



A Guide to *Powerpoint 2003*

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This guide assumes the reader to have basic knowledge of text editing and formatting using a Wordprocessor. Familiarity with Office XP's adapting menus and toolbars is also assumed.

The exact appearance of Windows varies depending upon the version of Windows you are using. Windows XP is used throughout although for the purpose and scope of this guide, the differences between versions of Windows are largely cosmetic.

Version 1

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SECTION 1

INTRODUCTION

Make a Good Impression

PowerPoint allows you to put together a high quality presentation that combines words, pictures, charts, tables and even audio and video material. When familiar with PowerPoint you will be able to communicate your ideas quickly and effectively to people. Using PowerPoint you will be able to create professional slides and handouts to accompany speeches and presentations you make - it will also enable you to use your computer as a presentational aid by combining it with a projector.

PowerPoint will not do a presentation for you. But it will provide you with tools that can transform a dry speech into a short, effective and informative multimedia presentation. By using PowerPoint you can integrate slides, handouts, visual elements, text, statistical data and all the other elements of your presentation in a common style.

Creating presentations is not just about learning technical skills it is also about thinking through the best way to get your message across. PowerPoint assists you in this by allowing you to combine material you have produced previously with new information in a standard format. This guide will show you how to use PowerPoint to create presentations. It will use the example of a presentation that you might be asked to give as part of a job interview.

What Do You Need?

Before creating a PowerPoint presentation you need to consider what other materials you are drawing on and whether you have them to hand. The slides you show in your presentation should complement your speech. They are not simply decorative. If you are talking about sales figures you have the option to show people those figures, or to create a graph from them. So the first part of creating a presentation is deciding what you want to say and researching the information you need.

When you sit down to create your presentation you should have a rough idea of what you want to say and in what order. You do not need to have drafted the presentation in full as PowerPoint helps you to organise your material and visualise its impact, but you should have an idea of the overall structure and purpose of the presentation.

Finally, before you start, think about how and where you are going to give the presentation. Who is it for? What type of room are you going to give it in? What facilities are available? An important consideration in all presentations is what format you will actually present it in. PowerPoint enables you to produce 35mm slides, transparencies for overhead projectors or computer-based presentations. So you need to know which of these is available and it may be worth ruling out any format that you will not have a chance to rehearse.

What is the Best Type of Presentation?

There is no standard format for your presentation. The most important thing is to think through what you want the presentation for before you start to create it. If you just want something to help your colleagues to follow a brief informal presentation you are giving, it is probably not worth spending hours creating graphs, animating pictures and formatting your text. If, however, your presentation is being used as part of an interview, exam or to pitch for business it is probably worth spending longer creating it.



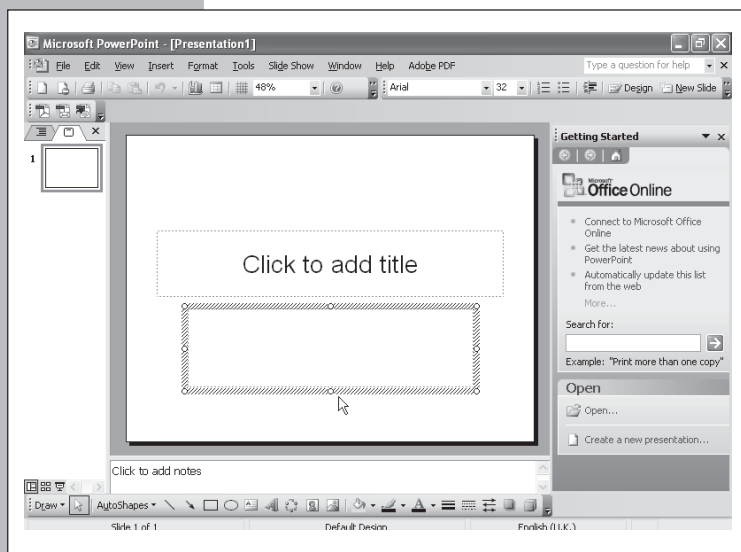
SECTION 2


GETTING STARTED

Open PowerPoint by clicking on the **Start** button, moving to the **All Programs** command and choosing **Microsoft PowerPoint** from the sub-menu.


Alternatively click once on the **PowerPoint** button on the **Office Shortcut Bar**.

PowerPoint will now open and display a blank title slide. You may use this as the basis of a new presentation or choose from one of the various options displayed on the scrollable Task pane to the right of the slide.



 **Blank presentation**, puts you in complete control. Experiment with it if you are trying to get an effect or style that PowerPoint does not usually offer.

