

## Microsoft PowerPoint

PowerPoint is a presentation tool that allows you to create slides and assemble them into a slideshow that can be viewed by others. Each slide is customizable or can be based on a template. While PowerPoint offers many templates and “setup wizards”, it also allows for a wide array of creative freedoms.

### Getting Started

When you first open PowerPoint, you are presented with these choices:

- Autocontent Wizard
- Pick a Look Wizard (**Mac 98** only)
- Template
- Blank Presentation
- Open an existing presentation

Choose the **Autocontent Wizard** if you want to begin with a presentation that contains suggested content and design. The wizard contains sample presentations for a variety of topics and also contains presentations you can use on the internet.

Choose **Pick a Look Wizard** on Macs to begin with a layout, background, font and color scheme.

Choose **Template** if you want a design template that determines the presentation’s design but doesn’t include content.

Choose **Blank** if you do not want suggested content or design.

#### *Template*

In most cases, people will want to use the “template” option. After you select this option and click “OK”, you will be prompted to select a background design for your slides. Choosing a design at this point will not prevent you from changing or altering the background at a later time.

After you select Template, you are then presented with four types of templates:

- General - gives you option of a Blank Presentation
- Presentation Designs - gives background designs
- Presentations - Fills in general content; you fill in specifics
- Web Pages - gives two banner designs

The “Presentation Designs” offers you the most flexibility. You will be able to preview the designs that are available.

After selecting a design, you will be prompted to choose an **AutoLayout**. By choosing an autolayout, PowerPoint will supply a slide of text boxes/graphics boxes of your choice that you can click on to insert your own content. Choosing an AutoLayout does not prevent you from adding more features to your slide later on. You may select no layout if you wish to.

### Text and its Formatting

If you have chosen an AutoLayout, a new slide with your background design (or no background design, depending on what you chose) will appear along with dotted-line boxes. Follow the directions you see within the boxes: i.e., “Click to add title” and “Double click to add table” mean just what they say. PowerPoint is easy to use in that it prompts you for just about everything.

One thing to keep in mind is that PowerPoint is *not* a word processor. You can't just start typing. You first must tell PowerPoint *what it is* that you want to type/add.

#### *Text boxes*

Before you can start typing text, you must either click within a preset text box or create your own text box to type within.


To type within a preset text box, you must have first chosen an AutoLayout that included text boxes (designated by gray horizontal bars or squiggly lines).

To create your own text box, either go to the **Insert** menu and choose “Text Box” or click on the text box button on the bottom toolbar. Now, position your mouse over the place on the slide that you want the text box to appear - then click and drag to insert the text box.

To format the text of a text box, you can either format the text letter by letter, word by word or the whole box.

- Letter by letter: highlight the letter you want to format; perform formatting function
- Word by word: place cursor inside the word you want to format; perform formatting function
- Whole box: click once on the box outline so that the outline is made up of dots instead of diagonal lines

You can change the color, size, and font type (including bold, italics, underline and shadow) of text.

- To change color, find the “Font Color” button.
- To change font size and type, use the buttons on the top toolbar and pull down menus that are similar to the ones you'd find in Word.
- To create a Hyperlink, simply highlight the text and click on the  button. A window will open that provides a space to enter a filename (and path) or URL. You can also use the browse button to navigate to the file or web page.

### Pictures, Charts, Tables

PowerPoint allows you to insert

- graphics (both from its own clip art selection and from picture files you may have saved on disk or elsewhere)
- charts, Microsoft Word tables, Microsoft Excel worksheets
- AutoShapes (pre-made shapes like smiley faces, callout boxes, etc.)
- WordArt (special text effects)
- Movies and Sounds

### *Graphics*

If you want to insert a clipart picture (pictures that PowerPoint has in their clipart folder):

- Go to the **Insert** menu and select “Picture” and then “Clip Art”.
- You can also click on the “Insert Clip Art” button on the top toolbar.

If you want to insert a picture from a file (that you saved on a disk or hard drive or webspace...):

- Go to the **Insert** menu and select “Picture” and then “From file...”. Or, you can click on the “Insert Clip Art” button on the top toolbar and then click the “Pictures” tab.

