

## ***Course Topics:***

- I. MS PowerPoint 2003 Overview
- II. Navigating PowerPoint Presentations
- III. Creating and Editing Slides
- IV. Using Outlines
- V. Using Slide Masters
- VI. Working in Normal View
- VII. Creating Charts
- VIII. Working in Slide Sorter View
- IX. Running a Slide Show and Printing

## **Section 1 -- Overview**

### ***What is Microsoft PowerPoint?***

Microsoft PowerPoint is a presentation program, which means that it is primarily used to create and edit text, graphics, movies, and sounds on electronic “slides”. A PowerPoint presentation is similar to a **slide show**. Unlike a word processing or spreadsheet program, **every object on a PowerPoint slide is a graphic, including text**.

PowerPoint presentations are used for a variety of purposes, such as

#### **Marketing**

At convention booths, kiosks, line monitors, or Board Room pitches, sales people use PowerPoint to present products and services and to describe the advantages of one company over another.

#### **Fundraising**

To describe the needs of their organization and to show how the charitable funds are distributed, fundraisers use PowerPoint to get their message across.

#### **Lectures**


In classrooms around the world, teachers find PowerPoint a valuable tool in presenting concepts to students in new and interesting ways.

#### **Meetings and Conferences**

To present new ideas, communicate corporate goals, or justify budget items, employees use PowerPoint in addition to paper handouts to move their companies forward.

## Overview of Exercises for Level 1

1. Start Microsoft PowerPoint (**Start > All Programs > Microsoft Office > Microsoft Office PowerPoint 2003**).
 

A **Getting Started** Task Pane automatically appears on the right. Click the option under Open for **“More...”**  or click **File > Open**.
2. Open the file called **“Class Done Capsules.ppt”**, located on the **Desktop** in **Training/PowerPoint** folder.
3. Scroll through the presentation, noting the major features to be discussed in Level 1:
  - a. Entering and Editing Text
  - b. Using Layouts
  - c. Working with Graphics
  - d. Creating Charts
  - e. Running a Slide Show with Slide Transitions

## Section 2 – Navigating PowerPoint Presentations

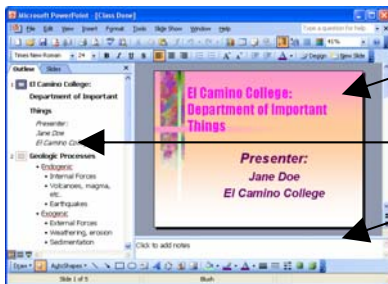
### Changing Views

1. At the bottom left corner of the PowerPoint screen, click on the first **View** button on the left. This is the **Normal View** button.



The selected slide displays in Normal View.

Normal View shows **three different panes** of information:



**Slide Pane:** the slide as it will actually appear

**Outline Pane:** the textual outline of the presentation

**Notes Pane:** the area to add speaker notes or additional information about each slide

2. Click on the second view button, **Slide Sorter View**.

The entire presentation displays as thumbnails in Slide Sorter View.

3. Click on the last button, **Slide Show from current slide**.

The Slide Show begins. The selected slide fills the entire screen, and any transitional elements are activated. This is how you would actually present the

show, using either the **arrow keys**, **enter**, or **mouse clicks** to step through the slides.

**Right clicking** gives you other options, including choosing a **pointer**, putting up a **black screen**, or jumping to a **specific slide** out-of order.

Press **Esc** to **turn off the slide show** and return to the previous view.


4. Click on the **Normal View** button to return to Normal View.

### ***Moving Around in PowerPoint***

1. Use the **scroll bar** to move one slide at a time through the presentation, by clicking either the **up and down arrows**, the **double up/down arrows**, or by clicking in the **scroll bar** above or below the scroll button. **Click-and-drag** the scroll button itself to jump to a particular slide. Until you “drop” the scroll button, the previously selected slide will display.
2. Use the **Page Up** and **Page Down** keys on your keyboard to go to the previous or next slide.
2. Press **Ctrl+Home** to jump to the beginning of the presentation. Press **Ctrl+End** to jump to the end of the presentation.



