

## PowerPoint 2003 Basics

Use PowerPoint to build, print and give presentations. PowerPoint can be used to display brief phrases that illustrate the most important points of what you will be discussing. Once you have developed your PowerPoint presentation you can present it in number of ways, such as printing the slides, printing notes pages or delivering on-screen presentations.

This handout is meant as a short guide to get you started. If the information you need is not covered here, or you need more detail consult the help function in PowerPoint or check out a PowerPoint instruction book from the library.

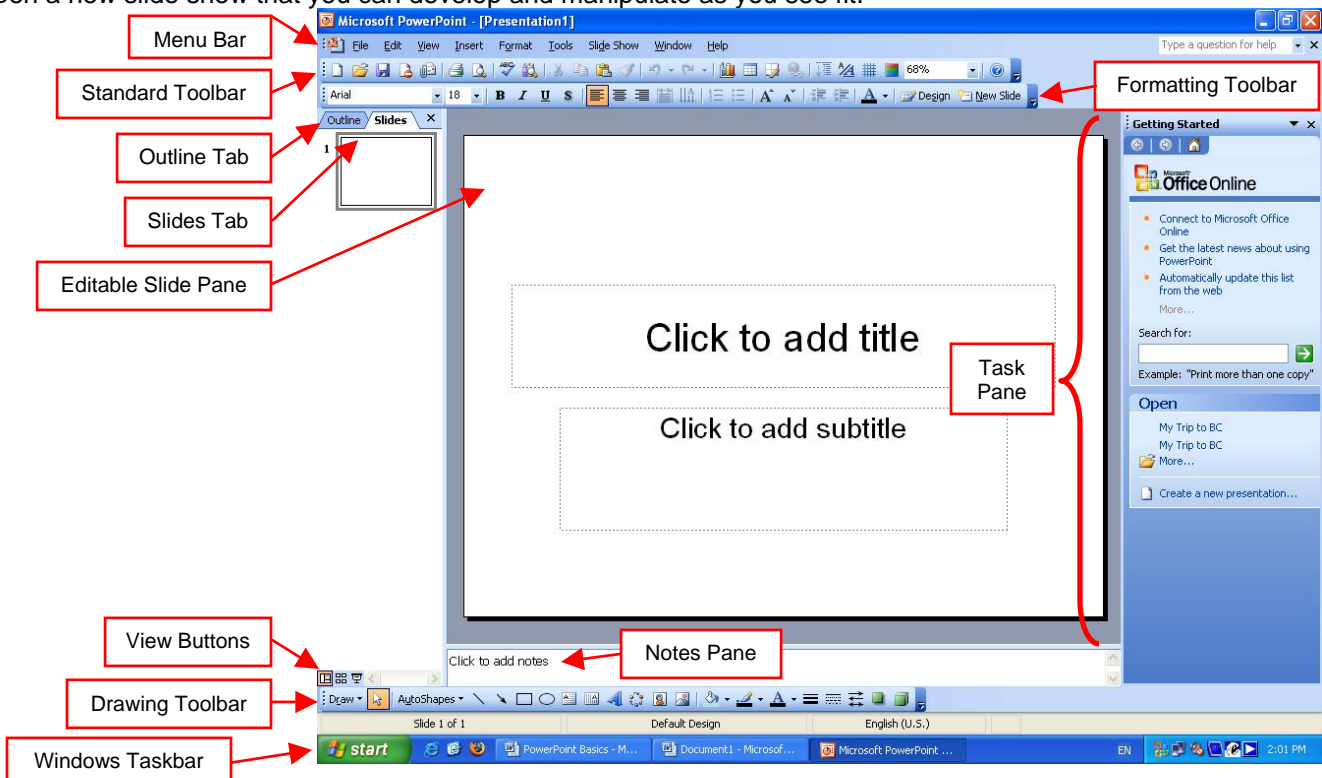
### Before You Start

Before you begin developing your PowerPoint presentation, consider these tips for a more effective presentation:

- ~ Outline the development of your presentation.
- ~ How do you want it to look? Browse the templates/themes for an appropriate style for the target audience.
- ~ Use crisp/clear fonts that stand out from the background.
- ~ Keep your points simple – PowerPoint is meant to outline your presentation, not document it.
- ~ Be sure that graphics contribute to the presentation – too many useless elements can be a distraction.
- ~ Employ animations and sounds carefully – they can be a distraction and unprofessional, especially if they are not cued properly.
- ~ Test your slide show on the computer you will be using for your presentation. It might be flawless on the computer you created it on, but different generations of hardware and software might be incompatible.
- ~ Consistency is important – use the same fonts and theme throughout the slide show.

