

## PowerPoint Basics

### Use the AutoContent Wizard



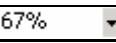
1. From the **File** menu, select **New**
2. Select *AutoContent Wizard* and then click **Next >**
3. Select the type of presentation and then click **Next >**
4. Select the type of output and then click **Next >**
5. Enter the information to include on each slide and then click **Next >**
6. When complete, click **Finish**.

### Apply a Design Template




1. Go to the **Format** menu and select **Apply Design Template...** to display the *Slide Design* task pane.
2. Click the template to apply the design to all slides or just the current slide of your presentation.

### Explore PowerPoint

#### Navigate

- Move to another slide using **Previous Slide**  and **Next Slide**  at the bottom of the Vertical scrollbar *OR* press PAGEUP and PAGEDOWN to navigate your presentation. You can also grab the “Elevator” on the Vertical scrollbar to move up and down. When you do, you’ll see a tag with the slide title, letting you know which slide you’re on or going to.
- Go to the first slide by pressing CTRL+HOME. (When a text placeholder is in Edit mode, CTRL+HOME will take you to the beginning of the text in the box.)
- Go to the last slide by pressing CTRL+END. (When a text placeholder is in Edit mode, CTRL+END will take you to the end of the text in the box.)
- Use **Zoom**  on the Standard toolbar to zoom in or out of a slide for more or less detail.
- When in *Normal* or *Slide* view, the left side of the Status bar will show you which slide of how many you’re looking at. **Slide 7 of 9**

#### Views

- **Normal view**  contains three panes that let you work on all aspects of your presentation in one place. Adjust the size of the different panes by dragging the pane borders.
  - The *Navigation pane* (left) Click the *Outline* tab to organize and develop the content of your presentation. Use the *Slide* tab to see a miniature of all slides.
  - The *Slide pane* (upper-right) lets you edit your slides. Add text, graphics, movies, and sounds, create hyperlinks, and add animations to individual slides.
  - The *Notes pane* (bottom-right) lets you add notes or information to share with the audience (also accessible from the **View** menu to **Notes Pages**).
- In **Slide Sorter view** , view all the slides in your presentation at the same time, displayed in miniature. You can add, delete, and move slides, add timings, and select animated transitions for moving from slide to slide.
- At any time while you are creating your presentation, you can start your slide show and preview your presentation by clicking **Slide Show** .

## Clearly Communicate Your Information




### Design Tips

FONT	Limit font types to no more than three font types per slide Never use a font size smaller than 18 pt. Use 44 pt. for titles, 32 pt. for text and 28 pt. for subtext
BACKGROUND	Use dark backgrounds in dark rooms and light backgrounds in well-lit rooms with contrasting text
SLIDE LAYOUT	Avoid using more than three text slide in a row Use tables or charts instead of text when appropriate Limit the bullets per slide approximately five, but no more than nine Limit the number of lines per title or bullet to one or two with approximately six words per line

# Microsoft PowerPoint 2003, Level 100

Create Better and More Effective Presentations

## Create a New Slide Show

To do this	Do this
Create a new presentation	<ol style="list-style-type: none"><li>1. Click <b>New</b>  on the Standard toolbar</li><li>2. Press CTRL+N</li><li>3. Go to the <b>File</b> menu and select <b>New...</b> The <i>Slide Layout</i> task pane will appear on the right. Click a layout for your slide to apply.</li></ol>
Add a new slide	<ol style="list-style-type: none"><li>4. Click  <b>New Slide</b> on the Formatting toolbar</li><li>5. Press CTRL+M</li><li>6. Go to the <b>Insert</b> menu and select <b>New Slide...</b></li><li>7. Hover your mouse over the slide layout in the <i>Slide Layout</i> task pane, then click the drop-down arrow and select <b>Insert New Slide</b>.</li></ol>
Save your presentation	<ol style="list-style-type: none"><li>8. Click <b>Save</b>  on the Standard toolbar</li><li>9. Press CTRL+S</li><li>10. Go to the <b>File</b> menu and select <b>Save</b></li></ol>

## Set up and use AutoLayouts

1. Open the *Slide Layout* task pane (Go to the **Format** menu and select **Slide Layout...**).
2. Hover your mouse over the desired layout, click the drop-down arrow and select **Apply to Selected Slides**, **Reapply Layout** or **Insert New Slide**.

## Modify the Slide Master

From the **View** menu, move to **Master** ▸ and select **Slide Master**.

