

PowerPoint – Intro


Brighton District Library

What is PowerPoint?

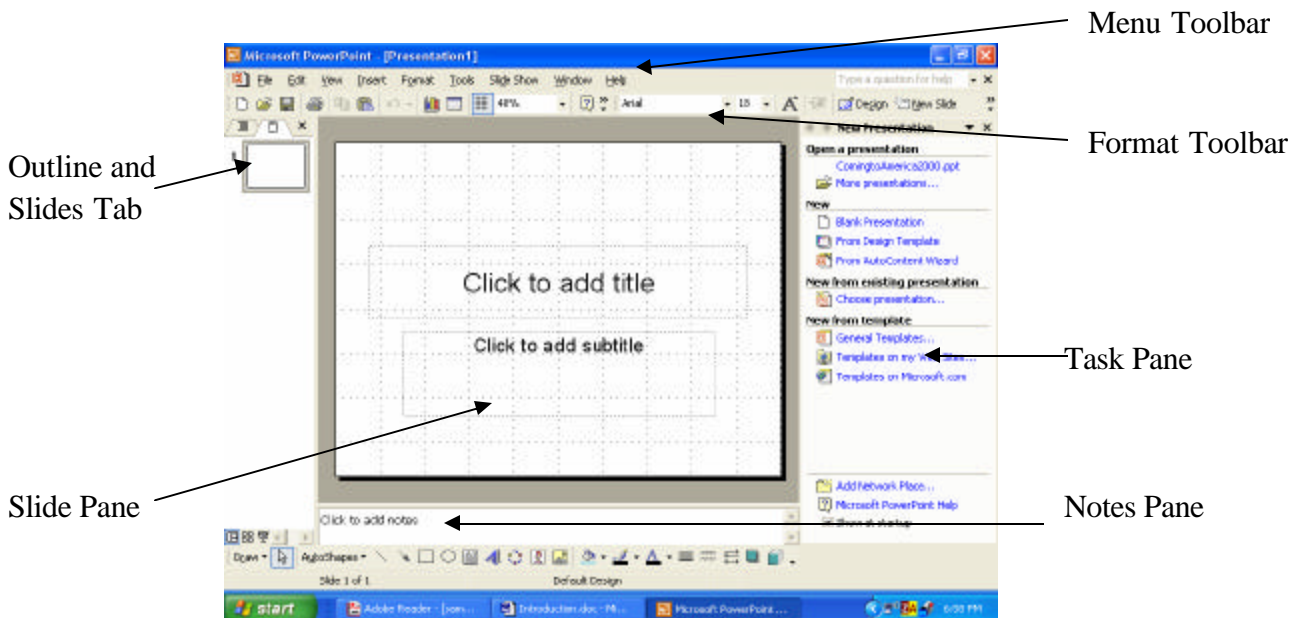
Microsoft PowerPoint is Presentation application of the Microsoft Office suite. You can create slides, handouts, outlines and notes to deliver an impressive presentation.

- **Slide Show Presentations** – A slide show presentation can utilize the special effects available in PowerPoint including slide transitions, animations, sounds, timings, and other on-screen features.
- **Online Presentation** – You can edit and review presentations online through Microsoft NetMeeting, broadcast a presentation on the Web, or publish a presentation as a web page.
- **Printouts** – Slide Printouts deliver one slide per page which can be optimized by printing in color, pure black and white or grayscale. The printed slides can be scaled, framed, or have reviewer comments included.
- **Overhead Transparencies** – A presentation can be printed directly on to transparencies using the same options as paper printouts.
- **Supplemental Materials** – Handouts, Notes Pages and Outline Views can be printed and distributed to an audience to support the PowerPoint presentation.

Starting PowerPoint

From an Icon on your Desktop	<p style="text-align: center;">Click Icon</p>  <p style="text-align: center;">Microsoft PowerPoint</p>
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The PowerPoint Screen – Normal View







The PowerPoint window can be divided into four distinct areas:

- The **Slide Pane** is the main area of the window
- The **Outline and Slides Tabs** are to the left of the slide pane
- The **Task Pane** is the panel to the right of the Slide Pane
- The **Notes Pane** is the panel underneath the Slide Pane

Using the Slide Pane



The **Slide Pane** is where you do the majority of your work, including entering text, inserting pictures and objects, and animating your presentation. The Slide Pane shows up by default in the **Normal View**.