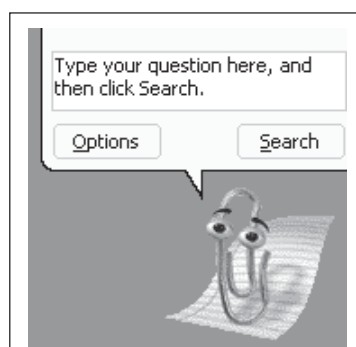
 From **Design Template**. This option allows you to choose a consistent appearance for your entire presentation. For most normal presentations the **Design Template** option gives you enough freedom to do whatever you want. Choosing this option changes the Task pane to display sample design templates for you to use as the basis for your presentation. We suggest that you use this option unless your presentation fits into one of the categories of the AutoContent Wizard.

 From **AutoContent wizard** – if you choose this option PowerPoint will provide you with one of its 'off the peg' presentations and within this you can develop your material. This tool can be really useful as it guides you through the creation of a presentation step-by-step and does some of the thinking for you. However, it can be inflexible, tending to create presentations that are not quite what you wanted, and which look like everyone else's. For more information on the AutoContent wizard see Section 2.2.

Other options allow you to create your presentation based upon the design of an existing presentation or using a pre-designed template.

2.1

The Office Assistant – Help Using PowerPoint



If you have problems with PowerPoint the Office Assistant may be able to help. To display the Office Assistant choose **Show the Office Assistant** from the **Help** menu. The Office Assistant is shown as an animated character and by clicking once on the character will display a speech bubble into which you can type a question relating to the workings of PowerPoint. Click on the **Search** button and the Office Assistant will try to answer your question. Usually a selection of possible answers is returned, and for further details just click on the most appropriate answer. Hide the speech bubble by clicking anywhere on the PowerPoint slide.

Note: To hide the Office Assistant choose **Hide the Office Assistant** from the **Help** menu. While you work, the Office Assistant monitors the way you use PowerPoint. If it has alternative suggestions, a light bulb is displayed alongside the character and clicking on the light bulb displays the suggestion.

In addition to the Office Assistant, help with any object on the screen can be obtained by choosing **What's This** from the **Help** menu and clicking on the object.

2.2

Getting Started Quickly – The AutoContent Wizard

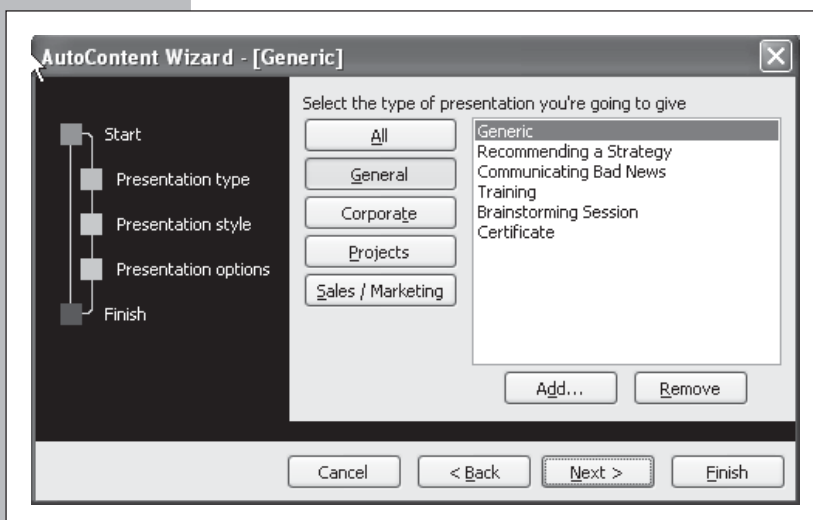
The AutoContent Wizard is a simple tool which effectively designs your presentation for you. By choosing options from a number of multiple choice lists you can instruct PowerPoint to create an effective presentation.

To design a presentation using the **AutoContent Wizard** choose **New** from the **File** menu and **From AutoContent Wizard** from the Task pane.

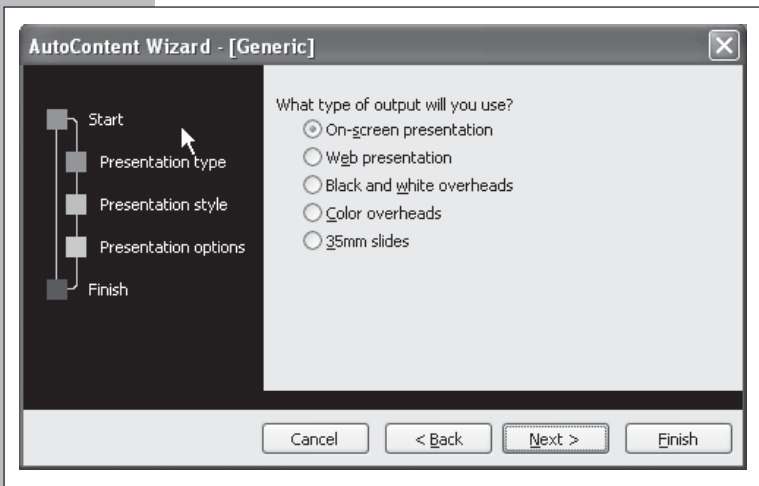
This will display the AutoContent dialogue box.



