

UC Washington Center

PowerPoint
2003



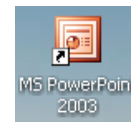
Microsoft PowerPoint 2003

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Advanced PowerPoint

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Starting PowerPoint:



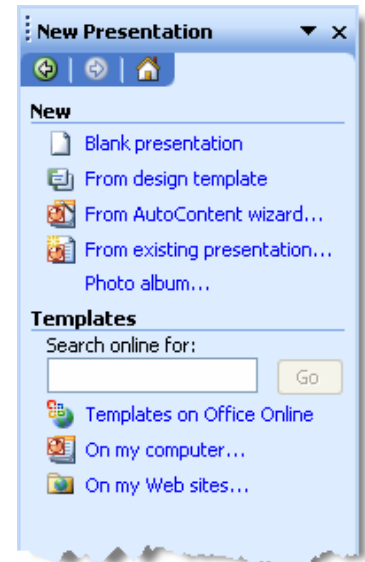
1. Choose **Start, Programs, Microsoft PowerPoint 2003** or double-click the shortcut icon on the desktop. *PowerPoint* will load.
2. A new, blank presentation will open showing one “Title” slide.

****Note:** To open a new presentation with the design template in place or to use the AutoContent wizard, choose **File, New** from the text menu. The **New Presentation** column will appear on the right. Select an option from this column. →




Blank Presentation starts with blank slides.

Design Template offers a choice of slide background designs first.

AutoContent Wizard provides a guided approach to creating a presentation.



PowerPoint Views - *PowerPoint* provides three different ways to view a presentation:

1. **Normal View**  displays a column on the left and the current slide on the right of the window. In the left column, choose either the **Outline** tab to view or edit text in an outline layout only or choose the **Slides** tab to view a miniature version of the slides. *This view also has a section for entering speaker’s notes at the bottom of the window.
2. **Slide Sorter View**  displays miniature versions of all slides in order. Use this view to move, copy, insert, and delete slides.
3. ***Notes Page View** previews the speaker’s notes for each slide.
4. **Slide Show View**  displays slides as an on-screen presentation starting with the CURRENTLY selected slide. Choose **View, Slide Show** or **Slide Show, View Show** to start the show from the FIRST slide.

To change views:

1. Choose **View** from the text menu, click on the desired view.
OR
2. Click on the appropriate view icon at the bottom left of the presentation window.



Using Normal View

Use **Normal** view to enter all the basic text of the presentation. Normal view using the **Outline** tab displays slide text as titles and subtitles in an outline format to give an overview of the content of a presentation. Slides are numbered down the left side of the screen and slide icons identify the start of each new slide. *Use **Tab** and **Shift-Tab** keys to increase or decrease the level of indentation in outline mode.

Normal view using the **Slides** tab displays slide text and graphics as it appears on the slide. Slides may be reordered in the view by clicking and dragging a slide to the desired position. To add a new slide, choose **Insert, New Slide** from the text menu. The New Slide dialog box will appear in the right column. Select a layout or accept the default layout.

To Enter and Edit Text:


1. Click on the desired slide number in the left column to display that slide.
2. To enter text, click once on a text box to get a flashing I-bar (edit mode), then start typing text or click on the Outline tab in normal view and enter text next to the desired slide icon.
3. To edit text, double-click on a word to highlight the word, then type the text. (The typed text will replace the highlighted text.)

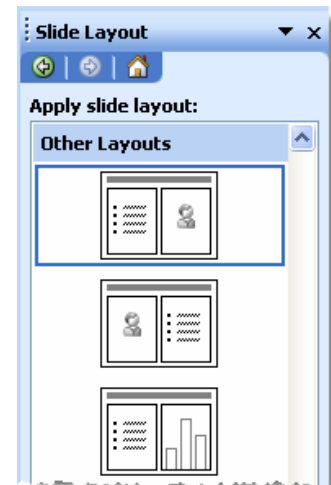
To Change the Effect of Text: (shadow, emboss, underline, ^{superscript}, _{subscript}):

1. Select the entire text to be changed.
2. Choose **Format, Font**. The Font dialog box will appear.
3. Click to check the box next to the desired effect.
4. If desired, click the **Preview** button to view the effect. ****Note:** The font dialog box may need moving in order to see the preview in the background. ******
5. Click **OK**.