Using the Outline and Slides Tab

<p>The Slides Tab displays all slides in your presentation in thumbnail size. The Slides tab area is an easy way to navigate your presentation. You can jump to a slide just by clicking on it.</p> <p>The Outline and Slides Tab show up by default in Normal View</p>	
<p>The Outline Tab presents a title and text outline of each slide in your presentation. Slides can be edited in the Outline area or directly on the slide. If you prefer to edit your text and slides in the Outline area, the Outlining toolbar is dedicated to working in this view.</p>	
<p>Place your cursor by clicking in the Outline Pane next to the first slide</p>	<p style="text-align: center;">TYPE</p> <p style="text-align: center;">MY FIRST SLIDE</p> <p style="text-align: center;">Hit Enter</p>
<p>By hitting enter you created a new slide</p>	
<p>You can change text in the slide by using the Outlining toolbar</p>	<p style="text-align: center;">From the Main Menu, Select VIEW>TOOLBAR>OUTLINING this opens the Outlining Toolbar</p> 

The Icons on the Toolbar are: (left to right)

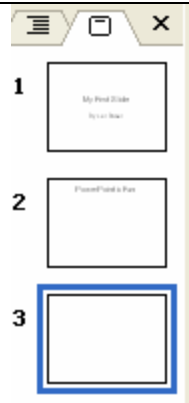
- **Promote** – To move the current line of text to the left, therefore creating a new slide – This option is not available unless the line of text has been demoted
- **Demote** – To move the current line of text to the right – this is the same as indenting and creates a sub-title on the current slide. Once a line has been demoted, you can promote it back to a slide

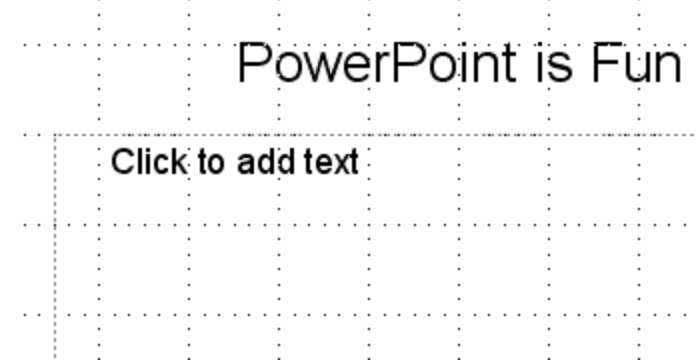
With your cursor still on the 2 nd slide	<p style="text-align: center;">TYPE By (your name)</p> 
Click on the Demote Arrow This demotes the new slide to a sub title of the 1st slide. Try Promoting the slide a then demote it again	
After demoting the slide	HIT ENTER and Promote the slide to make the 2nd slide
Type the title of the second slide	<p style="text-align: center;">TYPE PowerPoint is Fun HIT ENTER</p>
You should now have 3 slides	

- **Move Up** – Moves the current slide up one space, switching the two slides – it is only available when you have more than one slide.
- **Move Down**- Moves the current slide down one space, again switching the two slides.
- **Collapse** – This Closes the content of the current slide showing only the title
- **Expand** – This Opens the content of the current slide
- **Collapse All** – This closes content of all the slides, showing only the titles
- **Expand All** – This Opens the content of all the slides
- **Summary Slide** – This creates a summary slide, listing all of the slides below it showing just the titles of each slide
- **Show Format** – Shows the formatting you have added to the slides

NOTE- Any sub-text will move to the newly switched slide when using the Move Up or Move Down feature and you can not use this feature on the very first slide.

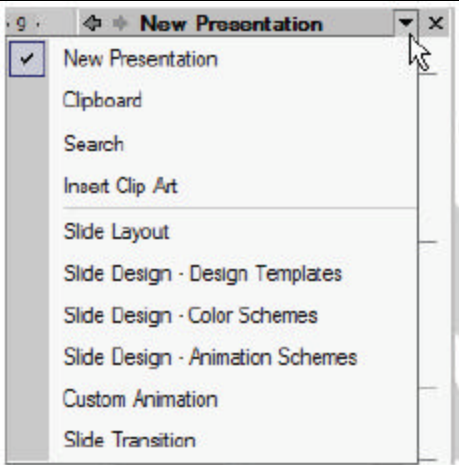
Close the Outline Toolbar using the X in the top right hand corner

Click on the Slide Tab You should see 3 slides in thumbnail view	
Deleting a slide	Select the 3 rd slide, if its not highlighted and HIT

