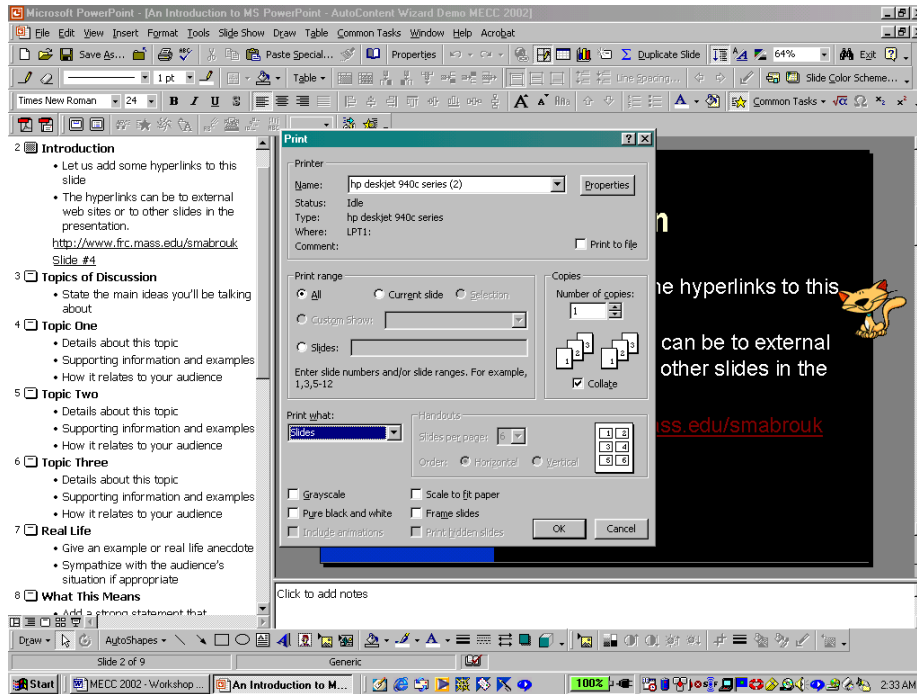
To print handouts and overhead transparencies, we select Print on the File menu.



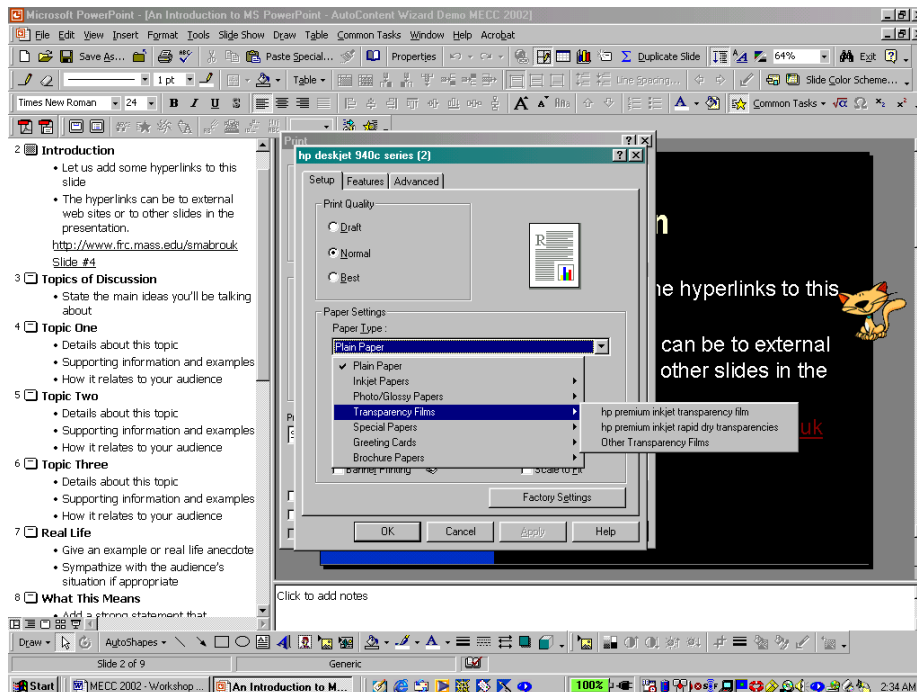
We use the Print dialog box to select what we want to print, the Slides, Handouts, the Notes Pages, and the Outline View for the presentation.

In addition, we can select what slides to print, All slides, the Current slide, or selected slides that we specify by slide number. If we choose to print more than one copy, we can choose to collate or group the slides that we print.