### ***Moving Around in Text Boxes***

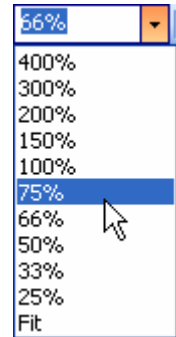
Entering and editing text is accomplished by placing the mouse pointer over the desired place and clicking a fine area in a text box called the “**insertion point**.” This is the point at which text will begin to be entered or a selection will begin. To enable your mouse pointer to select these fine areas, the standard mouse arrow changes to a special text selection pointer called the “**I-Beam**” pointer  (because it looks like a capital I).

1. **Click inside an area of text** on any slide. Note that the insertion point blinks wherever you have clicked. Click in another location and the insertion point changes.
2. Press the **right and left arrow keys** on your keyboard to move the insertion point one character at a time.
3. If the text box contains more than one line, press the **up and down arrow keys** to move the insertion point one line at a time.
4. Press the **Home** key on your keyboard to move the insertion point to the beginning of a line.
5. Press the **End** key to move the insertion point to the end of a line.

**NOTE:** When you are **inside** a text box, other standard word-processing functions are operating within PowerPoint, such as **Ctrl+Home** and **Ctrl+End** move to the beginning or the end of the text box (not to the first or last slide), **double-clicking** to select a whole word, **drag-selecting**, and **triple-clicking** to select a whole paragraph.

### **Zooming In/Out**

1. Click the **Zoom box down arrow** and choose **75%**.
2. Click the down arrow again and choose **Fit**.
3. Click the down arrow again and choose **400%**.
4. **Close** the “**Class Done**” file by clicking on the “**X**” in the bottom set of control buttons.



## **Section 3 – Creating and Editing Slides**

### **Starting From a Blank Presentation**

1. Choose **File > New**.

The New Presentation Task Pane displays.

2. Under Templates, click the “**On my computer...**” option.

This opens the New Presentation dialog box.

3. Click the **Presentations** tab.

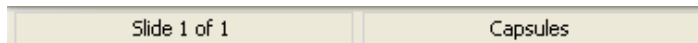
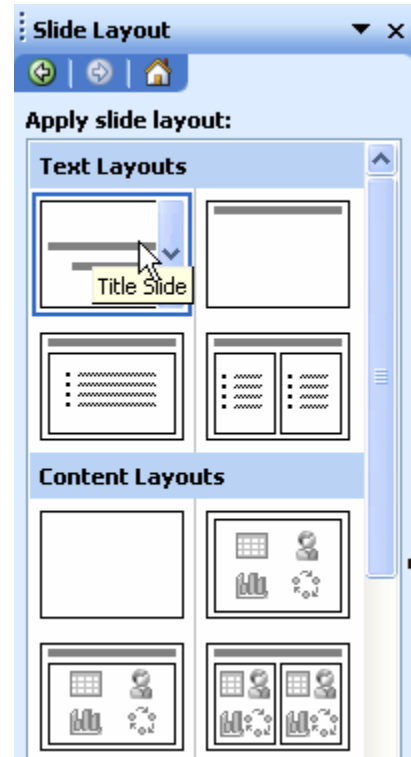
The Presentation Designs folder opens, showing a variety of available **project-specific templates**. Templates have pre-set color schemes, fonts and styles, text box locations, and bullet styles. Click on several templates, to view them in the Preview area on the right side of the dialog box.

4. Now, click the **Design Templates** tab. Select the **Capsules** template by double-clicking or clicking once and then clicking **OK**.

Your new slide is created and the **Slide Layout** Task Pane, displaying layout options. These layouts are ready-made slide layouts for quickly placing text, graphics, charts, bulleted lists, etc. The current layout has a blue border showing it has been selected. The titles of the layouts display when you run the mouse pointer over them.

5. Ensure that the **Title Slide** layout is selected, then close the Slide Layout Task Pane.

The first slide is displayed in Normal View. Note that the Status Bar displays the slide number and the Presentation Design that has been applied to this presentation.



