

POWERPOINT BASICS

OFFICE 97

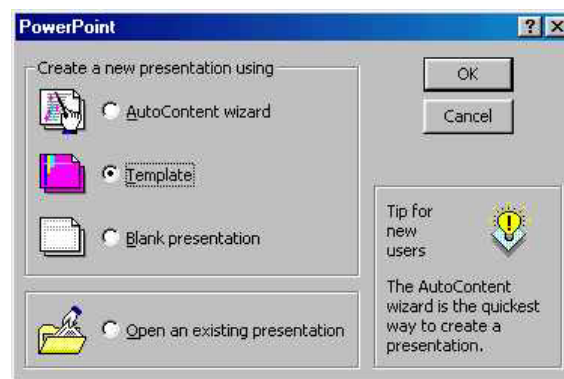
PowerPoint is a presentation software package that allows you to create dynamic graphical presentations. This introductory class will step you through basic creation of a presentation, as well as some of the more useful tools that accompany the software. It also serves as a step toward the knowledge required for Microsoft Certification.

Create a presentation

The basic presentation can be created in a number of ways, including from a pre-existing design, or template. We will go through the steps of creating a new file, and the ways to input data.

Opening a New File

When you open PowerPoint, or choose File/New... from the menu, you are given a choice, to make a new presentation using an existing “Template”, or style, or create a blank one.



And, just as in Word, you have the option of several “Views”, or working layouts. From left, they are:



Slide View – Letting you click on and edit the slide as it will be shown...WYSIWYG

Outline View – Puts all text in an outline, automatically places it on the slides.

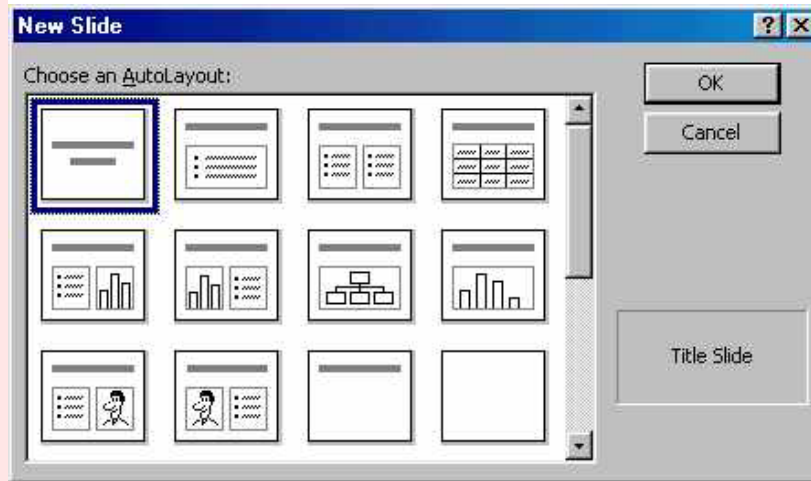
Slide Sorter View – View multiple slides, rearrange, add, delete on one screen.

Notes View – Create speaker’s notes by adding key points of discussion below a picture of the slide.

Slide Show – Start the presentation.

To add a slide, click the New Slide button (left), or select Insert/New Slide (CTRL+M) from the menu. You will be greeted with the following dialog, where you can choose from many layouts.





To delete a slide, view the slide you'd like to delete, and choose Edit/Delete Slide. To delete multiple slides, switch to Slide Sorter View, use Shift/Click to select the slides you'd like to remove, then choose Delete Slide.

Add textual information

Placing the information into the presentation is, of course, the most important part of your creation process. PowerPoint gives you a variety of ways to insert the “meat” of your presentation.

Slide view – Each new slide comes with one or more “Click to add text” boxes, which, remarkably, allow you to click in them, and enter your text. Normally, you'll get a Title box, and then a place for bullet points, a graphic, a chart, etc. These are pre-formatted, and you use the Enter key to move to the next point. Promoting and Demoting a point is done with the Tab key and Shift/Tab combination.