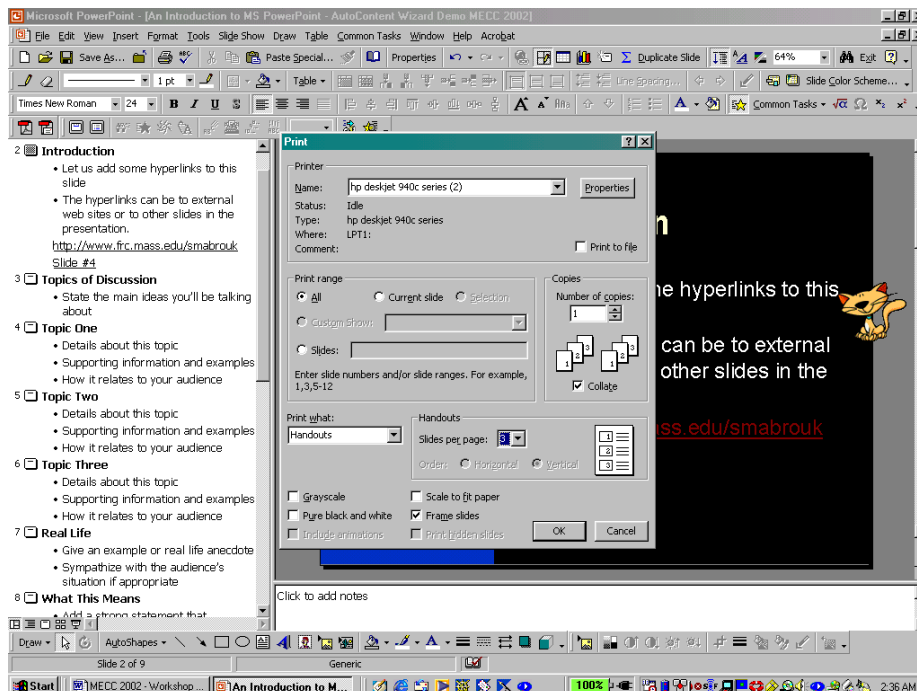
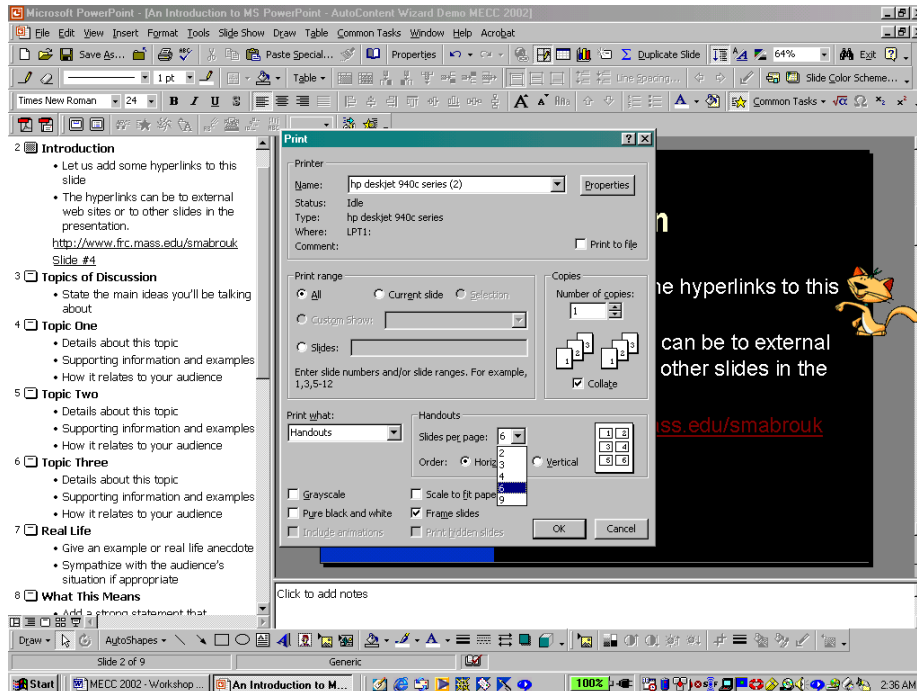


If we choose to print slides, we must select the Properties for the printer as well.



When printing the slides on transparency film, we should specify the film type using the Setup tab in the printer Properties dialog box. When we finish selecting the properties, we *left-click* Ok.

To print handouts, we select Handouts as the output type using the Print what pull-down menu. Then, we select the number of slides that we want to print on each page: we can select to print two, three, four, six, or nine slides on each page. The Print dialog box contains a mini preview of the handout page format to the right of the Slides per page pull-down menu. We select to print the slides ordered horizontally or vertically, when appropriate, using the Horizontal and Vertical radio buttons; we *left-click* the button to make the selection.