If you want to insert a picture from another application (i.e. Netscape, Word, PhotoShop):

- Select the graphic and copy it from the other application using the **Copy** command. Return to PowerPoint and select the slide to paste into. Select **Paste** from the **Edit** menu to insert your graphic. You can resize the graphic and position it where you want it using the mouse on the gray line outlining the graphic.

### *Charts, Microsoft Word tables, Microsoft Excel worksheets*

If you want to insert a new chart (bar graph, circle graph, etc):

- Go to the **Insert** menu and select Chart. You will then be presented with a data sheet to input your data. You can also click on the “Insert Chart” button on the top toolbar.

If you want to insert a Microsoft Word table or a Microsoft Excel worksheet:

- Go to the **Insert** menu and select “Object”. From there you have the option of inserting Word tables, Excel worksheets, movie files and many other “objects”.
- Select **Create New** to make a new file within PowerPoint or **Create from file** to use a previously saved object.

You can also use the same copy and paste procedure for various charts, graphs and objects that you used for inserting graphics.

### *Autoshapes*

If you want to insert pre-made shapes like smiley faces, callout boxes, etc.:

- Click once on the “AutoShapes” button on the bottom toolbar. Scroll through the different types of shapes and pick the shape that you want. After you pick the shape, you’ll need to position the mouse cursor on the slide and click the spot where you want the shape to appear.

### *WordArt*



If you want to insert pre-formatted special text effects:

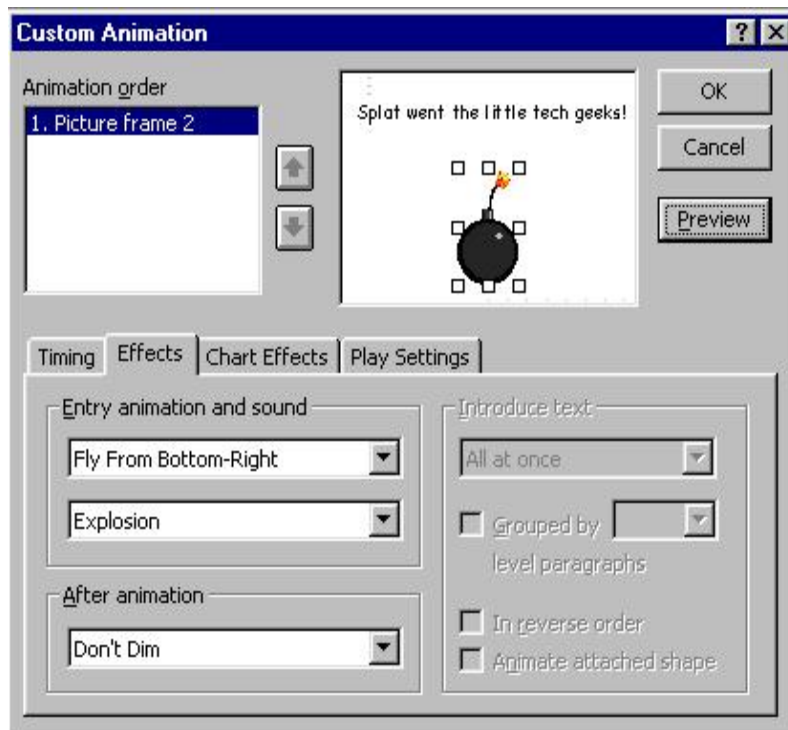
- Click once on the “Insert WordArt” button on the bottom toolbar or from the **Insert menu, Picture, Word Art....** You’re then presented with the WordArt gallery from which you can choose the format of your word art. After you pick a format, you’ll be prompted to type in the text you want.

## Animating Objects

You can animate any object in your PowerPoint slide. So, a word, a picture, a table, or a whole paragraph can be animated. When PowerPoint allows you to animate objects, it means you can give the object movement during your slideshow. For instance, if this document you're reading right now were in a PowerPoint slideshow and this paragraph were "animated", the presenter could have it flying in from the top left corner of the screen at the click of a button.

To animate an object

- select it by highlighting it (if it's text) or clicking on it once if it's a picture, clipart or chart/table.
- Click  on the toolbar to get the Animation Effects menu.
- The animation effects toolbar will appear (though it may have already been on the desktop).
- Click on the Custom Animation button  (indicated by an arrow in the image).
- Choose your settings from the window that pops up.