Click on the **Next** button and choose one of the presentation options displayed. Initially the **General** button will be depressed to display the most commonly used presentation options that AutoContent wizard offers. If you feel that your presentation does not fit into any of these options click on one of the other category buttons to refine your option.



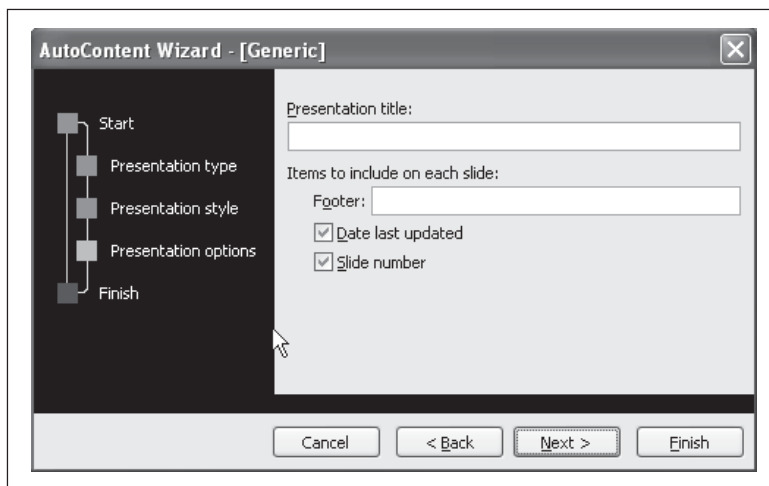
The different categories and presentation types suggest headings and subheading, that are appropriate for different topics and styles of presentation. For example, the Recommending a Strategy option gives you a presentation structure that is appropriate for a selling a new business or campaigning strategy.



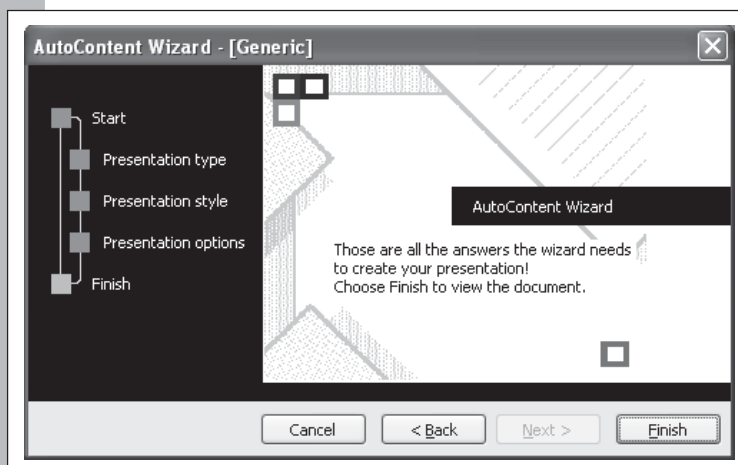
Choose the presentation type you wish you use and click on the **Next** button to move on.

The next screen will ask you how you want to use this presentation.

Choose the option you prefer. If you opt for an On-screen presentation PowerPoint will use the full range of its animation and translation functions to improve the presentation. If you are not going to use a computer as part of your presentation these functions are at best pointless and can even complicate printing your slides or overheads. Likewise using colourful slides will give you visually impressive effects. However, they will lose their impact if you are forced to reproduce them as black and white overhead transparencies.



Once you have chosen the Presentation style click on the **Next** button.