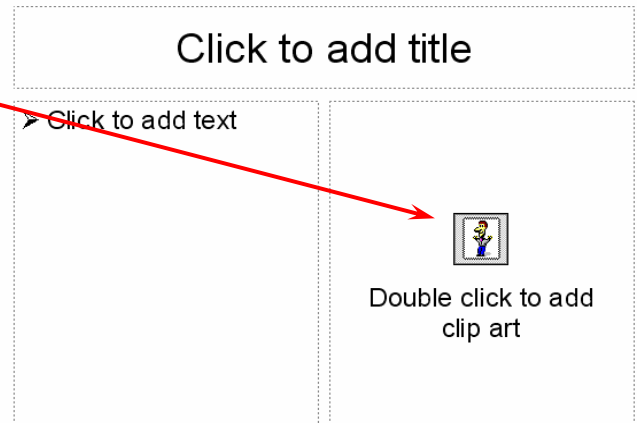
Adding ClipArt to Slides

Some slide layouts contain special **object placeholders** to hold a particular type of item, like clip art, a graph, or a chart.

1. Click on the desired slide number in the left column to display that slide.
2. Choose **Format, Slide Layout**. The Slide Layout dialog box will appear in the right column. →
3. Double-click on a slide layout with the clip art icon. 



4. Double-click on the clip art placeholder.
Microsoft ClipArt Gallery will open.
5. Scroll through the images or click on a specific category and scroll through the images.
6. Click on the desired image and a menu with four icon options appear. The first icon is the **insert** option. Choose that icon and the image will appear on the slide with placeholders.



3

OR

1. Choose **Insert, Picture, Clip Art...** from the text menu.
2. In the **ClipArt Gallery** window, click on a specific category and scroll through the images.
3. Click on the desired image.
4. Click **Insert**.

Adding Graphics to a Slide:

Graphics saved in file format such as .JPEG or .BMP can be added to slides as well.

1. Choose **Insert, Picture, From File...** from the text menu.
2. Locate and select the desired file from the Insert Picture window.
3. Click **Insert**.
4. The picture is placed squarely in the center of the slide. *See Moving and Sizing*


Moving and Sizing

Text, graphics, and object placeholders can be moved, copied, sized, and deleted. To move, copy, size, or delete a placeholder, the handles must be displayed. **Handles are the tiny boxes that appear around the placeholder border.**

To Move a Text Object within the Slide:

1. Click on the text to display the placeholder.
2. Place the mouse pointer on the border (not a handle) and the cursor becomes a 4-way arrow.
3. Click and hold the left mouse button and drag the placeholder to the desired location.
4. Release the mouse and click outside the text to remove the handles and placeholder.





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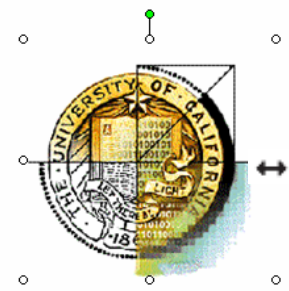
To Adjust the Text Area (not changing the font): ↔

1. Click on text to display the placeholder.
2. Click and hold the left mouse button on a middle handle located either on the top or bottom border. (The cursor will become a 2-way arrow.)
3. Drag that border either up or down to change the vertical size (height).
4. Click and hold the left mouse button on left or right middle handle.
5. Drag to change the horizontal size (width).
6. Click and hold the left mouse button on a corner handle.
7. Drag to size the placeholder proportionally.
8. Text within the placeholder will adjust to the new borders.