❗ When you change the slide master, changes you have made to individual slides are preserved.

### Format Text

1. Click a text placeholder to edit/add text *OR* press CTRL+ENTER to activate the next placeholder on a slide, then go to the **Format** menu and select **Font** *OR* right-click the selected text and choose **Font** *OR* use the Formatting toolbar.

❗ When on the last placeholder of a slide, CTRL+ENTER will create a new slide.

### Format Line Spacing

1. Go to the **Format** menu and select **Line Spacing...**
2. Make appropriate changes, and then click **OK**.

### Format Bullets

1. Go to the **Format** menu and select **Bullets and Numbering...**
2. Select the bullet style you want.
3. Click **OK**.

### Add a Footer

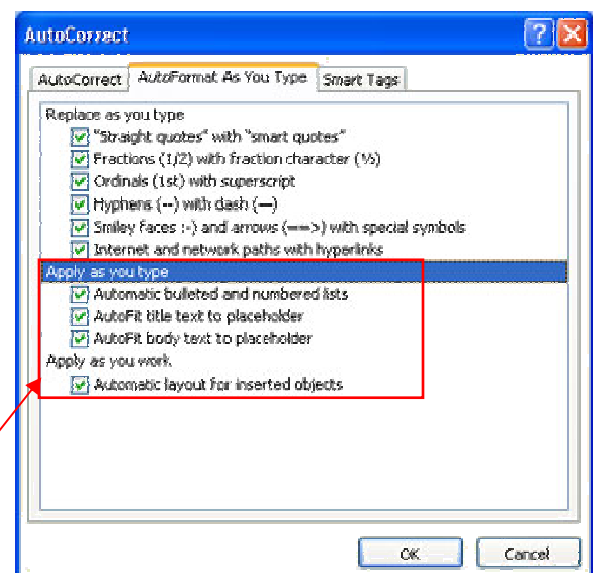
1. From the **View** menu, select **Header And Footer...**
2. On the *Slide* tab, select the options to appear.

## Manage AutoCorrect layout options

If you don't want your bulleted text to shrink automatically in order to fit content, or the positioning of pasted objects to change automatically, you can easily turn off these features.

1. On the **Tools** menu click **AutoCorrect Options**.
2. Select the *AutoFormat As You Type* tab of that dialog box.

These options control the automatic formatting behavior for layouts.







## Insert Slides from Word

Set up your outline in Word, using paragraph styles Heading 1 through Heading 9.

1. From the **Insert** menu, select **Slides From Outline**
2. Double-click the outline's filename.

## Edit the presentation using the Outlining toolbar

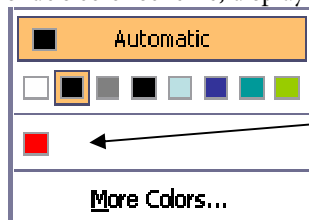
From the **View** menu, go to **Toolbars** ► and select **Outlining** OR right-click any toolbar and select **Outlining** to open the toolbar.

- ➔ **Demote** or press TAB — Demote a paragraph to a lower level
- ⬅ **Promote** or press SHIFT+TAB — Promote a paragraph to an upper level
- ▢ **Collapse** or double-click the slide icon  in front of the slide title — Collapse the slide and view only the slide title
- ≡ **Collapse All** — Collapse all the slides in the presentation to view only the slide titles
- ⊕ **Expand** or double-click the slide icon  in front of the slide title — Expand the slide to view all text
- ≡ **Expand All** — Expand all slides to view all text
- ⬆ **Move Up** or drag the slide icon  to a new location (watch for the line to know where the slide will be dropped)
- ⬇ **Move Down** or drag the slide icon  to a new location (watch for the line to know where the slide will be dropped)

## Consider differences for print vs. screen presentations

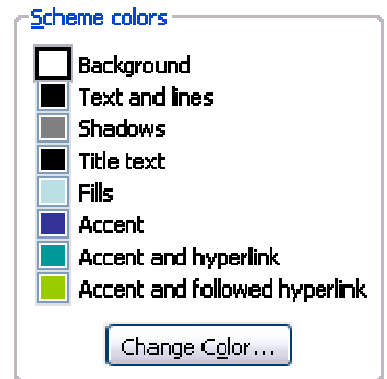
### Color Schemes

A color scheme consists of the eight colors used in the design template that's applied. To view a slide's color scheme, display the **Slide Design-Color Schemes** task pane.