## Entering Text

Every object on a PowerPoint slide is contained in a “**placeholder**”. Placeholders may be moved, resized, or deleted. When a placeholder is selected, everything in that placeholder is selected as well.

1. Click inside the placeholder, “**Click to add title.**”

The placeholder text is eliminated, and the insertion point blinks, ready for you to enter your text.

2. Type “**Geology: Our History in Stone**”, and then click inside the placeholder “**Click to add sub-title.**”
3. Type “**Presented by**”, press **Enter** to create a new line, type “[**Your Name**]”, press **Enter**, type “**El Camino College**”, then **click outside** the placeholder.

## Changing Fonts and Styles

It is not necessary to drag-select text in PowerPoint. If you wish to affect all of the text in the placeholder, select the placeholder and make your changes.

1. Click anywhere inside the **Title (Geology...)** placeholder.

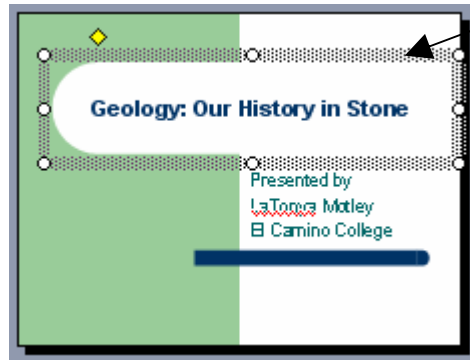
A placeholder box with a striped border pattern displays around the text.

- Place the mouse pointer over the striped border, until the pointer changes to a **four-way arrow**.



- Click with the four-way arrow pointer to **select the entire placeholder**.

The striped pattern border changes to a dot pattern.



- Use the **Formatting Toolbar** to change the font size to **40-point** type (or size you desire).

Note: you can also choose **Format > Font** from the **Menu Bar** and make your changes using the preview feature in the Font dialog box if you are not sure of the changes you wish to make.

- Move the mouse pointer to a spot at the edge of the **Subtitle (Presented by...)** placeholder where the pointer changes to a four-way arrow, then click to **select the entire placeholder**.
- Use the **Formatting Toolbar** to change the font to **Verdana 24-point Bold**.
- Click the **Align Center** button on the **Formatting Toolbar** to center the text in the placeholder. (You may also want to resize the placeholder to center better on the slide.)

## **Saving Files**

The first time you save a file, you must give it a specific name and folder location.

- Choose **File > Save** or click the **Save** button on the toolbar. (For the first save function, either of these options or choosing File > Save As forces a Save As function.)

The Save As dialog box displays.


- If the **“Save in:”** box does not show the desired folder to save to, click the down **arrow** next to the folder name and choose the proper folder from the folder list.

- In the “**File name:**” box, type “ECC [Your Name]” and press the **Save** button. Note that the “**Save as type:**” box automatically displays “Presentation” as its default option.

The file is saved with that name. The new name replaces “Presentation 1” on the title bar.

## Section 4 – Using Outlines

### Creating and Editing Slides in Outlines

- In the Outline Pane, click the **Outline** tab (in Normal View).
- Click at the end of the word “College”, then click the **New Slide** button  on the Standard Toolbar.

Your New Slide appears and the Slide Layout Task Pane displays, with the “Title and Text” layout selected.

- Type, “**Major Geologic Eras**” in the **Outline Pane area** to title the slide.
- Press **Enter**.

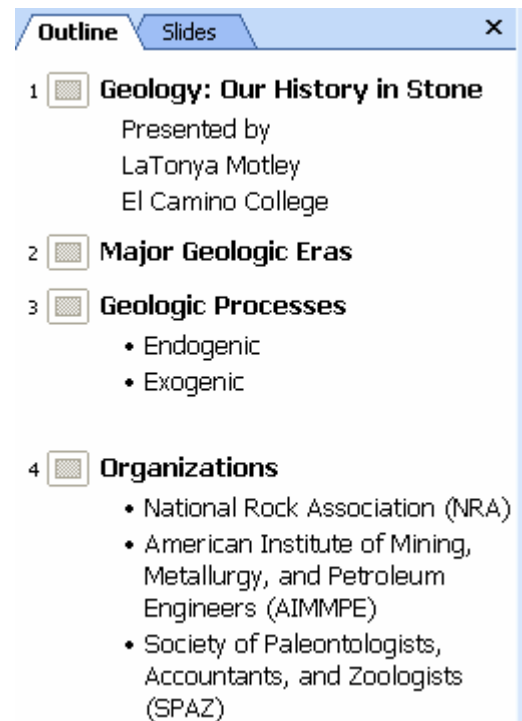
Because you were typing the title of a new slide, pressing Enter automatically created a slide 3.