### Starting PowerPoint

Click on: *Start (Task Bar) > All Programs > Microsoft Office > Microsoft Office PowerPoint 2003*. PowerPoint will open a new slide show that you can develop and manipulate as you see fit.



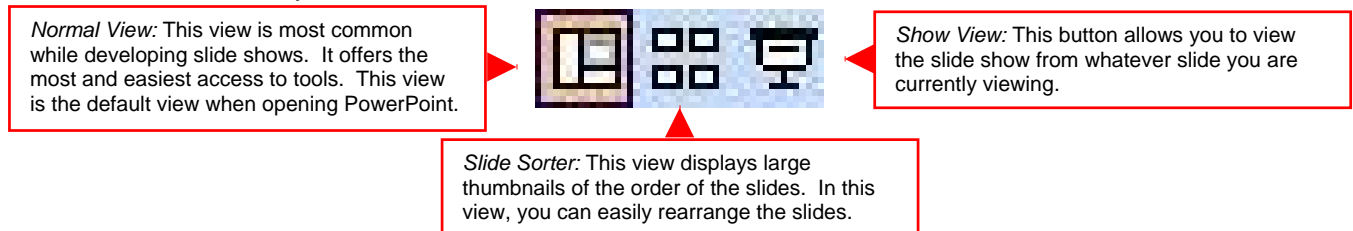
## Interface Elements

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**Task Pane.** The functionality of the *Task Pane* in PowerPoint will change depending on what task is being performed. By clicking on *Getting Started* at the top of the Task Pane, you will expose the myriad of options that are available to you. Select one of the options from the menu and the Task Pane will change according to match that function and its options.

**Outline and Slides Tabs.** These tabs allow you to glimpse your presentation in its entirety in a quick and easy manner. The *Outline Tab* presents the text content of your slide show, while the *Slides Tab* presents thumbnails (miniature pictures) of the slides. In either tab, you can drag and drop the slides into different orders as your presentation develops.

**View Buttons.** The different *View Buttons* allow you to view the slide show in different ways. You can view the slide show at any time in a different view.



**Drawing Toolbar.** This toolbar allows you to insert various “objects” into your PowerPoint presentation with the click of a button. Some of the more common objects that you can insert include: clip art, pictures from files, shapes, and text boxes. Some painting tools are also located here.

**Editable Pane.** This area allows you to see and edit the slide that you are currently working on; from here you will customize your slide’s content, format, and layout. You can customize its content and theme individually from the other slides or format all slides to match it.


**Menu Bar.** Allow you to access various functions in PowerPoint via a worded menu system – instead of ambiguous icons on a variety of toolbars.

**Standard Toolbar.** Allows you to perform a variety of functions that are common to most Microsoft Office programs (e.g., Access, Excel, Word, etc.). Functions that you can perform include: creating a new PowerPoint presentation, save, print, print preview, and insert a table, etc.

**Formatting Toolbar.** From this toolbar, you have access to the tools that will allow you to format the slide’s text. You can also add slides or modify the presentations design/theme.

## Adding/Moving a Slide

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To add a slide (in the *Normal* or *Slide Sorter* views): click on the  icon in the *Formatting Toolbar*. The *Task Pane* will allow you to modify the layout (i.e., blank; title and text; title, text, and clipart; etc.). The layout can be modified at anytime before or after the presentation.

You can also rearrange each slide’s order by highlighting the slide (with a single click) in the Outline Tab, Slide Tab, or Slide Sorter View, and then dragging-and-dropping each slide to your desired order in the show.

## The Concept of *Objects*

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As you work with PowerPoint you will notice that all text is housed within a *text box* and that any images you add become a separate component on the slide. The text boxes, images, and even sound or video files if they are added, are all known as *objects*.

*Selecting objects.* Use your mouse cursor to select objects. For example, to change the dimensions of a piece of clip art, click on the clip art. Circular points appearing around the edges that surround the object indicate that the object has been selected. Clicking and holding one of the boxes allows the edge to be *dragged* to resize the object. This *drag* mode of resizing (also use to move objects) is found in many computer applications.