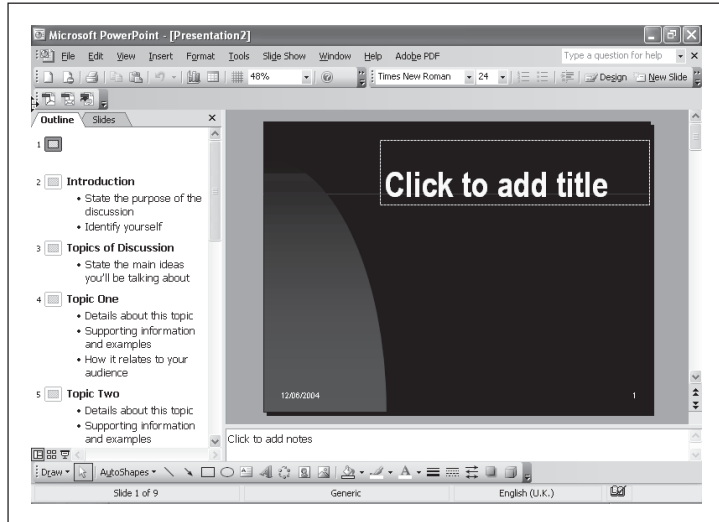
You will be asked to enter the title of your presentation and specify any information you want to appear on all the slides. Check the relevant boxes if you want the date the presentation was last updated and the slide number to appear on each slide. Enter this information and then click on the **Next** button.

This is your last chance to alter anything. If you wish to change any of the choices you have made click on the **Back** button until you get to the relevant screen and click on a new choice.



Once you are satisfied that all your choices are correct click on the **Finish** button to create your presentation.

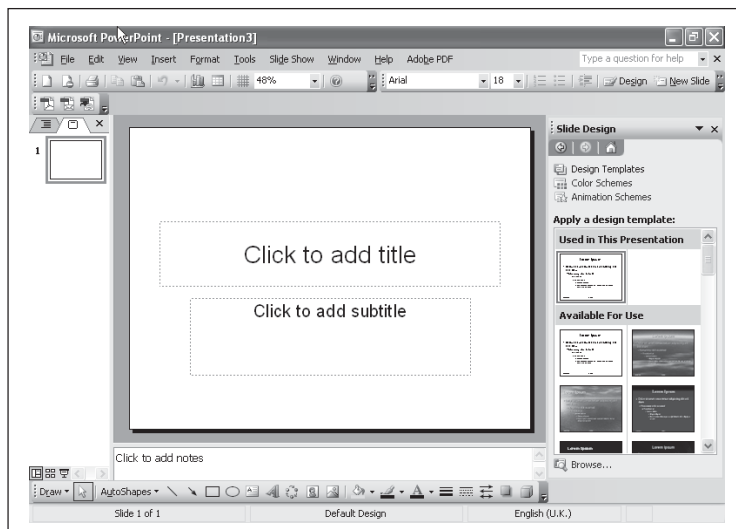
You can now insert the contents of your presentation under the titles PowerPoint has created for you. Alternatively, you can use this as a basis for your presentation and edit, rearrange and add to it in the same way you would to any other presentation. See Section 4.



2.3

Using Design Templates

As with the AutoContent Wizard, Design Templates help you create a well designed presentation with a consistent look and feel. Design templates are different background designs for your presentation. They can be used as the basis of a new presentation or they can be used to change the look of an existing presentation.

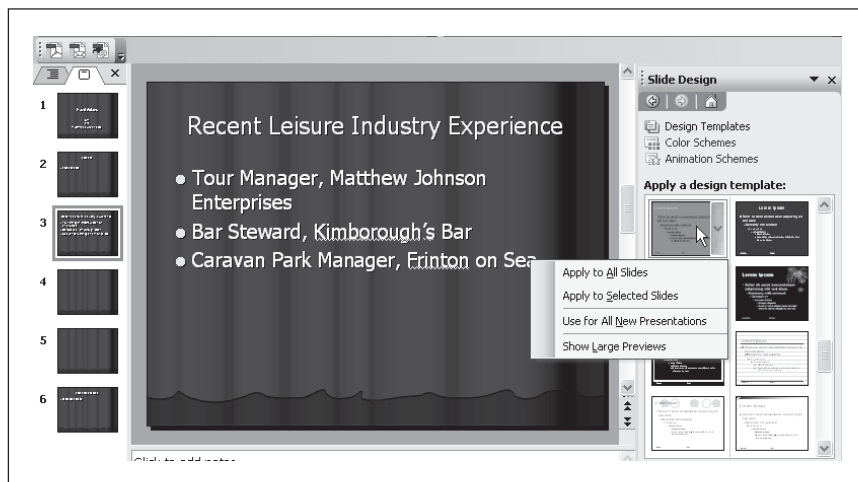


Creating a New Presentation Based on a Template

To create a new presentation using a template choose **New** from the **File** menu and **Design Template** from the Task pane. Choosing this option changes the Task pane to display sample design templates for you to use as the basis for your presentation. Double-clicking on a design will apply the design template to your presentation. Experiment with a few of them but, as you will see, some of them are more appropriate than others.



