

## ***Course Topics:***

- I. MS PowerPoint 2003 Overview
- II. Format Slide Master
- III. Insert Images from Internet
- IV. Customize Slide Animation
- V. Embed and Link Objects
- VI. Adding Sound
- VII. Adding Hyperlinks
- VIII. Adding a Movie

## **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.

## Section 2 -- Format presentation using slide masters

### Slide Masters

Every presentation has slide masters that control the overall appearance and layout of each slide. The master slide contains all the formatting information that the template brings into the presentation. All changes made to the master slide will be reflected on each slide in your presentation. From a design aspect, it is best to change any text formatting from the Master Slide to maintain consistency throughout your presentation.

**Slide Master** – Settings on the Slide Master change the looks of all the slides except the Title slide.

**Title Master** – Settings on the Title Master change the looks of the Title slide only.


**Handout Master** – Allows you to choose an outline or how many slides will print out onto each handout.

**Notes Master** – Allows you to set up the notes page view so that outline and slides are visible.

### Formatting Text from the Slide Master

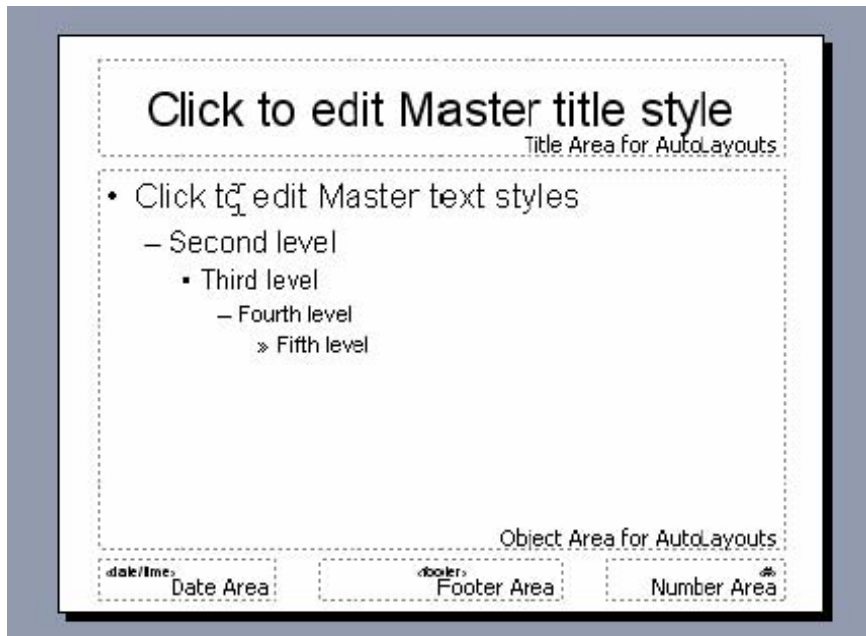
To Format Text using Slide Masters:

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 in the **My Documents** area in the **Training/PowerPoint** folder.
3. Click **View** on the Menu bar a, point to **Master**, then click either **Title Master** or **Slide Master**. Select the Header placeholder and change the text to formatted.
4. Use the formatting toolbar to make changes or use the Format Menu's Font option.

- Once your formatting is complete, return to the slide view by clicking **View** on the Menu bar and then click **Slide** or **Normal** depending on your version of PowerPoint *or* click the **Close button** on the Master toolbar.



To Change the Bullet Style from the Master Slide:

- Click **View** on the Menu bar a, point to **Master**, then click **Slide Master**.
- Click the line that you would like to change the bullet for to insert your cursor.
- Click **Format** on the Menu bar, then click **Bullets and Numbering**.
- Click on a different bullet character and click **OK**.
- Once your formatting is complete, return to the slide view by clicking **View** on the Menu bar and then click **Slide** or **Normal** depending on your version of PowerPoint *or* click the **Close button** on the Master toolbar.

**Note:** To access more bullet styles, after step 3 click the Picture button.

### Adding Images to the Master Slide

If you would like to have a particular image or logo appear on each slide of the presentation, you should add that image/logo using master slides.

#### To Add an Image to the Master Slide:

- Click **View** on the Menu bar then point to **Master**, then click either **Slide**

### Master.

2. Select **Insert** on the Menu bar, then point to **Picture**, and then click **Clip Art or From File**. If you picked ClipArt, type the ClipArt category then click the picture that you would like to insert or from the Pop-up menu click the arrow, this is the Insert button. If you picked From File, Use the **Look in drop down list** to locate the picture. Click the name of the picture and click **Insert**.
3. Once your formatting is complete, return to the slide view by clicking **View** on the Menu bar and then click **Slide** or **Normal** depending on your version of PowerPoint *or* click the **Close button** on the Master toolbar.