- Type, “Geologic Processes” and press **Enter** to create a new slide 4.
- Type, “Organizations” and press **Enter**.

A new slide 5 is created.

- Press the **Tab** key to change slide 5 to a **bullet point** under the title of slide 4.
- Type, “**National Rock Association (NRA)**” and press **Enter** to create a new bullet.
- Type, “**American Institute of Mining, Metallurgy, and Petroleum Engineers (AIMMPE)**” and press **Enter** to create a new bullet.
- Type, “**Society of Paleontologists, Accountants, and Zoologists (SPAZ)**”

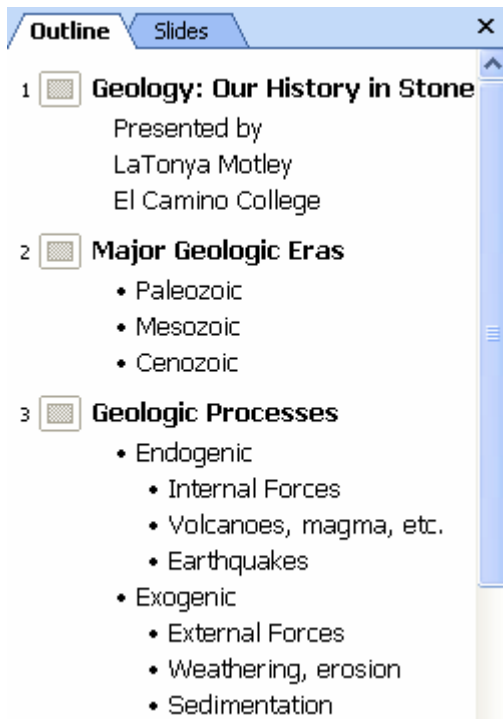
**NOTE:** To get out of the bulleted list mode and create another slide, Press **Control + Enter**. Selecting a slide and pressing the **Backspace** key deletes the slide.



12. Click at the end of slide 3 and press **Enter** to create a new slide 4.
13. Press **Tab** to change the new slide to a bullet under slide 3.
14. Type "**Endogenic**", press **Enter**, then type "**Exogenic**".

### **Using the Tab Key to Create Levels**

Because we would like to describe the two terms (Endogenic and Exogenic) in more detail, we will add a few **sub-bullets** under the main bullets on slide 3.



1. Click at the end of the word "**Endogenic**" and press **Enter** to create a new bullet.
2. Press the **Tab** key on your keyboard to demote the item to a **sub-bullet**.
3. Type, "**Internal Forces**" and press **Enter** to create a new sub-bullet.
4. Type, "**Volcanoes, magma, etc.**" and press **Enter** to create a new sub-bullet.
5. Type, "**Earthquakes**"; **DO NOT** press Enter; this will create another sub-bullet.
6. Click at the end of the word "**Eras**" on slide 2 and press **Enter** to create a new slide.
7. Press the **Tab** key, then type bullets for "**Paleozoic**", "**Mesozoic**", and "**Cenozoic**".

### **Organizing Slides in Outlines**

1. **Drag-and-drop** slide 2 ("Major Geologic Eras") to just above slide 4.

The slides are rearranged.

**NOTE:** you may also use the **Move Up** and **Move Down** buttons on the **Outlining Toolbar** to move slides.



2. **Save** the presentation.
3. Click in the **Slide Pane** to activate it.

## Section 5 – Using Slide Masters

### ***What is a Master?***

A “Master” is the slide template that holds the formatting for all common elements on slides of that type.