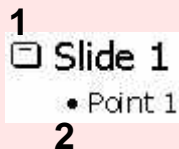
Outline view – Each slide after the Title slide will be given a default, Bullet List, format. You can adjust this once the text is entered. All new slides begin with the Slide Icon (1), while bullet points (2) are listed as indented items. Again, the Tab key and the Shift/Tab combo promotes and demotes.

To manipulate the text and/or the location, you will need to be in Slide View. You can then select a line of text for justifying left, center, or right, to format with Font, Size and Style, and Color. Also, moving the text can be accomplished by dragging the “edge” of the box containing the text. This might be necessary to make text more readable in the face of imported graphics, or just the design of the page.

Add visual elements

Many of the same objects you can insert into a Word document are also available in PowerPoint. Graphical Objects, Word Art, Text Boxes, and the like can be inserted exactly as they were in Word. To make this easy, be sure the Drawing Toolbar (View/Toolbars/Drawing) is visible.

- Autoshapes are added from the Drawing Toolbar, or by selecting Insert/Picture/Autoshapes from the Menu. Similarly, you can add other objects using the corresponding choices.



Manipulating Objects



Using the Draw, Rotate, Scale, Fill, and Color options for an object can greatly enhance its visibility in a presentation.

To Rotate an Object – Select the object, and click the Free Rotate button, (at Left), on the Drawing Toolbar. Then, click and drag one of the green circles on the corners of the object, and rotate.

To Resize, or Scale – Select the object, and use the “handles” on the corners and sides to resize. Alternately, right clicking the image, and going to the Size tab will allow precise measurements.

To change Coloring – Right click the object, choose Format Object, and change the colors in the resulting dialog box.

Adding Tables

Tables can help you present data organized in tabular form. Tables will add a “Word Table”, and embed it inside the PowerPoint document. Double-clicking the table will open it for editing, and bring up the Word Toolbars.

Microsoft Graph is also available inside PowerPoint. By selecting Insert/Chart from the Menu, you will be given the default Graph, which you can edit to have appear in any way you like.

Bring in data from other sources

PowerPoint works very well with all the other Office components. You can bring in data from any of the Office applications, and make it a part of your presentation.

- The shared, Clip Art Gallery, is available in each Office app. Add images by using Insert/Picture/Clip Art..., and selecting the appropriate image.
- A graph and/or chart from Excel can be imported as well, by either using Copy/Paste, or Insert/Object/Microsoft Excel Chart. In addition, Microsoft Graph (Insert/Object/Chart) can be used to place a graph on your page. ****Note**** - When using the pre-designed templates, colors on a graph are a concern. Be sure to take into account the background and foreground colors of your slides when designing your graph. Microsoft Graph is tied to the color scheme, it will pick up the colors of the presentation, and even change if you change the design.
- Text from Microsoft Word can be added, by using Copy/Paste, or you can use an existing outline in Word and place it into PowerPoint. To do so:
 1. Create an outline in Word, using either the outlining tools, or using Tabs to define levels.
 2. Save the outline.
 3. Open your PowerPoint presentation, and go to Outline View.
 4. Select Insert/Slides from Outline, and browse to your Word document.
 5. Select it, and click Insert.

This will place your outline in PowerPoint, and define the correct levels for headings and text.

Other images can be placed as well, using Insert/Picture/From File... or Insert/Picture/From Scanner (If a scanner is installed and available, you can scan directly into the PowerPoint doc.)

Modify a presentation

When the presentation is complete, of course, you will have some editing and/or rearranging to do. A couple tools will make some of that a little easier to accomplish. To change the order in which the slides are shown, you have a View that will help greatly.

- Slide Sorter View lays out all the slides (in small versions) on the screen and allows you to drag and drop them into any order you like.
- Also, Outline view contains Slide Icons (at left), which you can drag and drop in the outline to rearrange slides as well.