## Section 3 -- Insert images from the Internet

Just as clip art pictures and pictures stored on disk can be inserted into a presentation, an image from the Internet can also be used in a presentation. When using images captured from the Internet, you need to be careful of copyright laws. A good rule of thumb is "When in doubt, don't do it."

To Capture an Image from the Internet:

1. Find the image you want to capture.
2. Right click in the middle of the image.
3. Click **Save image As** from the pop-up menu if you are using Netscape. Click **Save Picture As** from the pop-up menu if you are using Internet Explorer.
4. Your browser will take over asking you where to save the image and what to name it. (Please make note of the location where you are saving the image and the name.)
5. Click **Save**.
6. Select **Insert** on the Menu bar, then point to **Picture**, and then click **From File**. Use the **Look in drop down list** to locate the picture. Click on the name of the picture and click **Insert**.

## Section 4 -- Customize slide animations

The Preset Animation options (discussed in the Beginning PowerPoint handout) are a quick way to set animations on text and other objects. There are more text and object animation options available under the Custom Animation

command. In the Beginning PowerPoint handout, you were given a method to animate all objects on a slide in the same manner. The Customize Animation option will let you give different animation settings to different objects found on the same slide.

To Customize Animations:

1. In Slide view or Normal view depending on your version of PowerPoint, go to the slide to be changed.
2. Click **Slide Show** on the Menu bar, and then click **Custom Animation**.
3. If there is animation on the slide then in the top portion of the Custom Animation dialog box, you will see a list of all objects on a particular slide. To edit the animations, select the text box that corresponds to the object you wish to apply animation to. (Only select one at a time.)



4. Click the **Add Effect** tab if necessary.
5. For the **Entrance** animation, choose the animation effect by clicking on the selection. If necessary, you can choose animation for the **Emphasis** and **Exit** selections.
6. Repeat steps 3-5 for each additional object you would like to animate on the slide.
7. Then click the **Re-Order** tab.
8. In the Animation order list, if necessary, click the object that you wish to change the animation order for, then click either the **Up** or **Down** arrow.
9. If you would like to automate the animation, select the **Arrow** in the **Start** animation section, then make your select.
10. Click **Play** to view a Preview of your settings.

## Section 5 -- Add sound to your presentation

It is possible to add sound files to a slide, and have them played at a special time during the slide's presentation.

To Add a Sound from a File:

1. In Slide view or Normal view depending on your version of PowerPoint, go to the slide that you want to add sound to.
2. Click **Insert** on the Menu bar, point to **Movies and Sounds**, and then click **Sound from File**.
3. Locate the sound file.
4. Click on a sound file, and click **OK**.
5. Click **No** to have the clip play manually.
6. A sound icon has been placed in the middle of your slide. You can move or re-size it.
7. To hear a preview of the sound, double click on the icon.
8. When you run the slide show, you'll have to click on the icon to hear the sound.
9. To delete the sound file, click the icon and click **Delete** on the keyboard or choose **Remove** from the Custom Animation menu.

To Animate the Sound:

1. In Slide view or Normal view depending on your version of PowerPoint, go to the slide that you want to modify the sound animation for.
2. Click the speaker icon to select it.
3. Click **Slide Show** on the Menu bar, and then click **Custom Animation**.
4. Click the **Add Effect** tab to animate the Entrance, **Exit**, **Emphasis** of the sound icon
5. If necessary, select the **Start on Click** mode under the **Modify Play Settings**.
6. If necessary, click the **Re-Order tab**. In the Animation order list, if

necessary, click the object that you wish to change the animation order for, then click either the **Up** or **Down arrow**.

7. Click **Play** to view a Preview of your settings.

## Section 6 -- Embed and link objects together

Many types of objects can be added to a slide show. Objects added to a slide can be referenced two different ways:

- **Embedded Object:** An object can be embedded into the slide in which case the object in its current state is placed directly onto the slide. When we create a new object from the Insert Object dialog box, we are creating an embedded object. Practical examples here are a MS Word table or an Organizational Chart.
- **Linked Object:** An object can also be linked to a slide in which simply a reference to the objects actual location is what is placed onto the slide, so that if the object changes, those changes will be seen when the object is selected from the slide show. When we choose Create from file in the Insert Object dialog box, we have the option to insert the object as linked. This feature is useful when we want to reference a MS Word or MS Excel file from a presentation. We don't want the file itself to be placed on the slide, instead we want to view that file in the program it was created by.