Colors in the color scheme

New colors added to the presentation. You can add and display up to eight new colors. Colors you add that aren't in the color scheme will not change or update if you reapply the scheme or make changes to the design template.




## Grab the Viewer's Attention

### Insert Clipart and Pictures

#### Insert Clipart

1. On the **Insert** menu, move to **Picture**, and click **Clip Art**.
2. In the **Clip Art** task pane, in the **Search for** box, type a word that describes the clip you want and then click **Go**.
3. In the results box, click the clip to insert it.

#### Insert a Picture from a file

1. Click the slide where you want to insert the picture.
2. On the **Drawing** toolbar, click **Insert Picture**  OR from the **Insert** menu, move to **Picture** ► and select **From File**.
3. Locate the folder that contains the picture that you want to insert, and then click the picture file.
4. Click **Insert** or **Link to File**.

### Use Notes Pages and Handouts

1. In *Normal* view, type notes in the Notes pane.
2. For a better view of your notes, go to the **View** menu and select **Notes Page**.
3. Modify the Notes master by going to the **View** menu and select **Master** then **Notes Master**.
4. To print, go to the **File** menu and select **Print** OR press CTRL+P and select the appropriate options.



# Microsoft PowerPoint 2003, Level 100

## Create Better and More Effective Presentations

### Format the slide placeholder

1. Select the slide placeholder.
2. From the **Format** menu, select **Placeholder**.
3. In the **Format Placeholder** dialog box, click the *Size* tab.

### Send a Presentation to Word

1. From the **File** menu, move to **Send To** ► and select **Microsoft Word...**
2. Select the layout and then click **OK**.

### Format the Notes Body Area

1. Select the *Notes Body Area* box.
2. From the **Format** menu, select **Placeholder**.

### What should handouts consist of?

The length of the handouts should match the length and complexity of the presentation. A short presentation of 10 to 15 minutes may require only one to three pages of handout material. Longer presentations of an hour or more may call for four to six pages or more of handout material. Handouts should be attractive, easy to read, and comprehensive.

#### At a minimum, handouts should contain the following information:


- Speaker's name, title, and organization (with logo)
- Title and date of the presentation
- Speaker's contact information, including phone numbers, business address, and e-mail address
- Outline of the presentation, including key concepts
- Background information, documents, spreadsheets, and so on, to support the speaker's assertions
- List of recommendations, if applicable
- Statement about what the speaker expects the audience to do as a result of the presentation

#### In addition, handouts may contain:

- The full text of the presentation.
- Resource material.
- A list of references.
- Stories.
- Quotations.
- Other relevant material.

## Create charts and diagrams that emphasize your key points

To chart data in PowerPoint, start by clicking the Insert Chart icon on any Content slide layout, as show here:

If you're not using the *Chart* slide, click **Insert Chart**  on the *Standard* toolbar *OR* go to the **Insert** menu and select **Object...** then select **Microsoft Graph 2000 Chart** under *Object type*; click **OK**.

- Enter your information in the datasheet.
- To return to PowerPoint, click outside the chart, to edit the chart, double-click it.



### Add Objects from Other Applications

1. Go to **Insert** → **Object...** → **Create From File**.
2. Click **Browse...** to navigate to and select the file.
3. Check  *Link* to create a link if needed.
4. Click **OK** when finished.

## Use animation and slide transitions consistently and sparingly



### Apply Animation to Text and Objects

You want to emphasize without overwhelming; therefore, limit animation to key points and use consistent animation choices.

1. Right-click an object *OR* from the **Slide Show** menu, select **Custom Animation...**
2. Click **Add Effect** ▼ and choose the animation effect.
3. In the *Modify* section, set the direction and speed.
4. Change the order and timing of effects in the *Custom Animation* task pane by clicking and dragging the object in the list to the new order.

### Add Slide Transitions


Subtle and consistent slide transitions provide a professional touch without being distracting.


1. In *Slide Sorter* view, select the slide(s) you want and then click **Slide Transition**  on the *Slide Sorter* toolbar *OR* right-click a slide and select **Slide Transition...** *OR* go to the **Slide Show** menu and select **Slide Transition...**
2. From the *Apply To Selected Slides* list box, select the transition effect to apply.
3. In the *Modify Transition* section, select a speed for the effect.
4. Click the transition icon  under the slide with a transition applied to preview the transition.