There are two types of Masters:

**Title Master**: for the Title slide and all slides based on the Title slide

**Slide Master**: for all other slides in the presentation

### ***Changing the Slide Master***

1. Ensure that slide 2 is displayed.
2. Choose **View > Master > Slide Master** (or **Shift+Click** the Normal View button).

The Slide Master displays.

### ***Deleting a Placeholder***

1. Use the **four-way arrow** to select the **Number Area (#)** placeholder at the bottom left corner of the Slide Master.
2. Press the **Delete** key on your keyboard.

### ***Moving a Placeholder***

1. Use the **four-way arrow** to **drag-and-drop** the **Date Area** placeholder to the bottom left corner of the Slide Master. (You can also use the arrow keys for precise placement.)

### ***Activating a Placeholder***

1. Choose **View > Header and Footer**.
2. The **Header and Footer** dialog box displays.
3. In the “**Date and time**” area, click the option to “**Update automatically**”.
4. Click inside the “**Footer**” area and type, “**Geology: Our History in Stone**”.
5. Check the option box, “**Don’t show on title slide**”.
6. Click the **Apply to All** button.
7. Click the **Normal View** button to view the current settings on each slide.

## Formatting Text on Masters

1. Switch again to **Slide Master View** (**View > Master > Slide Master**).
2. Click inside the **Date Area** placeholder (currently right aligned), then click the **Left Alignment** button on the Formatting Toolbar to align the text at the left side of the placeholder.
3. Select the entire "**Click to edit Master text styles**" placeholder, then change the font to **Georgia**.



4. Switch to **Normal View** to see the effect of the changes to each slide.
3. **Save** the presentation.

## Viewing the Title Master

1. Press **Ctrl+Home** to go to slide 1.
2. **Shift+Click** the **Slide View** button to show the **Title Master View**.

Note that the Title Master is slide 2 of your Master view. Use the Page Up or Page Down keys to quickly jump from Slide Master to Title Master.

3. Since we will not be making changes at this time to the Title Master, switch to **Normal View**.

## Section 6 – Working in Normal View

### *Creating a Custom Background*

1. Go to slide 4, “Organizations”.
2. Choose **Format > Background**.

The Background dialog box displays.

3. Click the **down arrow** for the “Background fill” color selection, then choose **Fill Effects....**

The Fill Effects dialog box displays.

4. Click on the **Texture** tab.

The Texture card displays.



5. Select the **Stationery** texture, then click **OK**.
6. Check the option box to “**Omit background graphics from master**”.
7. Click **Apply** to apply this change only to slide 4.

The slide background changes to the Stationery texture, the background graphics from the Capsules template are removed, and the Header and Footer are removed.

Note: if you click the Apply to All button, the changes will override the Masters and change every slide in the presentation.

### *Changing Text Color*

Now that the background has been changed, the text may not be right for this slide. Rather than change the Slide Master, we will change the **text on this slide only** to offset the custom background.

1. **Drag-select** all of the text in the bulleted list (the selection does not include the bullets, which were formatted separately).
3. Use the **down arrow** on the **Font Color** button (located on the **Drawing Toolbar** at the bottom of the screen) to change to another text color.
4. If necessary, change the bullet color by keeping the paragraphs selected and clicking **Format > Bullets and Numbering**, then changing the bullets.

## ***Inserting Clip Art***

1. Click the **Insert Clip Art** button on the **Drawing Toolbar**. 


The Clip Art Task Pane displays.

2. Search for an appropriate piece of clip art (i.e. geology, mine, rock, etc.)
3. Click on the desired clip art.

The clip is inserted into the middle of slide 4.

## ***Manipulating Clip Art***


### **1. Resizing**

- a. Place the mouse pointer over one of the corner sizing handles on the clip.
- b. Use the **diagonal sizing arrows**  to make the clip about half its original size.

### **2. Moving**

- a. Place the mouse pointer in the middle of the clip.
- b. Use the **four-way arrow** to move the clip to the bottom right corner of the slide.

### **3. Recoloring**

- a. Click the **Recolor Picture** button on the **Picture Toolbar**   
(**View > Toolbars > Picture**).