To Insert a Linked Object:

1. In Slide view or Normal view depending on your version of PowerPoint, go to the slide to be changed.
2. Click **Insert** on the Menu bar then click **Object**.

3. Click the **Create from file radio button**.
4. Click the **Browse button** to find the file you wish to reference.
5. Locate the file, select the file and click **OK**
6. To create a link, click on the **Link box**. Then click **OK**
7. You can now move the object or resize it on your slide.

To Embed an Organizational Chart:

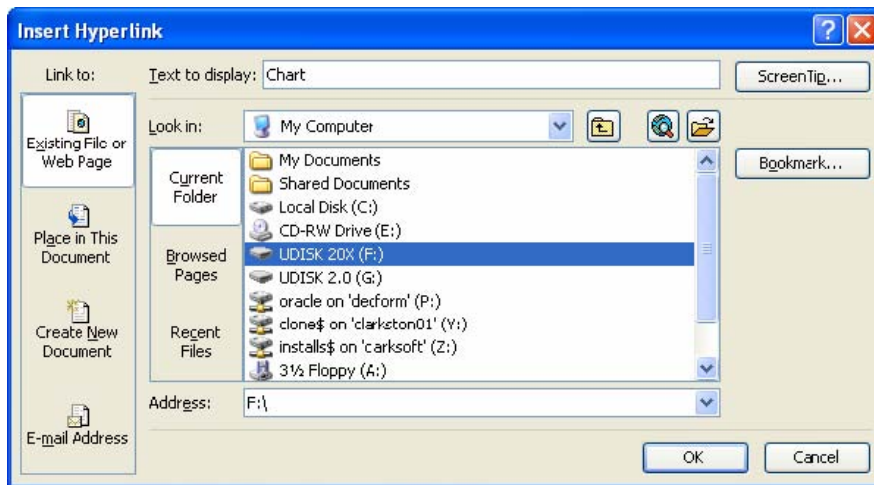
1. In Slide view or Normal view depending on your version of PowerPoint, go to the slide to be changed.
2. Click **Insert** on the Menu bar then click **Picture**.
3. Click **Organization Chart**.
4. Edit the chart

## Section 7 -- Adding Hyperlinks to a Presentation

Hyperlinks can link to other objects such as Word documents, Excel spreadsheets, etc. In addition, Hyperlinks can link to websites and even to other slides in the same or a different presentation. Unlike embedded objects, objects accessed via a hyperlink will not be viewable from within the presentation. The originating program of the object will open. For instance, if you create a hyperlink to a Word document, Microsoft Word will open and display the document when the link is clicked during a presentation.

To Create a Hyperlink:

1. Select the text or image you want to display as the hyperlink then click the **Insert Hyperlink button** on the Standard toolbar.
2. The Insert Hyperlink dialog box will be different depending on the version of PowerPoint you are using.
3. In the **Web page name box**, enter the URL of the website you wish to link to or click **Browse** to locate a file to link to. To link to a specific slide in the presentation, click the **Place in This Document icon** on the left side of the dialog box. Select the title of the slide you wish to link to.
4. Click **OK**.



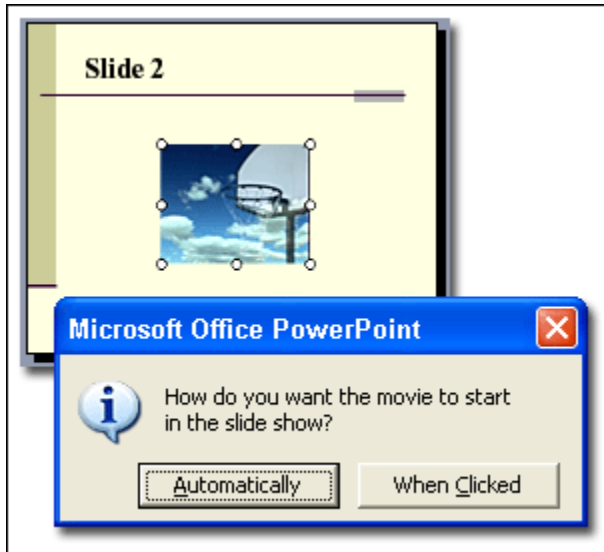
**NOTE:** You need to be in Slide show view to test out your link. And you need to have an active Internet connection to use links to websites during your presentation.

## Section 8 -- Inserting a Movie

1. On the **Insert** menu, point to **Movies and Sounds**, and then click **Movie from File**.
2. Click the video you want to use and then click **OK**.