## Stay in Control of Your Presentations

### Keep file size manageable

#### Reduce the File Size of Your Pictures

1. Select one or more pictures in a file.
2. On the **Picture** toolbar, click **Compress Picture** .
3. Select the options you want.

 Selecting the **Delete cropped areas of pictures** check box discards the parts of the picture that were hidden during cropping.

#### Limit File Size When Saving

1. From the **File** menu, select **Properties**.
2. On the *Summary* tab, deselect  **Save Preview Slide**.

#### Use the Save As Picture feature

1. Copy the image from its source.
2. In PowerPoint, from the **Edit** menu, select **Paste Special** and paste the image onto a blank slide as a Device Independent Bitmap or whatever file type provides the best quality image for your particular picture.
3. Right-click on the image and select **Save As Picture**.
4. In the *Save As* dialog box that appears, select a location and name for your file.

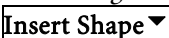
#### Add Objects from Other Applications

1. Open the source file (i.e. Excel Chart) and copy it to the clipboard.
2. In PowerPoint, from the **Edit** menu, select **Paste Special** and paste the object as a Picture (metafile). It will have a smaller file size and is not linked, therefore not requiring the source file.

### Use the available tools for creating perfect diagrams

1. Insert a new slide with the Organization Chart layout and then double-click the chart area to edit.
2. Select the *Organization Chart* button and click **OK**.
3. Activate a node by clicking on it. Press ENTER to move to the different sections in the node.
4. Deselect a node by clicking another or press ESC.

#### Add a Node

1. Select the node to which you want to add a subordinate, co-worker or assistant.
2. On the *Organization Chart* toolbar, Click **Insert Shape**  and select the type of node to add.

#### Move a Node

1. Hover the mouse pointer over the edge of the node to move (four-headed arrow).
2. Drag and drop the node over the top of the new manager or co-worker position.

#### Delete a Node

1. Select the node in the chart to delete.
2. Press DELETE.

#### Change the Layout of the Nodes

1. Select the top node in the chart.
2. From the **Layout** menu on the *Organization Chart* toolbar, select the layout option you want.

### Know exactly what the recipient of your presentation will see

If you're sending a presentation by e-mail, save it as a Slide Show so that it automatically opens for the recipient in slide show view.

1. On the **File** menu click **Save As**.
2. In the Save As dialog box, select **PowerPoint Show (.pps)** from the **Save As Type** dropdown list.

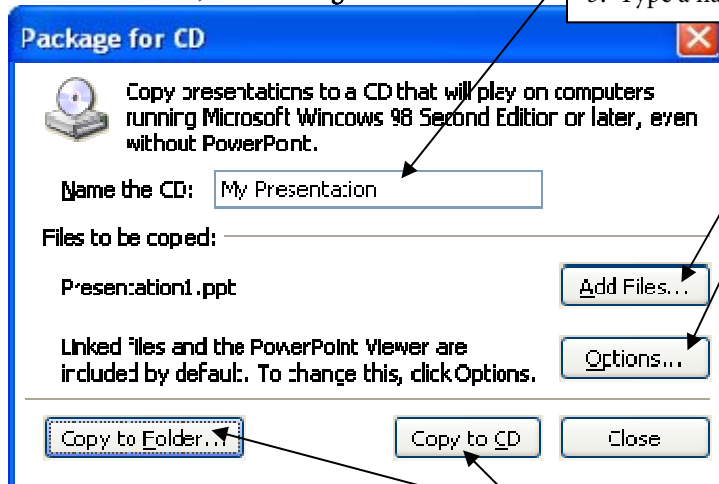
# Microsoft PowerPoint 2003, Level 100

## Create Better and More Effective Presentations

### Use Package for CD to send your presentation

This feature will set up your presentation (including linked files) on a CD or folder so that the slide show will run correctly for any recipient. It even adds a PowerPoint viewer so that the recipient's computer doesn't need PowerPoint to run the show.

1. Open the presentation that you want to package.
2. On the **File** menu, click **Package for CD**.
3. Type a name for the CD or folder.



4. Click to specify the presentations that you want to include, as well as the play order.

5. Select any of the following:
- To exclude the PowerPoint Viewer, clear the **PowerPoint Viewer** check box.
  - To prevent presentations from playing automatically, or to specify a different automatic play option, click an option in the **Select how presentations will play in the viewer** list.
  - To include TrueType fonts, select the **Embedded TrueType fonts** check box.