You can delete a slide by selecting it then hit the delete key	DELETE
Adding a Slide You can add slides my hitting ENTER	Select the 2nd Slide and hit enter
You can re-arrange your slides by dragging the slide to it's new location	Click and HOLD the mouse button on the 3rd slide, drag it to the 2nd slides location – you will see a line between the 1st and 2nd slide, let go of the mouse button
Drag the 2nd slide back to the 3rd slide	Click and HOLD the mouse button on the 2nd Slide and drag it to the 3rd slides location
Delete the 3rd Slide	Select the 3rd Slide and HIT DELETE
Click on the 2nd Slide Notice the CLICK TO ADD TEXT – you can add text to the Slide by clicking in the text box – by default, this is a Title and Text slide.	
Click on the CLICK TO ADD TEXT	Add 3 reasons you want to learn PowerPoint

The Tasks Pane

The **Task Pane** lists some of the most common tasks you may want to accomplish in PowerPoint. The task panes are descriptive to help you quickly locate the task you want

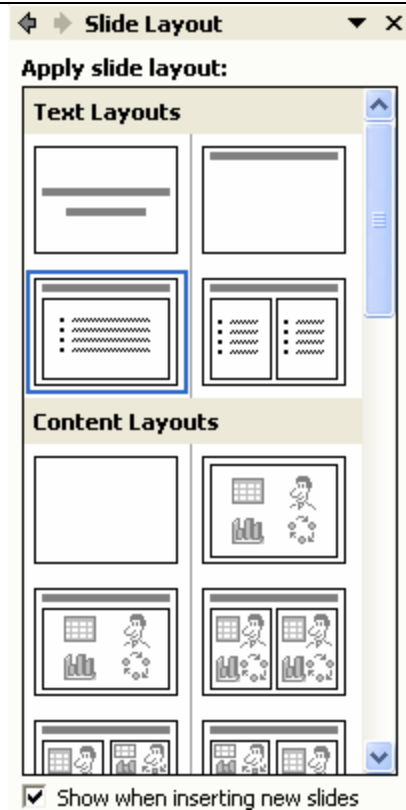
<ul style="list-style-type: none"> • The Task Pane shows up by default in Normal View • To Display the Task Pane, (if it has been closed) From the Main Menu, Select View>Task Pane • To Switch to other Task Panes -Click the Other Task Pane down arrow and select another Task Pane from the Menu 	
Try a couple different screens	Click Each Option to see what it does
When your done – From the Task Pane	SELECT SLIDE LAYOUT

Here we can add new slides or change the layout of the slides when have already created

Notice the 1st Slide – the title is located at the top of the slide, but your name is located all the way to the left, this is by default a Title and Text slide

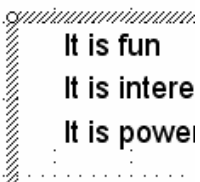
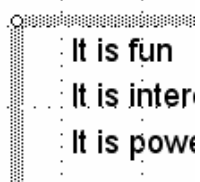
**SELECT SLIDE 1 (click on it)
FROM THE SLIDE LAYOUT – CHANGE IT TO A TITLE SLIDE (the 1st option in slide layout) Click on that option**

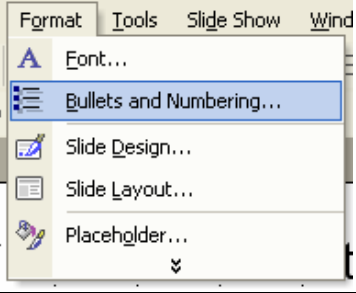
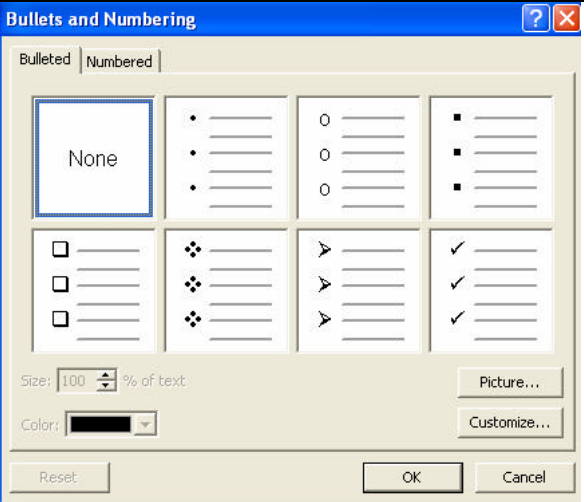
**Your slide changed from Title and Text to a Slide title
Your name should now be centered under the title**



The Bulleted List

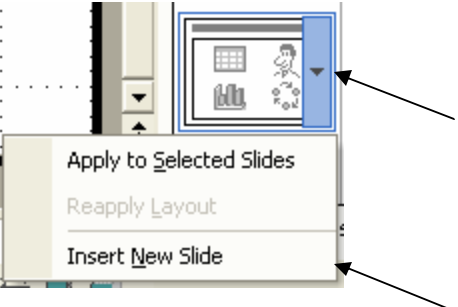
This slide is used by most people as their standard slide as it is useful in presenting the main points within their presentation.