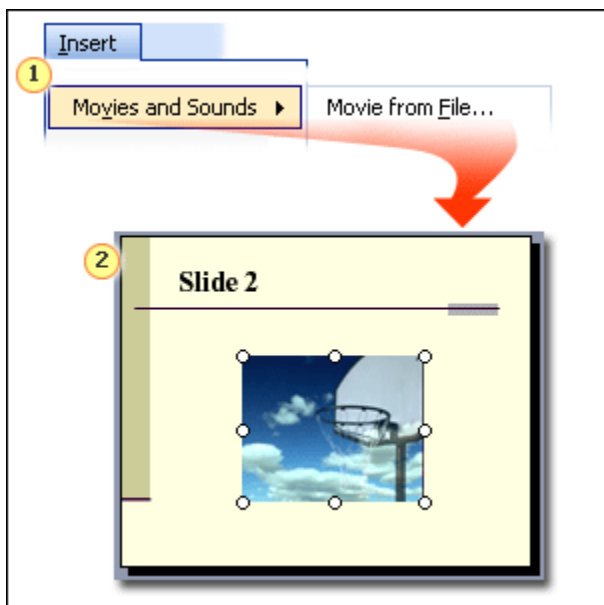
**Tip** Always put the movie in the same folder as your PowerPoint presentation. If you later move the PowerPoint presentation to another computer, copy the movie too. Keeping your movie in the same folder as your presentation ensures the link will still work. However, you should always test the movie on a new machine just to be certain. Re-insert the movie, if necessary.)

3. After you click **OK**, you're prompted with a message asking how you want the movie to start in the slide show.



I recommend choosing **Automatically** even if you want the movie to play when clicked. (If you choose **When Clicked** you have to click the black box to start the movie.)

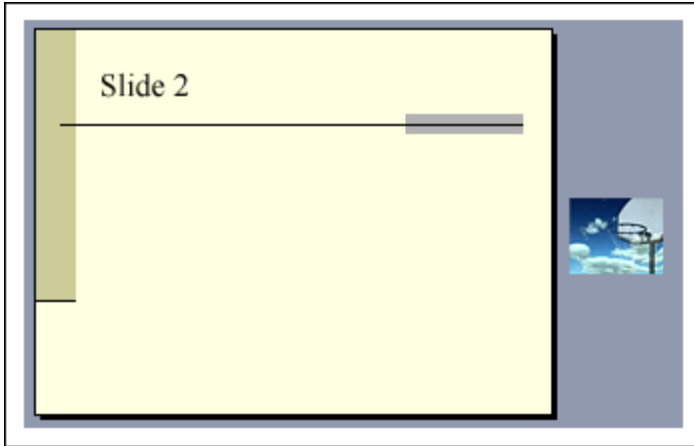
4. You should now have a small rectangle sitting on your slide.



**1** Insert a movie using a file on your computer or in another location, such as a server.

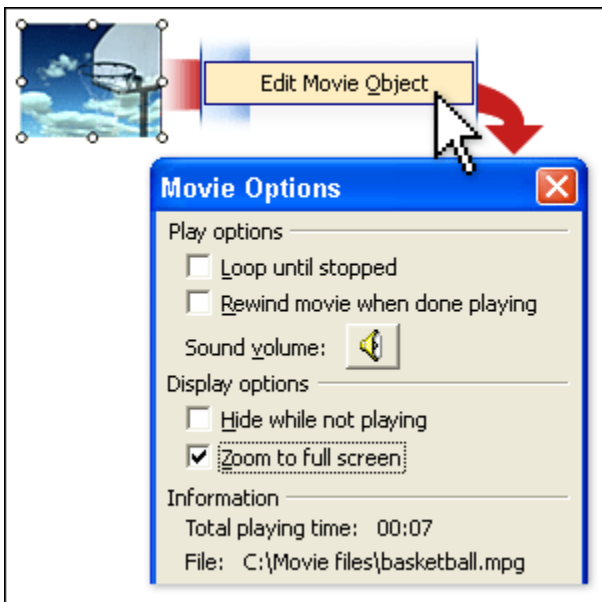
**2** The movie appears as a still frame on your slide.

The trick I use is to move that rectangle off the slide, so it is sitting next to it, but not on it. You can size it down if you like. Click the movie (that is, the rectangle) and then drag it off the slide.



### Play the movie full screen

5. Right-click the movie object (the small rectangle) and on the shortcut menu, click **Edit Movie Object**.
6. The **Movie Options** dialog box appears. Under **Display Options**, select the **Zoom to full screen** check box, and then click **OK**.