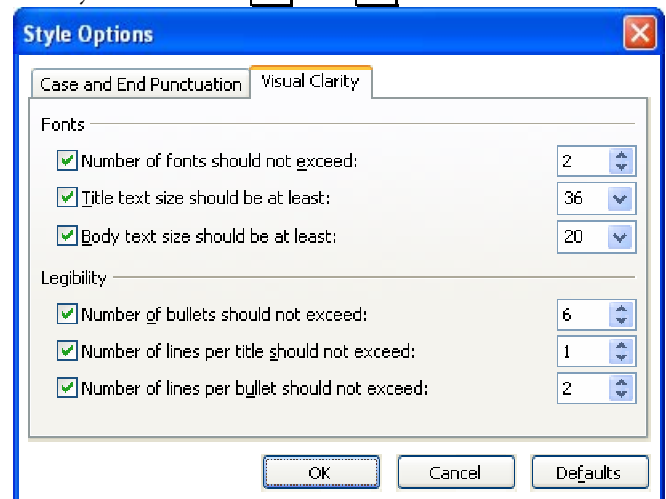
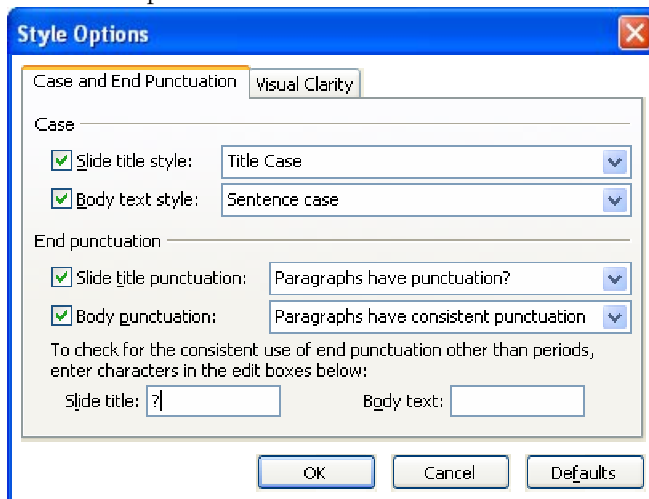
6. Click when finished.


### Use Masters for consistency and to save time

Research indicates that extraneous information on a screen can distract from the audience's ability to understand the point at hand. It would be annoying if you went to see a film and an entertainment company's logo was prominently displayed in the corner of the screen. Likewise, a logo on every PowerPoint slide stands in the way of the audience becoming completely absorbed in a story. Insert your logo on each of your notes pages, not the slides.

### Check for Consistent Style



1. To adjust the settings for the *Style Checker*, go to the **Tools** menu and select **Options...** then click the *Spelling and Style* tab.
2. Mark the Spelling options you wish to check for and then click **Style Options...** to set the style options.
3. Choose the options on the *Case and End Punctuation* and *Visual Clarity* tabs and click **OK** then **OK**.



4. As you work on your presentation, a light bulb  will appear if the style for the placeholder doesn't match the options you selected. To correct, click the light bulb for your tip.

## Deliver a Presentation

### Run a Slide Show

- Run the presentation by clicking **Slide Show**  OR go to **Slide Show**→**View Show** OR press F5.
- Learn about the following options and more by pressing F1 while the presentation is showing.
- Access these options by right-clicking during the presentation to open a shortcut menu.
- Hold CTRL when you click **Slide Show**  and a miniature, fully functional, slide show appears.

To do this	Press this
Advance to the next slide	Left mouse button SPACEBAR or PAGEDOWN or N or ENTER or → or ↓
Go to the previous slide	BACKSPACE or PAGEUP or P or ← or ↑
Go to a specific slide	Type the slide number and press ENTER Right-click the presentation and select <b>Go...</b>
Return to the first slide	Hold both mouse buttons for two seconds
Stop/Restart an automatic show	S or +
Black out the presentation	B
White out the presentation	W
Show or hide the mouse cursor arrow	CTRL+A
Change the mouse cursor to a pen	CTRL+P Right-click and select <b>Point Options</b> → <b>Pen</b>
Erase a pen drawing on screen	E
End a presentation	ESC

## Microsoft PowerPoint 2003, Level 100

Create Better and More Effective Presentations

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### *NOTES*

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