Here, we select to print three slides on each page; these are ordered vertically automatically. If we use any specialized paper, we make the appropriate changes to the printer Properties. After completing our

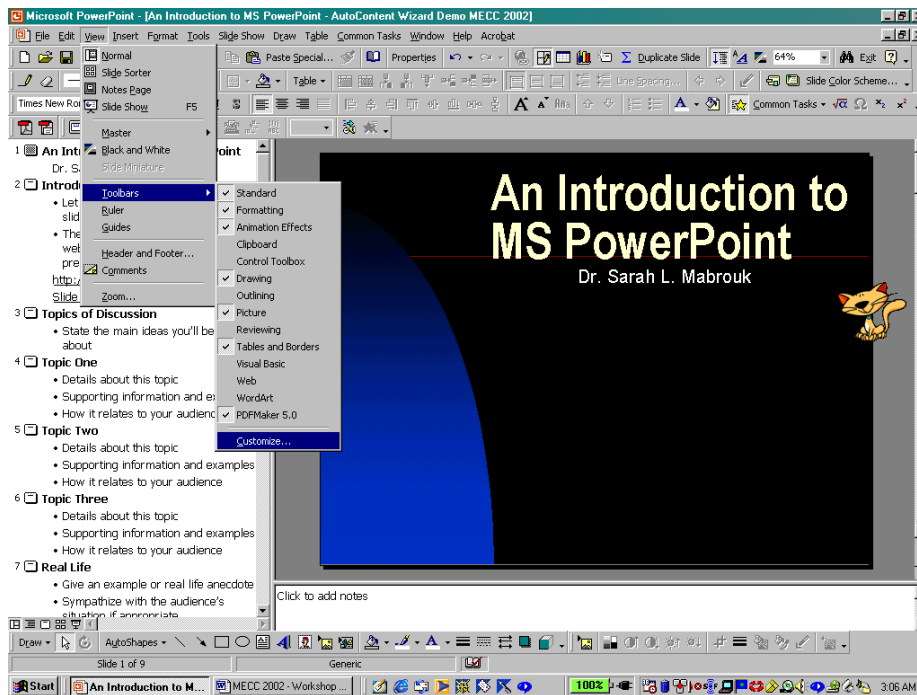
selections in the Print dialog box, we *left-click* Ok and the handouts or slides begin to print.

It is extremely important to use the appropriate transparency film for the printer. Using the wrong film type can damage the printer. In addition, it is important to print on the correct side of the transparency film. Carefully read the instructions for the transparency film that you purchase in order to determine the side on which to print and the direction and manner in which to place the transparency film in the printer tray.

### **Key Combinations And Customizing The Toolbars**

As we discussed various aspects of using Microsoft PowerPoint, key combinations for many tasks are displayed on the menus, for example F5 to run the Slide Show. These key combinations can be used in addition to the toolbar buttons and the program menus.

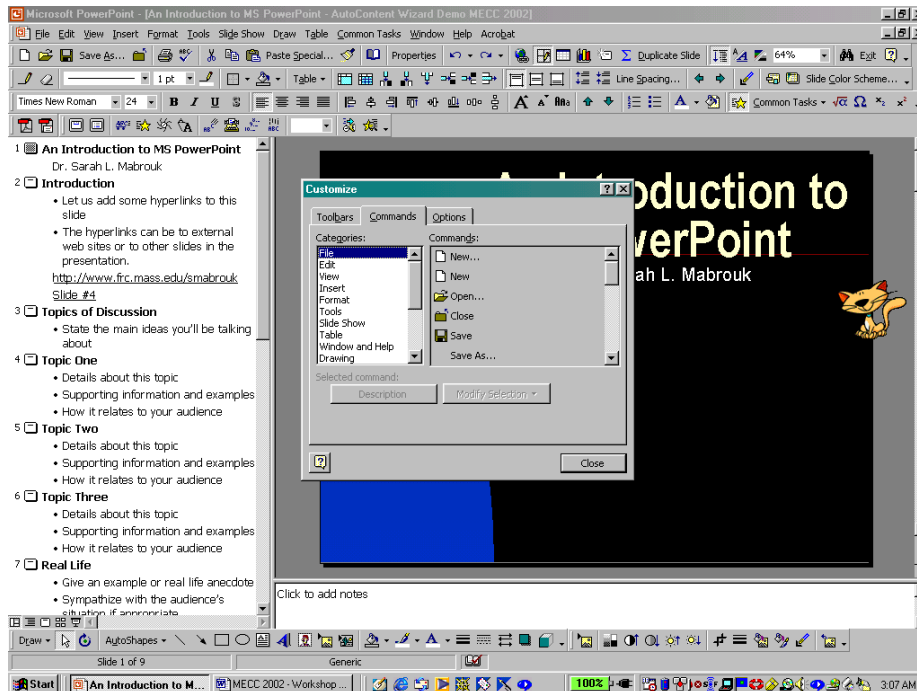
We can customize the toolbars by selecting Customize on the Toolbars submenu of the View menu or Customize on the Tools menu.



Using the Toolbars menu, we can add toolbars that are not currently displayed. Currently, the computer on which this handout was generated displays the Standard, Formatting, Animation Effects, Drawing, Picture, Tables and Border, and PDFMaker 5.0 toolbars.



Using the Customize dialog box, we can add toolbar buttons to and remove toolbar buttons from any of the displayed toolbars. To add a toolbar button, we *left-click* on the button of interest and drag it to a location on a toolbar.



We can add toolbars using the Toolbars tab and change the Toolbar options using the Options tab. If we add toolbars, it is beneficial to uncheck the Standard and Formatting toolbars share one row box and the Menus show recently used command first box so that the selected toolbars will be displayed and so that the position of the toolbar will not change with program use.