As in Word, and other Office applications, the Find and Replace dialog (Edit/Replace) lets you find occurrences of a word or phrase in a document, and replace any or all with text of your choice.



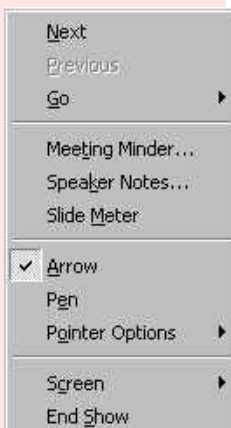
Prepare for distribution

PowerPoint uses the same Spell Check dictionary as the other Office applications, so you can check your spelling easily with the same, familiar tool. In addition, PowerPoint includes a “Style Checker” (Tools/Style Checker...), which checks Spelling, Visual Clarity, and Case and Punctuation all at once.

Deliver presentations

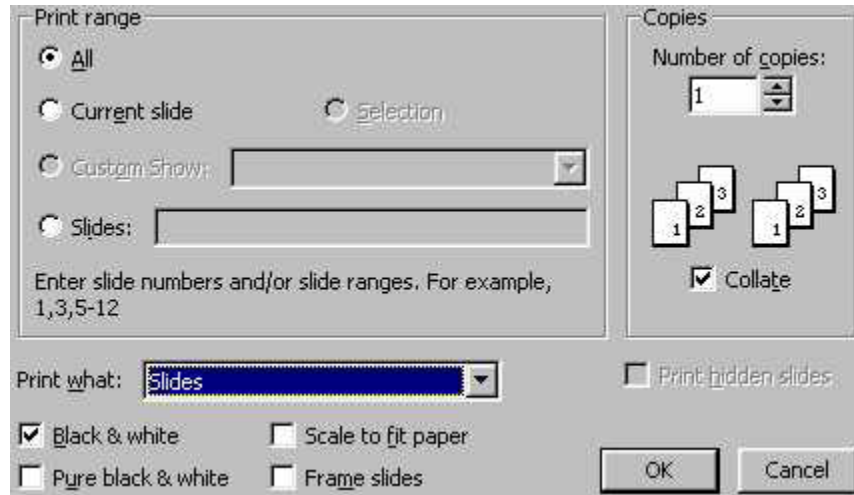
Once the work is done, the fun begins. Presenting your slide show is fun and easy. To start the show:

- When the presentation is open, click View/Slide Show..., or click the Slide Show icon (left). The show will begin on the slide that is currently being viewed, or that is active (contains the insertion point). So to begin a presentation partway through, just go to the desired starting point, then start the show.
- To maneuver through the presentation, click the mouse or use Page Up/Page Down, or use the arrow keys (down or right to advance, up or left to move back).
- While in the Slide Show, a semi-transparent icon appears when the mouse is moved. This, or right-clicking anywhere on the slide, will bring up the Navigation Menu (left).
- Next and Previous move you through the show.
- Go will let you select a slide to jump to, by number.
- Meeting Minder lets you take minutes, or assign action items.
- Speaker Notes takes you to any notes you have written about the presentation
- Slide Meter shows you the elapsed time of the show and the current slide.
- Arrow and Pen let you switch between pointing and actually drawing with the mouse.
- Pointer Options let you choose the color of the pen, and hides the arrow.
- Screen will give you the option to erase the drawing, and also to go to a blank screen.



Printing Options in PowerPoint

Getting PowerPoint to print what you would like is sometimes a challenging action. Below is part of the Print dialog box, and some of the available options.



- Print Range lets you choose which slides to print, using slide numbers
- Print What gives you many options, including:
 - Slides - Prints slides on full pages
 - Handouts - 2, 3, or 6 per page - Smaller versions, good for creating meeting notes, booklets, etc.
 - Notes Pages - Small slide up top, and speaker notes down below
 - Outline View - The text outline of the presentation.