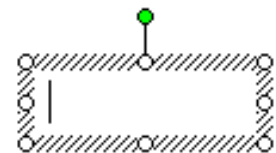
*Text Boxes.* All the text entered into a PowerPoint presentation is housed within a text box. Use the *mouse pointer* to highlight the text box that surrounds the text, or to enter into the text box to edit the text itself. A text box and the text within it can be sized and move as any other object.

## Add or Modify Text

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Select the slide that you want to modify. If there is already a text box in the slide, click on it and start typing.

To add a text box: select *Insert (Menu Bar) > Text Box > Horizontal OR Vertical*. Then, when you put your cursor over the slide the cursor will change to a down-arrow. Click, hold, drag and release the mouse to form a rectangle on the screen. Click in the box and begin to type.



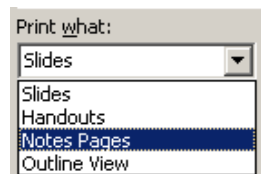
## Speakers Notes

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Speaker notes are notes that you make to yourself to help remember key points during the presentation. These notes will not appear in your slide show.

To add speaker notes, you must be in the *Normal View*. Directly below the *Editable Slide Pane* is the *Notes Pane*. It is the *Notes Pane* that you can add your presentation notes.

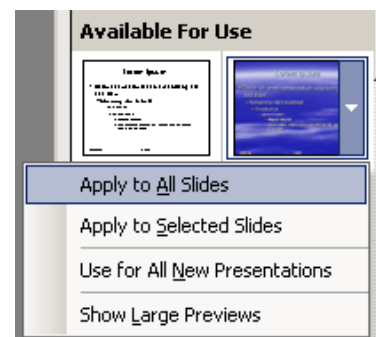
To print the notes: select *File (Menu Bar) > Print...* In the *Print* window, select *Notes Pages* under the *Print what:* heading's drop box. This will print each individual slide and its accompanying notes on a single page.



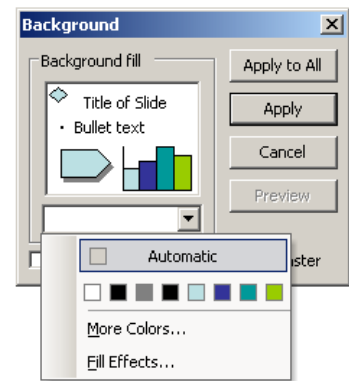
## Applying Themes and Colour Schemes

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Templates contain a pre-set colour scheme; slide and title masters with custom formatting designed to create a certain look for your presentation. Go to: *Format (Menu Bar) > Slide Design*, choose one of the designs that appear in the *Task Pane* and choose to how you want to apply the design.



You can also change the background colour of your slide. Go to: *Format (Menu Bar) > Background*. Choose your colour and whether you want the change applied to all of the slides or just the current one. You can click on the drop-box to see a choice of colours or click on *More Colours* and *Fill Effects* to see more choices.



## Adding Graphics

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Add *Clip Art*, *AutoShapes*, *WordArt* or your own images to your PowerPoint presentation. To add any of these go to: *Insert (Menu Bar) > Picture >* choose from the submenu the form of graphic you would like to add. Descriptions of a few of the more popular types of graphics are listed below.

- ~ *Clip Art* – consists of a series of images that are built into the PowerPoint program. You can search for *Clip Art* in the *Task Pane*.
- ~ *AutoShapes* – a set of different shapes including lines, circles, squares, stars and arrows that you can alter to suit your individual presentation.
- ~ *WordArt* – allows you to insert text in a variety of colours and designs.
- ~ To add your own images select *From File* (in the *Picture* submenu) and browse to find and select your file.

*Formatting an Image Object.* To adjust the properties of an image (size, position, colours, and lines) click on the object to select it and then go to: *Format (Menu Bar) > Picture > Modify* as desired in the *Format Picture* window.

## Inserting Audio and Video Tracks

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There are several types of audio tracks you can insert into your presentation including a narration you record yourself, pre-recorded sounds in the PowerPoint gallery and tracks from an audio CD. Video tracks can be inserted from the PowerPoint gallery or from your own file.