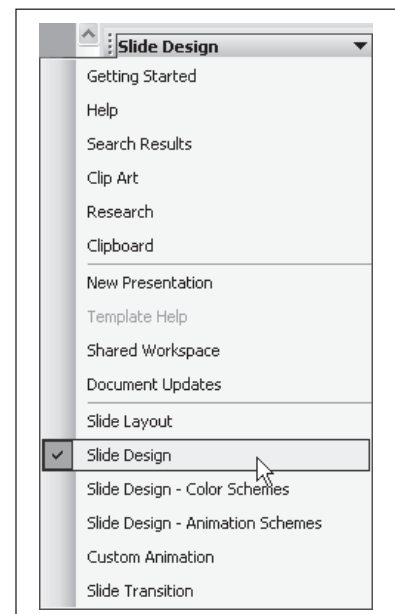
Some of the more elaborate designs may be seen as inappropriate for formal presentations.



Applying a Template to an Existing Presentation

If you already have a presentation and would like to change its design using a template.

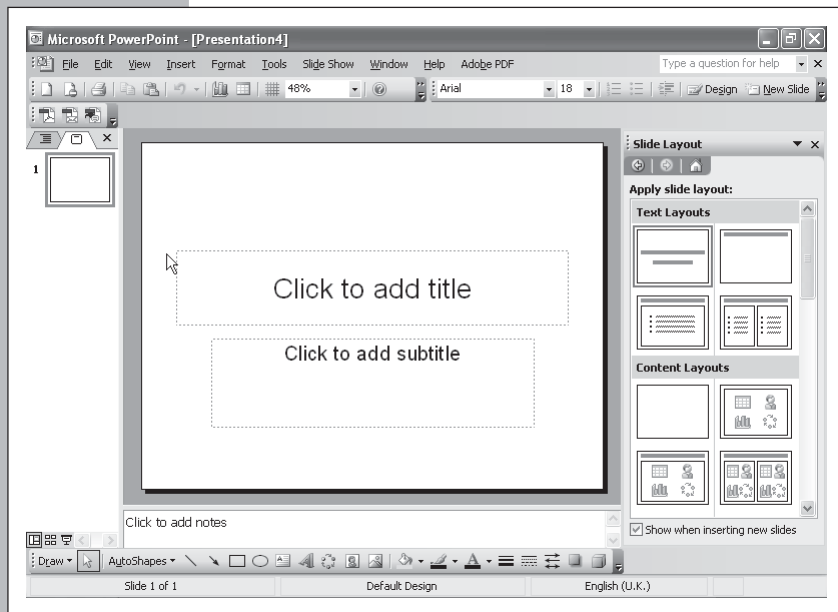
- Open the presentation.
- Choose **Slide Design** from the **Format** menu or click on the **Design** button  on the Toolbar.
- The Task pane will now display a range of design templates for you to choose from. To have a design apply to all the slides in your presentation double-click on the design template of your choice.
- To have the design template apply to a pre-selected range of slides - move the mouse over the sample design template until a down-arrow is displayed alongside the sample. Clicking on the down-arrow will display a menu which allows you to apply the template only to the selected slides.



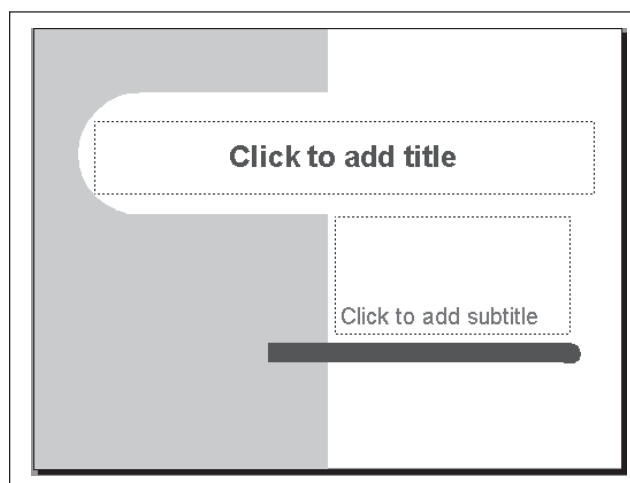
2.4

Creating Slides

One of the main features of using PowerPoint to create your presentation is that much of the design of the slides is done for you, and that this design is consistent across the presentation. To help with this, PowerPoint provides you with a range of ready made slide designs which use standard fonts, font styles, sizes and positioning appropriate for each different type of slide. Each is based upon the template you have chosen (see Section 2.3) or on PowerPoint's defaults.