To Resize Graphics: ↔

1. Click on the picture to display the handles.
2. Click and hold the left mouse button and drag a top or bottom middle handle to change the vertical size (height).
3. Click and hold the left mouse button and drag a left or right middle handle to change the horizontal size (width).

**** Note: To resize without distorting:** Hold the <Shift> key down and drag a corner handle to size the placeholder proportionally.

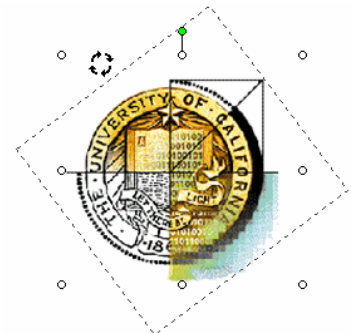


To Move Graphics within the Slide: ↕

1. Click once in the center of the picture.
2. Click and hold the left mouse button and drag the clip art to desired location.
3. Release the mouse button.

To Rotate an Object: ↻

1. Click on the object to display the placeholder handles.
2. Click and hold the left mouse button on the green handle located above the top border. (The cursor will become a circular arrow.)
3. Drag the mouse left or right to the desired degree of rotation.



To Delete an Object:

1. Click on the object to display the placeholder handles.
2. If a text box, click on the border, NOT the text.
3. If a picture, click once inside the picture to display the placeholder handles.
4. Press the **Delete** key.

Using the Slide Master

The **Slide Master** contains the default settings for the format of each slide in the presentation. By changing the formatting (font style, font size, color, and/or position) of text or object placeholders on Slide Masters, all slides are automatically reformatted uniformly throughout the presentation. For example, a company's logo or a quote could be included on all slides by adding it to the Slide Master. Text formatted on separate slides **overrides** changes made on the Slide Master. Changes made on the Slide Master affect **all** slides in a presentation. ***Note: Uniform changes can also be made for Handout and Notes master.*

To Insert Page Numbers, Dates, and other Header/Footers:

1. Choose **View, Master, Slide Master**. (This activates Slide Master)
2. Choose **View, Header and Footer...**
3. Click on **Slide Number**.
4. Click **Apply to All**.
5. Move the page number placeholder into a desired position on the slide.
6. Actual page numbers will be displayed when printing or during a slide show.
7. Choose **View, Normal** from the text menu to return to normal view or click on **Close Master View** from the floating dialog window.



Formatting Bullets

The bullet styles and shapes are set in the **Slide Master**. The bullet style, size, and shape can be changed individually on each slide but to save time and keep the format consistent use the Slide Master.

To Change Bullet Character:

1. Choose **View, Master, Slide Master**.
2. Click on the bullet to change. The cursor will be positioned just to the right of the bullet.
3. Choose **Format, Bullet**. The Bullet dialog box will appear which formats the desired bullet, size, and color.
4. Choose one of the designs shown under the Bulleted or Numbered tabs OR click the Character or Picture buttons.
5. Click on the drop-down arrow to select the desired character set from the **Bullets From** list. Several character sets are available which contain symbols and shapes (Wingdings, Monotype Sorts, etc.)
6. Click on the desired bullet character.
7. Click **OK**.
8. Choose **View, Normal** from the text menu to return to normal view or click on **Close Master View** from the floating dialog window.



Using Slide Sorter View

- Click on the Slide Sorter View icon at the bottom left of the presentation window. (**Note:** Place the mouse pointer over the icon and a description of the icon will appear.)
- Use Slide Sorter view to align text, graphics, and objects across multiple slides.

Adding and Rearranging Slides in a Presentation

PowerPoint places the new slide immediately **after** the slide that is displayed or selected at the time the new slide is created.

To Add a New Slide:

1. Choose **Insert, New Slide**. The New Slide dialog box will appear in the right column.
2. Scroll through the layouts and click to select the Blank slide layout.