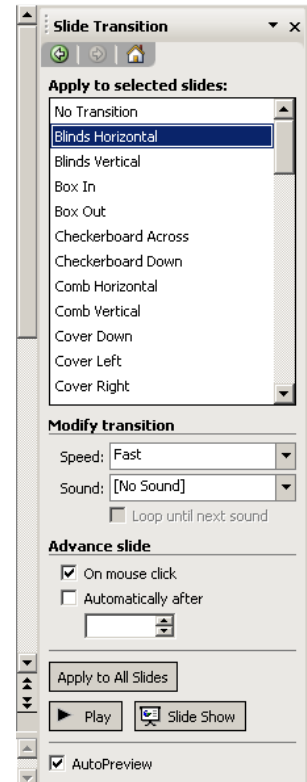
To insert an audio or video track from the PowerPoint gallery, go to: *Insert (Menu Bar) > Movies and Sounds >* choose from the submenu the sound file you would like to add.

## Slide Transitions

In the *Normal* or *Slide Sorter View* modes, you can add slide transitions to control how each slide will appear during your slide show. To select your desired slide transition, go to: *Slide Show (Menu Bar) > Slide Transition*. From the *Task Pane*, select the desired transition.

You can choose to apply a transition to a single slide or all of the slides. Options such as: speed, sound effects, “On mouse click”, or automated advancement can also be set in the *Slide Transition* frame of the *Task Pane*.

**NOTE:** If you are making a formal presentation, it is advisable to use the same transitions for consistency.



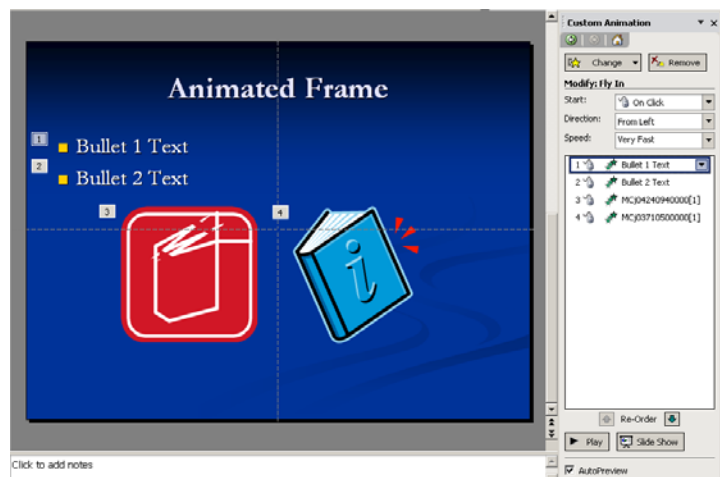
## Animations

Slide show animation lets you choose how individual objects, text or graphics appear on the slides. For instance let each object or graphic in your slide appear one at a time, set the text to appear one letter at a time or add visual or sound effects.

To set the animation for a slide you should display the slide you want to animate. Then, select: *Slide Show (Menu Bar) > Custom Animation*. The *Task Pane* will present your options for creating customized animations.

To create an animation: (a) select one or more objects; and (b) select: *Add Effect* drop box and desired path (i.e., Entrance, Exit, etc.) and style (i.e., Fly In, Blinds, etc.) from submenus. Once the initial transition is applied, you can modify the animation’s activation (i.e., mouse click, etc.), direction, and speed under the *Modify: <Effect Name>* heading.

To preview the animation select the *Play* button.



## Saving a Presentation as Web Page

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Any PowerPoint presentation can be converted into a series of web pages (one web page for each slide in the presentation) with the *Save as Web Page* option (found under the *File* menu).

The result of this process will be a new folder (named based on the name given to your presentation) that holds all of the HTML and the image files, along with a single HTML file (named the same as your presentation) that is the starting point of the presentation. Web pages are saved as a series of files in a folder, moving the file from one location to another require you to move the entire folder that houses the files. Removing or moving any one file in relation to the others will *break* some part of the presentation.

Sound files and animations that you have incorporated into the presentation will be lost when the presentation is converted into a web page. Those effects are not supported by HTML (a standard Web programming language).

## Additional Resources

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This document discusses the use of the *Menu Bar* for performing most of PowerPoint's tasks. Like any computer application, there is more than one way to perform any given task. Toolbars can also be used – it is a matter of personal experience and preference.

For more resources in the library that provide insight into PowerPoint, go to the library's online catalogue at: <http://eureka.uleth.ca/search~S2>, and select *Basic Keyword Search*. Perform a search using the term: "powerpoint". You will get numerous hits in the library's collection that discusses PowerPoint's features – from the basics to the advanced.

## Purchasing

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To get the best possible price on any computer software, see the Campus Store.