PowerPoint opens a new presentation with a title slide. You will notice that the slide displays two rectangles, known as placeholders. The purpose of the placeholders varies depending upon the layout of the type of slide being used. In the case of the title slide these correspond to text for the title and sub-title of the presentation, but with other slides these could represent lists, graphics, tables etc.



To enter text into a text placeholder, such as the presentation title, simply click on the placeholder and type. You can edit this text in the same way you would using a wordprocessor.

Note: The font, font size, style, positioning and other formatting characteristics of the text of the slide is established across the presentation as a whole (see Section 5). While the formatting of text in individual placeholders can be changed using the same techniques as with a wordprocessor (see Sections 2.6-2,7), this needs to be done with care so as to not introduce inconsistencies in the design of the presentation.

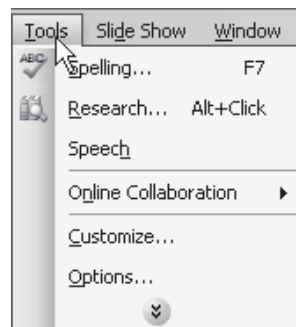
Adapting the Menus and Toolbars

All the time you are working PowerPoint keeps a record of the commands you use most often and those that you have used most recently. To help you to work efficiently PowerPoint places the commands you use frequently on the Toolbar or the main menu so that you can access them quickly.

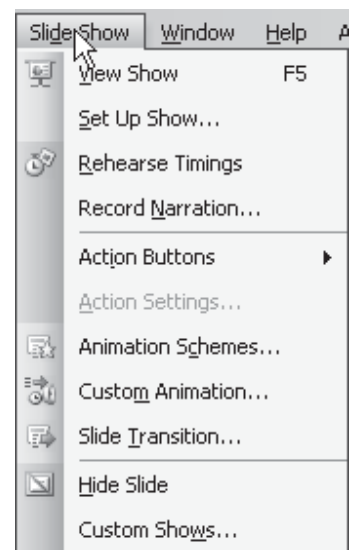
Sometimes you will want to use commands that you rarely use and therefore are not on the main menu or the Toolbar.

Accessing the Entire Menu

When you first choose a typical menu it will look like this.



Place the pointer over the > symbol at the bottom of the menu to expand the menu and access more commands.



Adding Buttons to your Toolbar

To add an additional button to your Toolbar click on the >> button on the relevant Toolbar. This will reveal the **Add Buttons** menu. Double-click on the button to add it to your Toolbar.




2.5

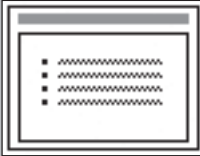
Creating a New Slide

PowerPoint provides a range of layouts for your slides, each based upon your chosen design template

To create a new slide:

- Choose the **New Slide** button  from the Toolbar and a new slide will be inserted into your presentation.
- The Task pane will now display a range of slide layouts for you to choose from.
- Double-click on a layout to apply it to the slide.

There are four types of slide layout:



Relevant Experience

- Five years as distribution and sales manager of DEFCO, Richmond
- Six years as project manager LCP Ltd, Lewistown
 - Part-time voluntary co-ordinator of Bexley District Round Table

Text Layouts – title slides, lists, simple text slides



Teamwork

1/23/2002 Hello 3

Content Layouts – blank slide, slides showing graphics, tables and graphs

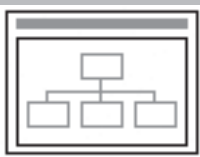


Working Together

- Built up good working relationship with my staff
- Organised annual staff sports day

1/23/2002 Hello 5

Text and Content Layouts – A combination of the above





New Company Structure

1/23/2002 Hello 7

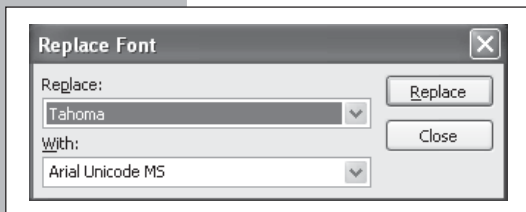
Other Layouts - Various other types of layout

2.6

Font, Size, Font Style and Alignment

Once you have created a slide you may wish to improve its visual impact and emphasise elements of it by formatting the text. To format your text select the text then click on the **B I U** buttons to make the text bold, italic or underlined. Next you can change the font or font size by using the pop-up menus  or align the text using .

You have probably used a wordprocessor before so use your experience to improve the appearance of the text but be careful to ensure that any changes you make do not undermine the consistency of your presentation. Using too many changes of font and style can make a presentation appear amateurish.



If you want to change a font you have used throughout the presentation choose **Replace Fonts** from the **Format** menu. This will display the Replace Fonts dialogue box.

Simply choose the existing font and its replacement and click on the **Replace** button.