To Rearrange Slides:

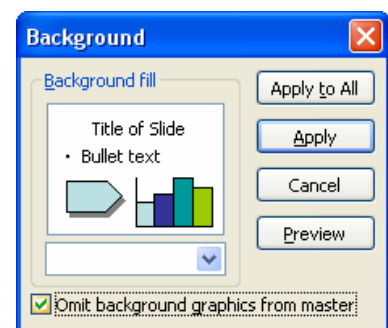
1. Click once on the slide to be moved.
2. Click and hold the left mouse button and drag the slide until a vertical line appears between the two slides where it should be placed.
3. Release the mouse button and this slide will appear in the desired location.

Changing Background Colors and Templates Designs

Background colors can be changed for individual slides or all slides. Template designs will only apply to ALL slides. Use Slide Sorter view to change backgrounds and apply template designs.

To Change the Background Color:

1. Click on the desired slide.
2. Choose **Format, Background...** from the text menu.
3. Click on the down arrow for a list of colors.
4. Choose a color, then check **Omit background graphics from master** if using a design template so the design won't override the background color.*
5. Click **Apply** or **Apply All**.

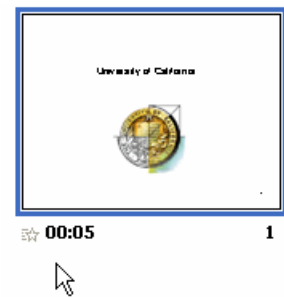


To Change the Template Design:

1. Choose **Format, Apply Design Template...**
2. Click once on each template filename to see a preview of the design.
3. Choose a template by clicking **Apply**.
4. The new template design will apply to every slide. (**Use Omit Background mentioned above and change background color to white to completely remove the design.*)

Transitions & Timings

Transitions control the way slides move on and off the screen. Use transitions sparingly--one or two types of transitions per presentation. Transitions may be added to slides in all views, but the Slide Sorter view offers the quickest and easiest way. In Slide Sorter view, a transition icon appears below the miniature slide image containing transitions.



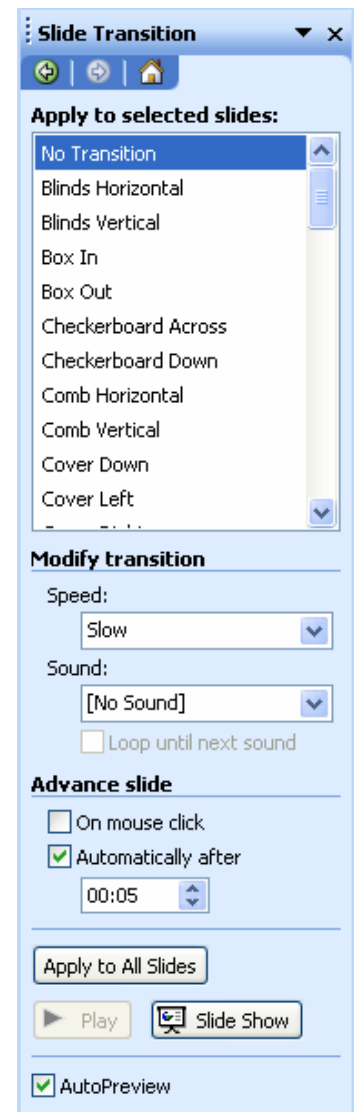
Timings control the speed with which slides replace other slides. Setting the timing tells *PowerPoint* how long the slide will remain on the screen. Timings may be set individually for each slide or collectively for all slides. Slides containing timings, however, may also be advanced manually. Timings display to the right of the transition icon in Slide Sorter view.