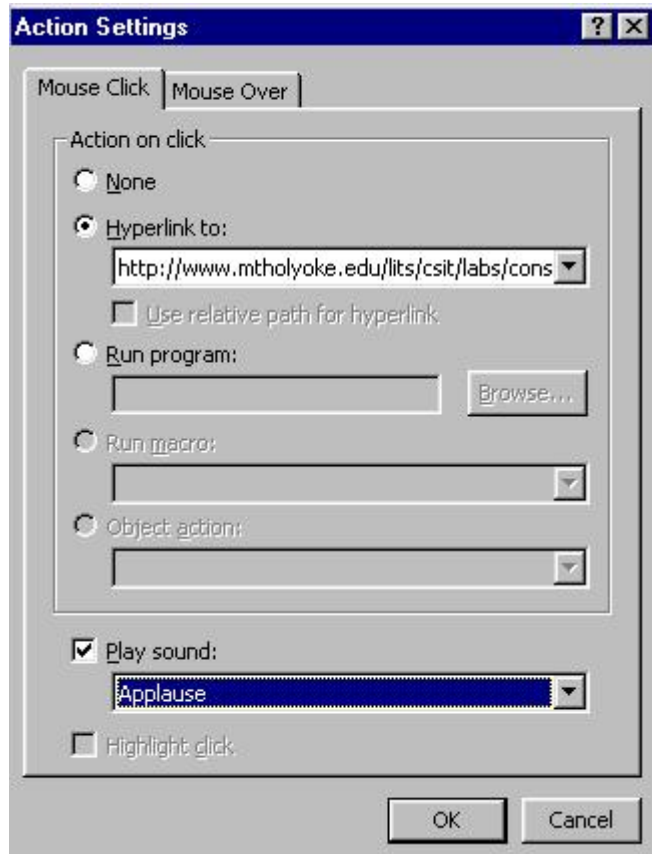


The settings will allow you to choose how the object is animated (Fly from the bottom-right? Crawl in slowly from the left? Etc.) as well as any sounds you wish to associate with the object's animation (you can even choose sounds that you've created or found on the internet).

You can pick the picture you wish to animate by moving the arrows in the Animation order box. The Animation Effects are found under the "Effects" tab. Peruse the other tabs for more advanced features such as timing animations ("Timing" tab) to happen automatically instead of on a mouse-click or animation effects for your Charts ("Chart Effects" tab).

## Multimedia options

To insert a movie or sound, go to the **Insert** menu → *Movies and Sounds*. You can either pick one from a file of your own or from PowerPoint's own gallery. You also have the option of getting a clip from an audio CD. A box will pop up when you choose one of these that will allow you to select the movie or the sound that you want to insert.




For multimedia options that you want to occur during your slideshow, highlight/click on the text/graphic/object that you want to associate with an action. Then, go to the **SlideShow** menu → *Action Settings*. From there you can associate your selected text/graphic/object with some action such as linking to a web page, running a program, playing a sound, linking to a different slide in the slideshow... the options are varied!

In other words, during your presentation, when you then click on that text/graphic/object, the specified action will occur. OR, clicking on the “Mouse Over” tab allows you to select actions that happen when the mouse just passes over your specified text/graphic/objects (no mouse-click needed).

## Setting Up the Slide Show

- Go to the **Slide Show** menu to view all options that can be used to set up your slide show. i.e., you can set it up so that the slides proceed automatically (with delays that you specify) or proceed on mouse clicks.

## Presenting the Slide Show

If you want to be in PowerPoint first, and then begin your slideshow, open PowerPoint as you normally would. Then, click on the slide show  button on the bottom toolbar.

You may want to open up your slide show without having to first open PowerPoint. To do this you will need to have saved your presentation as a “PowerPoint Show (\*.pps)” instead of the default “Presentation (\*.ppt)”.

That is, when you go to “Save”, click on the box next to “Save as type” and select “PowerPoint Show (\*.pps)”. This way, when you want to present the slideshow, just double click on your \*.pps file icon and the slideshow will begin.

### Saving a Slide Show for the Web

Saving a slide show for the web in Word97 is as easy as selecting “Save as HTML” from the file menu. The following wizard screen opens, providing you with a number of options. Click through each bullet to make your choices.