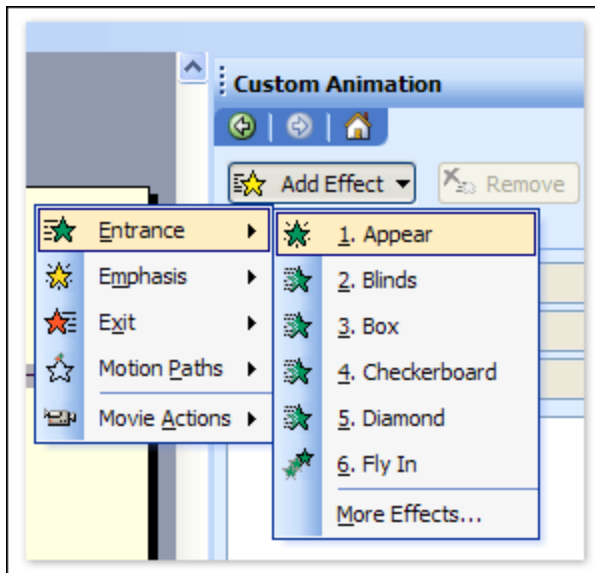
Test this now to see how it works by starting the slide show. (On the **Slide Show** menu, click **View Show**.) Advance to the slide with the movie, within a couple of seconds, the movie starts to play full screen. When the movie

finishes, you return to the same slide (but no unsightly box appears). Click to advance to your next slide.

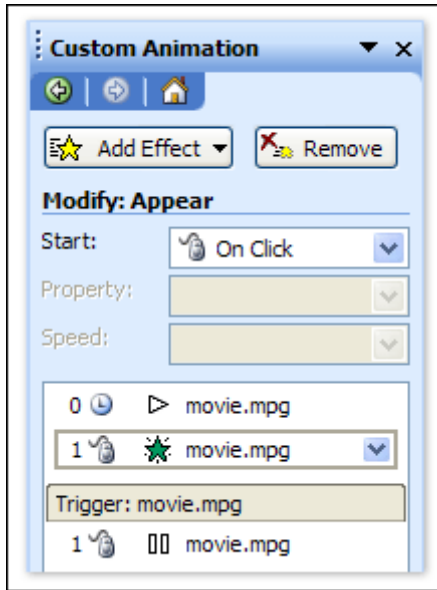
### Add an On Click effect to start the movie

If you prefer, you can click to start the movie. This requires one more step, setting an **On Click** animation effect.

1. On the **Slide Show** menu, click **Custom Animation**. The **Custom Animation** task pane appears on the right side of the PowerPoint window.
2. Click the movie object (the rectangle) to select it on the slide.
3. In the **Custom Animation** task pane, click **Add Effect**, point to **Entrance** and then **More Effects** then click **Appear**.

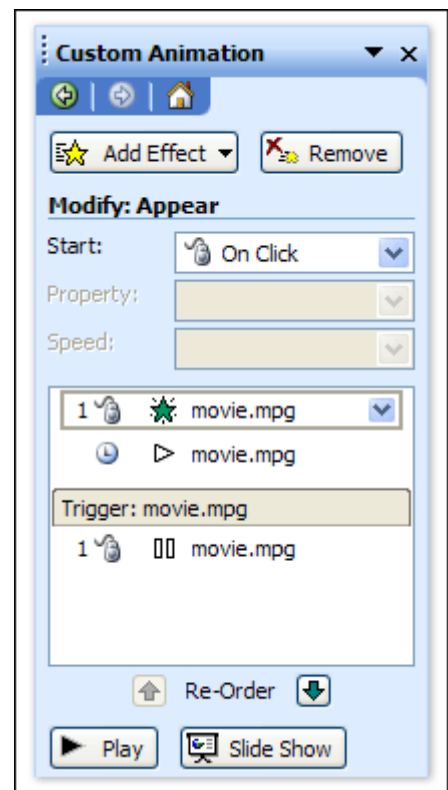


You have added an **On Click** effect. The animation effect you added is the one with the **Green star** next to it and a gray rectangle around it. If it doesn't have a gray rectangle, click it to select it. Your **Custom Animation** task pane should look like the picture below (except with the name of your movie in the list).



4. The last step is to move that animation up to the top of the effects list. To do this, make sure the animation effect is selected, and then click the **Up Re-order** arrow at the bottom of the **Custom Animation** task pane. Or simply click and drag the animation effect to the top of the effects list.

5. You are done. Close the Custom Animation panel. Test your presentation to make sure it works by starting the slide show. (On the **Slide Show** menu, click **View Show**.) When you advance to the slide with the movie, you should not see the movie. When you click the slide, the movie zooms to full screen and plays. When it finishes playing, you are returned to the same slide. Click to advance to the next slide.



# Microsoft Office XP 2003 Intermediate PowerPoint



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