The Recolor Picture dialog box displays.

- b. Click the appropriate **check box** in the **Original: column** to select that color to be changed.
- c. Click the **down arrow** in the **New: column** to display a drop-down list of colors.
- d. **Choose a color.** (If necessary, click the "More Colors" option on the drop-down list and select from the Standard colors hexagon, then click OK to close the colors dialog box.)
- e. Click the **OK** button.

The picture is changed to the new colors.

4. **Save** the presentation.

## Section 7 – Creating Charts

### What is Microsoft Graph?

Microsoft Graph is a powerful supplementary program that comes with PowerPoint and can be used to create various kinds of graphs and charts within your presentation. If you are familiar with Microsoft Excel, you can use Microsoft Graph. PowerPoint even has a direct link button that allows you to create an Excel worksheet from within PowerPoint.

### Creating a Chart

1. From slide 4 of the presentation, click the **New Slide** button.
2. On the **Slide Layout** Task Pane, choose the “**Title and Content**” layout.

The new slide (#5) layout contains a main placeholder for media content.

3. Click in the **Title** area and type, “**Great Fossil Locations**”.
4. Click the **Insert Chart** button in the Content placeholder.



The Graph sample chart displays. The sample is a column chart with a datasheet of preset data.

5. Click the **Chart Type** button **down arrow** (now on the **Standard** Toolbar) and change the chart type to a **3-D Pie Chart**.



The sample chart changes to a 3-D pie chart.

6. Click **inside the cell** that contains the text “1<sup>st</sup> Qtr”, and type “**Wyoming (U.S.)**”.
7. **TAB** to the next cell on the right and type “**Gobi (China)**”.
8. **TAB** to the next cell on the right and type “**Zambia (Africa)**”.
9. **Drag-select** cells **A1-C1**.
10. Type “4500” and press **Tab** to move to the next cell.
11. Type “3800” and press **Tab** to move to the next cell.
12. Type “2300” and press **Enter**.

		A	B	C	D
		Wyoming (U.S.)	Gobi (China)	Zambia (Africa)	4th Q
1	East	4500	3800	2300	
2	West	30.6	38.6	34.6	
3	North	45.9	46.9	45	
4					

### ***Removing Unwanted Data***

1. Click the cell in row 1 that contains the text, "East".
2. Press the **Delete** key.

The text is deleted and is replaced with the gray default text "3-D Pie 1".

3. **Double-click** the headings for Column D, Row 2, and Row 3.

The text is shaded with gray and is removed from the sample chart, visible behind the datasheet.

### ***Adding Data Labels***

1. Choose **Chart > Chart Options** from the **Graph Menu Bar**.

The Chart Options dialog box displays.

2. Click the **Data Labels** tab.
3. Choose the option for "**Percentage**".
4. Click **OK** to close the dialog box.

Percentage labels are added to the chart.

### ***Modifying the Legend Area***

1. Click to select the **Legend** area of the chart.
2. Using the **double-arrow** pointer at the top selection handle on the Legend, **resize the Legend** slightly taller. Repeat with the bottom selection handle.



The Legend area is resized taller.

3. With the Legend still selected, use the **Graph Formatting Toolbar** to change the font name and size, if necessary.

### ***Closing the Graph***

1. Click anywhere **outside the slide** to close the Graph program.

The Graph window closes, and the finished chart displays as a graphic on slide 5.

2. **View** the effect your adjustments had on the finished chart.

## Section 8 – Working in Slide Sorter View

### ***What is Slide Sorter View?***

Slide Sorter view displays a reduced image (“thumbnail”) of all the slides in the presentation for quick review. This view makes it easier to rearrange the slides and view the transitional effects that have been applied.

### ***Using Slide Sorter***

1. Click the **Slide Sorter View** button. 

The five slides display as thumbnails. To view all slides, it may be necessary to zoom out slightly using the Zoom Box.

2. **Drag-and drop** slide 4 to the right of slide 1.

Slide 4 becomes slide 2; the other slides automatically renumber to reflect the new order.