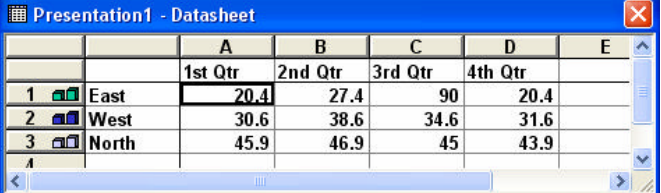
Select the 2 nd Slide	CLICK ON SLIDE 2
In the Slide Pane the entire slide is visible – it shows the title and the text box	CLICK ON THE WORDS in the area where your 3 reasons for learning PowerPoint are listed – A Text Box will appear
Notice the gray box that appeared It is made up of slanted lines – this allows us to format the information in the box – You can do it one line at a time by clicking on each line and formatting it	
Or, You can click right on that gray box until it turns into a more solid box – not slanted lines This allows us to format all the information at once	

<p>In the Main Menu – Select FORMAT>BULLETS AND NUMBERING</p>	
<p>The Bullets and Numbering dialog box appears allowing us to choose a fancy or nicer bullet than the standard dash – SELECT ANY BULLET by Clicking on it – If you want colored bullets, change the color at the bottom and then CLICK OK</p>	
<p>To de-select your text box</p>	<p>Click anywhere outside the gray box</p>

Adding a New Slide – Title and Content - Chart

This slide layout allows for the creation of slides contain a chart i.e. a graph.

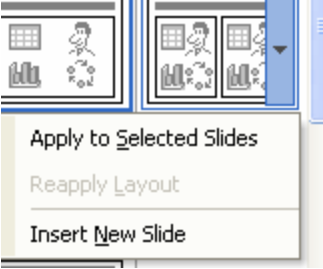
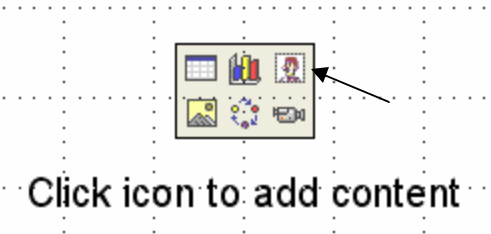

<p>From the Slide Layout Locate the TITLE AND CONTENT SLIDE</p>	<p>Click on the bar or arrow next to the slide and a menu will appear</p>  <p>Then SELECT NEW SLIDE</p>
<p>The new slide appears in the Slide Tab and The Slide Pane</p>	

<p>Click in the “Click to Add Title” box to add your title</p>	<p style="text-align: center;">Type – MY FIRST CHART</p>																																				
<p>Notice the box with Icons in the Middle – Content means you can add a Table, Chart, Clipart, Pictures, Diagram or Organizational Chart or a Video Clip</p>																																					
<p>Click on the Icon of a chart</p>	<p>The Chart is inserted in the new slide and a table or spreadsheet appears on top of it</p>																																				
<p>By default, PowerPoint opens a spreadsheet that you can change to meet your needs with your own data</p>	 <table border="1" data-bbox="776 537 1433 728"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td></td> <td>1st Qtr</td> <td>2nd Qtr</td> <td>3rd Qtr</td> <td>4th Qtr</td> <td></td> </tr> <tr> <td>1</td> <td>East</td> <td>20.4</td> <td>27.4</td> <td>90</td> <td>20.4</td> </tr> <tr> <td>2</td> <td>West</td> <td>30.6</td> <td>38.6</td> <td>34.6</td> <td>31.6</td> </tr> <tr> <td>3</td> <td>North</td> <td>45.9</td> <td>46.9</td> <td>45</td> <td>43.9</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		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					
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2	West	30.6	38.6	34.6	31.6																																
3	North	45.9	46.9	45	43.9																																
4																																					

Click on the Red X to close the spreadsheet and click in a blank area of your slide to display your chart.