In PowerPoint you can present your work in colour to enhance its effect. However, before you start to prepare a presentation you should consider whether you have access to a colour projector or the capacity to print slides in colour. If you are not going to be giving your presentation in colour choose **Colour/Greyscale** from the **View** menu and **Greyscale** from the sub-menu to give yourself a clear idea of what your slides will look like in presentation.

2.7

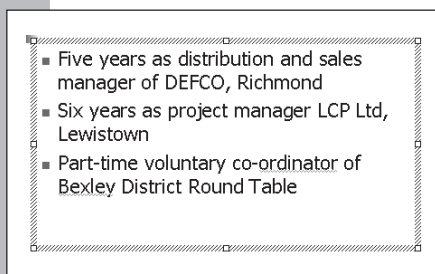
If you can present your slides in colour you might want to change the colour of the text. To do so choose **Font** from the **Format** menu and **Colour** from the dialogue box.


Try and vary the font, size and colour systematically. For example, use Impact for your titles, Times New Roman for your main text, and bold Times New Roman for emphasis.

Borders, Colour and Shading

The basic slide designs offered by PowerPoint are professional and effective. However, it can be dull if your entire presentation has an identical layout. To make your presentation livelier you can add borders, colour, and shadow to your presentation.

To make a block of text stand out draw a border around it. To add the border:

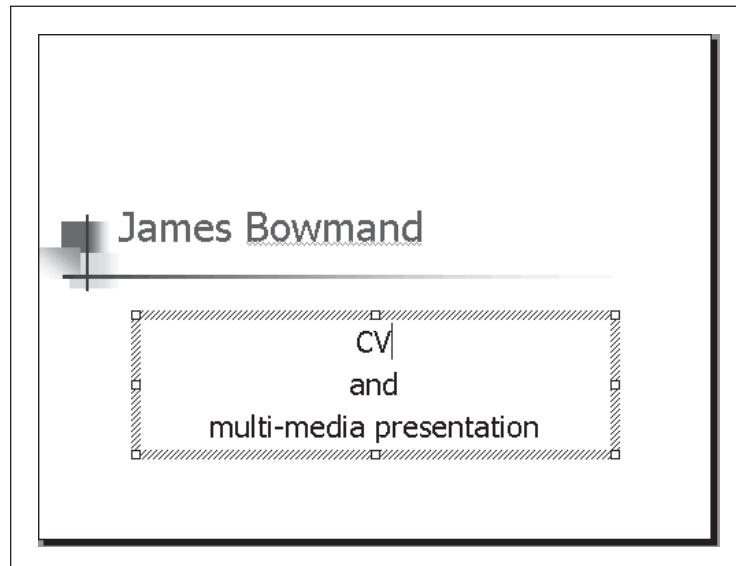


- Select the text by clicking anywhere inside the placeholder.
- Click on the  button to make the Tables and Borders toolbar appear. Click on the down-arrow to the right of the button and choose the colour of your border from the palette displayed.
- Click anywhere outside the placeholder to reveal the border.

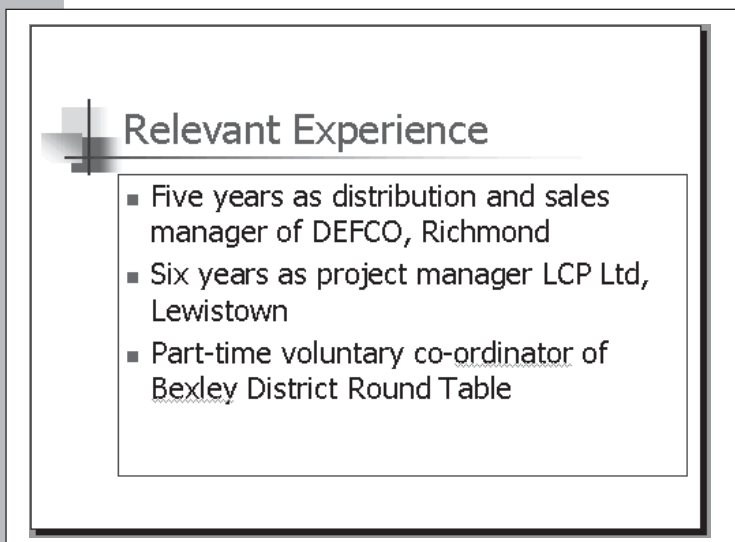
Another way to draw attention to an important aspect of a presentation is to change the colour of a section of the slide.