3. **Drag-and-drop** slide 4 to the right of slide 5.

Slides 2 becomes slide 5, and the other slides are renumbered.

### ***Switching to Normal View***

1. **Double-click** the new slide 5.


The slide switches to Normal View.

2. Click the **Slide Sorter View** button to return to **Slide Sorter view**.

### ***Previewing in Black and White***

Printing handouts in color is not always possible, so it can be helpful to preview what the slides will look like when printed in black and white.

1. Switch to **Slide Sorter View**.

2. Click the **Color/Grayscale** menu button  and specify **Grayscale**.

The slides display as black and white. Some slides may not print well, especially if the fill colors and text colors are not different enough to print well as black or shades of gray.

3. **Click the button again** and select **Color** to return to color view. If necessary, make adjustments to the colors on the slide.

## Section 9 – Running a Slide Show and Printing

### *Previewing the Slide Show+*


1. Choose **Slide Show > View Show** from the menu, or use the **F5 key**.

The Slide Show begins from slide 1.

**NOTE:** clicking the Slide Show shortcut button also starts the slide show, but the show begins at the active slide, which may be different from slide 1.

2. **Click the mouse to advance** the slide show through all slides. After slide 5, clicking the mouse will end the show and display Slide Sorter View again.

### *Setting Slide Transitions*

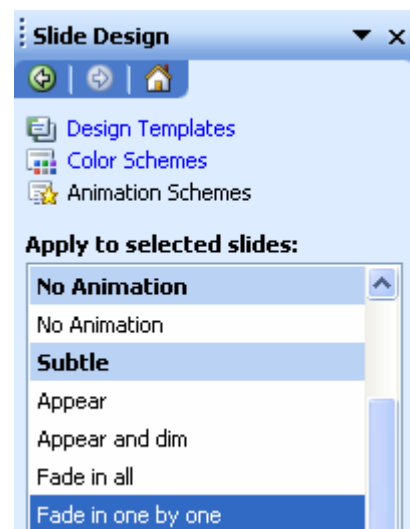
1. Click on slide 2.
2. Choose **Slide Show > Slide Transition** (or right-click a slide and select **Slide Transition**, or click the **Slide Transition** button  on the Slide Sorter toolbar).

The Slide Transition Task Pane displays.

3. **Choose a transition and a speed** for the transition from slide 1 to slide 2.
4. Keep the option to “**Advance Slide: On mouse click**”.
5. If desired, set a **sound** to play during the transition.
7. **Repeat Steps 1-6** for slide 2 through 5.
8. Choose **Slide Show > View Show** and run the slide show again from the start.

### *Using Text Preset Animation*

1. In **Slide Sorter View**, click on slide 2.
2. Choose **Slide Show > Animation Schemes** (or right-click a slide and select **Animation Schemes**).
3. Select an animation from the list.
4. Click the **Slide Show** button to preview the slide settings.



## Printing Presentations

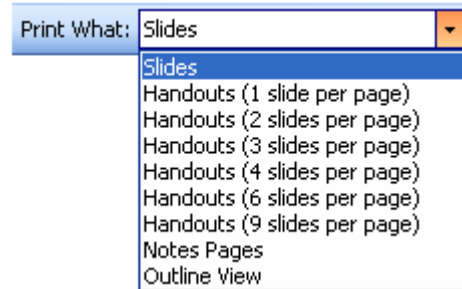
1. Choose **File > Print**.

The Print dialog box displays.

2. Click the **Preview** button.
2. Click the **Print What: down arrow**.

A drop-down list displays options.

3. View the options available.



**Slides**: one slide per page, fit to landscape orientation.

**Handouts**: an adjustable number of thumbnail slides per page, fit to portrait orientation. Selecting 3 slides per page creates empty lines opposite each slide for taking notes.

**Notes Pages**: one slide sized to the top ½ of a page, with space for writing notes on the bottom ½.

**Outline View**: prints the text of the outline pane (titles and bullets only)

4. Press the **Cancel** button to cancel printing. **DO NOT actually print** in the training class!

# Introduction to Microsoft PowerPoint 2003



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