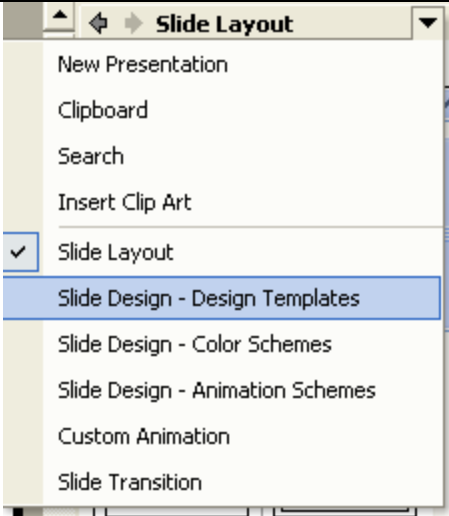


Adding a New Slide – Title and 2 Content – Clip Art

This slide layout gives you a Title and 2 boxes for Content

<p>From the Slide Layout Locate the TITLE AND 2 CONTENT SLIDE Insert a NEW SLIDE</p>	
<p>Notice you now have a new slide with a Title and 2 boxes for content Type in the TITLE</p>	<p>My Clip Art</p>
<p>In the each Content Box, click on the Icon of the Man's head</p>	 <p>Click icon to add content</p>
<p>The Insert Clip Art dialog box opens, and you can choose an image to insert – Just click on the one you want and click OK or double click and it will insert automatically.</p> <p>Do the same to the second content box</p>	

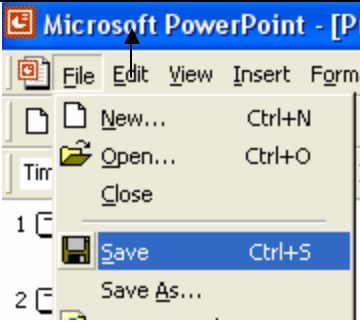
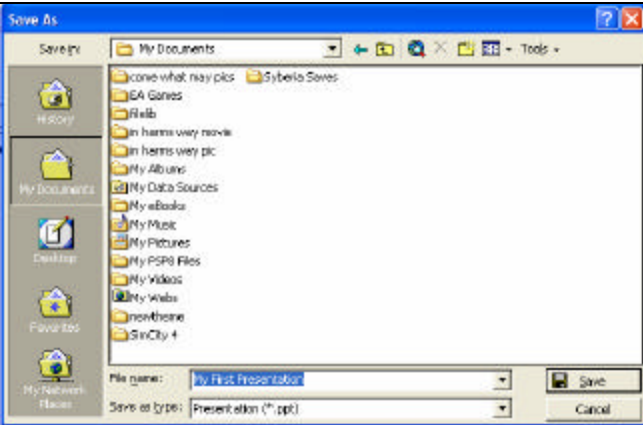
Adding Design with Design Templates

Design Templates offer a quick and easy way to provide an attractive and interesting background to your presentation.

<p>To Switch to other Task Pane - Click the Other Task Pane down arrow and select SLIDE DESIGN from the Menu</p>	
<p>Here you can click on the design you like and it will apply it to all of your slides at once</p>	
<p>Or you can choose the arrow and open the menu to choose to select that design for the currently selected slide</p>	

Saving Your Presentation for the First Time – Save As

You should save your work through out the creation of your presentation. There are different options to save your work, but they all do the same thing the very first time you save your file. Save As is different from Save because you have never named your file or told the computer where you would like the file saved to.

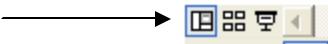
Saving your file using the Save Icon in the Standard Toolbar	
Saving your file using the Save or the Save As options in the File Menu Toolbar	
All Three ways will bring up the Save As Dialog box	
Click CANCEL	DO NOT SAVE YOUR FILE

Saving Your Changed Presentation– Save

Once you have saved your file for the first time, you can use the Diskette Icon or the File Save options to save your changes. You will not see any dialog box, and it happens very quickly. Again, you should save often so you won't lose any of your work if the power goes out or your computer fails.


Views – Running a Slide Show

There are different views and you can see your presentation in.

<ul style="list-style-type: none"> • Normal View • Slide Sorter View 	
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<ul style="list-style-type: none"> • Slide Show View 	
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- Normal View is the view you have been currently working in and is the most common view used. It is the most suited when constructing and editing your slides.
- Slide Sorter View is used when you want to see most of your presentation. It displays the slide as small images. In this view you can copy and move the slides to change their order.
- Slide Show View is the view that shows your presentation as an on-screen show using all effects, animation and transitions – which is covered later.

Move to the beginning of your presentation	<p style="text-align: center;">Click on Slide1</p> <p style="text-align: center;">To the left of the slide in Normal View</p>
Click on the Icon that looks like a Slide Projector Screen	
At this time, to move through your Presentation, you must click your mouse button when you are ready to move to the next slide.	<p style="text-align: center;">The last slide is black – this is there because you don't want to go back to the program when your slide show ends and people are watching.</p>

Intro to PowerPoint 2003