1. Choose **View, Slide Sorter**.
2. Click on the desired slide.
3. Choose **Slide Show, Slide Transition**. The Transition dialog box will appear in the right column. →
4. Click on an effect in the **Apply to selected slides:** window to preview and select the effect. That effect is now applied to the slide. (**To disable the transition, choose another effect or choose **No Transition**.*)
5. Choose a **Speed** from the drop-down box.
6. Click on the desired **Advance** method:
 - Only on Mouse Click
 - Automatically after # Seconds
7. If choosing automatic, then enter the desired seconds that slide should remain on screen before advancing to the next slide.
8. Choose a sound file to play on transition, if desired.
9. Click **Play** to preview the transitions/timings within the slide OR click **Slide Show** to preview the actual show.

Rehearse Timings:

The **Rehearse Timings** feature permits a practice of the presentation and notes how much time each slide should remain on the screen.

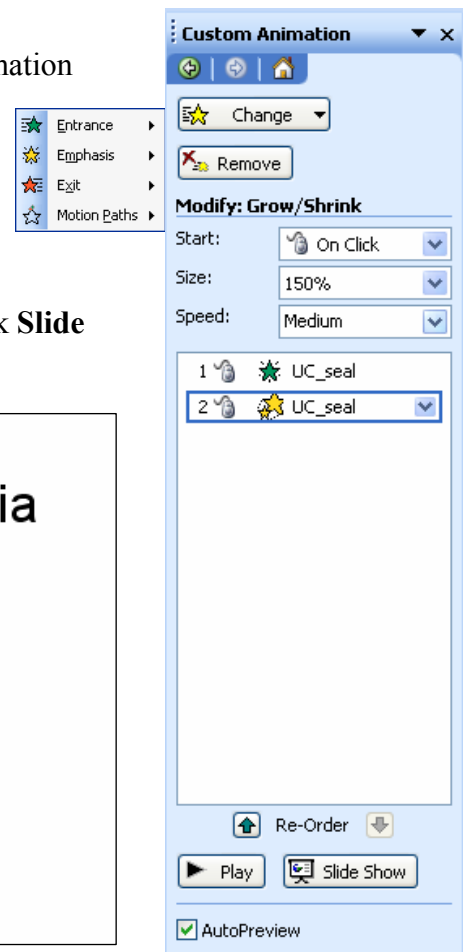
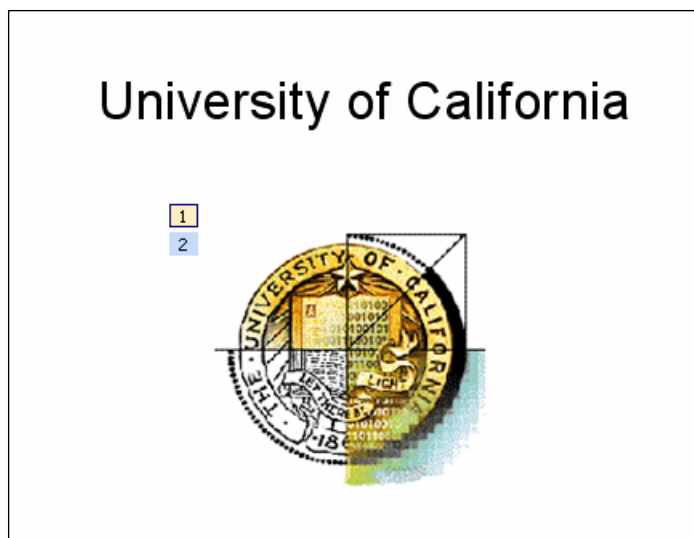
1. Choose **Slide Show, Rehearse Timings**.
2. The Slide Show will start and each slide will appear on the screen with a seconds counter clicking off time. Note the desired time of each slide to remain on screen.
3. Press the spacebar OR **click** the left mouse button to advance the slides.
4. At the end of the presentation, press the **ESC** key, then click **Yes** to save the new timings OR click **No** to leave at the default timings set in step #7 above.



Create an Animation Effect

An animation effect is the style in which objects like pictures and bulleted item appear on a slide. Animation effects, like transitions, should be used sparingly. **Use the same type of animation effect throughout the presentation for consistency.** In Slide Sorter view, slides containing animation effects are marked by an animation effect icon below and to the left of the miniature slide image.

1. Choose **View, Slide Sorter**.
2. Double-click the desired slide to bring it into Normal View.
3. Choose **Slide Show, Custom Animation**. The Custom Animation window will appear in the right column. →
4. Click once on the desired object to animate on the slide.
5. In the Custom Animation window, choose an effect for that object.
6. Modify the **Start, Size, and Speed** options for that effect.
7. Follow steps 4 - 6 to apply an effect to additional objects.
8. Click **Play** to preview the animation within the slide OR click **Slide Show** to preview the actual show.



Use this internet link to review an in-depth Microsoft tutorial on Custom Animation:

<http://office.microsoft.com/training/Training.aspx?AssetID=RC060786731033&CTT=6&Origin=RC060786731033>

Showing a Presentation

Slides may be shown one at a time driven by a mouse click or keyboard key, timed to be run automatically, and/or run continuously. When a slide show is presented, each slide will display on the entire screen without showing the *PowerPoint* program.

To Display a Slide Show:

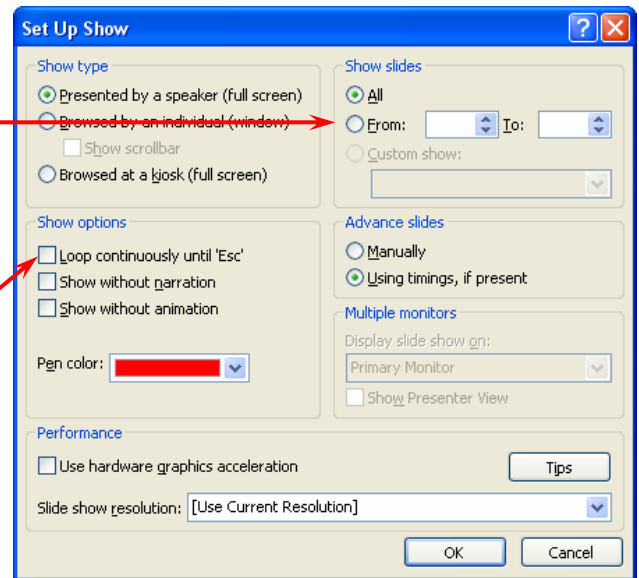
1. Display the first slide to be shown.
2. Choose **View, Slide Show** or **Slide Show, View Show**

To Show Only a Group of Slides:

1. Display the first slide to be shown.
2. Choose **Slide Show, Set Up Show**.
3. Click on the circle in front of **From** to place a dot in the circle.
4. Type the slide numbers to be shown.
5. Click **OK**. When showing slide show, only those slides selected will be shown.

To Run Continuously:

1. Display the first slide.
2. Choose **Slide Show, Set Up Show...**
3. Click on **Loop Continuously until 'Esc'** to place a ✓ in the box.
4. Click **OK**.
5. Choose **Slide Show, Slide Transition**.
6. Click to place a ✓ in the box next to "Automatically after".
7. Type the desired # of seconds for each slide to stay on the screen.
8. Click **Apply to All**.
9. Run **Slide Show**.
10. Press the <Esc> key to exit the presentation.



To Advance Slides:

1. Start the presentation.
2. **Click** the left mouse button **OR** press the <space bar>.
 - To move back one slide, press the right mouse button and select **Previous**.
 - To jump to a specific slide, **type** the slide number and **press** the <Enter> key.
 - **Note:** During a presentation, the speaker may want the screen to be blank to focus attention on what is being said. **To blank a screen during a presentation:**
 - Press the **B** key. The slide will disappear.
 - Press the **B** key again. The slide will reappear.
3. Press the <Esc> key to exit the presentation at any time.

*****Important: Remember to Save your presentation to file and save often as you make changes on the slides!!*****