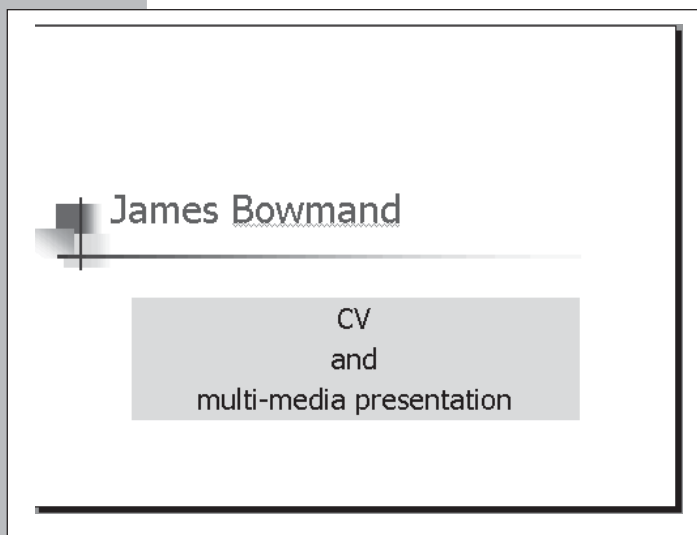
- Click on the arrow next to the **Fill Colour** button. On the drawing toolbar. A pop-up menu with a colour palette will appear. Double-click on the fill colour you require.



Shading also has the effect of making the text stand out more. To add shading:



- Click on the placeholder that you want to become shaded. You should see hatching appear round the placeholder.



Adding shadow to your presentation serves a similar purpose to shading. It draws attention to a particular aspect of your presentation and makes the slides look more varied and interesting.

To add shadow to a placeholder, select the placeholder containing the text and click on the **Shadow** button on the drawing toolbar. Choose the type of shadow you wish from the pop-up menu.

While shaded text can be effective if used sparingly it can also be difficult to read.

2.8

Cut, Copy and Paste

Cut, Copy and Paste can be used to move or copy elements of the slides or to import text, pictures and charts in and out of PowerPoint.


- Select the text or object you wish to move.
- If you wish to move the selection choose **Cut** from the **Edit** menu. The text will disappear.
- Alternatively, if you wish to copy the selection choose **Copy** from the **Edit** menu.
- Move the insertion point to where the selection is to be placed and choose **Paste** from the **Edit** menu.

Note: You may paste your selection as many times as required.

For information about pasting charts into PowerPoint see Section 5.6.

2.9

Undo

One useful facility you will soon grow to love is Undo. This is available by clicking on the **Undo**  button on the Toolbar.



Undo undoes the last thing that you did. So if you entered some new text or altered an existing chart and changed your mind, use the Undo command.

Clicking on the down arrow to the right of the button lists the last changes you made to your document and these can be undone by choosing the item on the list.

Conversely, using the **Redo** button  reverses any changes you have made using the Undo button.


2.10

Spellcheck and AutoCorrect

The AutoCorrect feature in PowerPoint underlines any spelling errors with a red wavy line. You can either choose to correct the spelling errors as you type or undertake a spellcheck at a later stage.



To correct a spelling of a single word click on the word with the RIGHT mouse button. A pop-up menu will be displayed showing a list of alternative spellings. Choosing one of the alternative spellings replaces the original in your text.

To check the spelling of a complete presentation click on the . If the spellchecker identifies a word spelled incorrectly a dialogue box will then be displayed listing alternative spellings. You will be informed when you have spellchecked the complete presentation.

2.11

Viewing Your Presentation

While in Normal View you can move from one slide to the one preceding it or following it by using the PowerPoint Slide changer which you can find on the right hand side of your page.

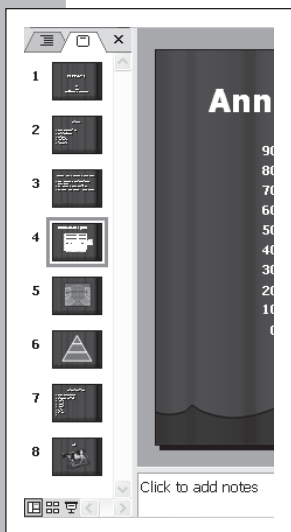
Alternatively, you can move between slides by clicking on the scroll bar.

By clicking on Slide Sorter View you will be able to see your entire presentation.

By double-clicking on any of the slides in Slide Sorter View you can return to Normal View to allow you to edit anything you do not like about that particular slide.

Outline view gives you a better overall feel for the content of your presentation. At this point you may decide that you want to move text from one slide to another (see Section 4.3). Alternatively you may think that some points you have made are more, or less, important than you originally thought. In this case you may want to alter a point on an existing slide or transfer some points to a new slide (see Section 4.4).

Normal View

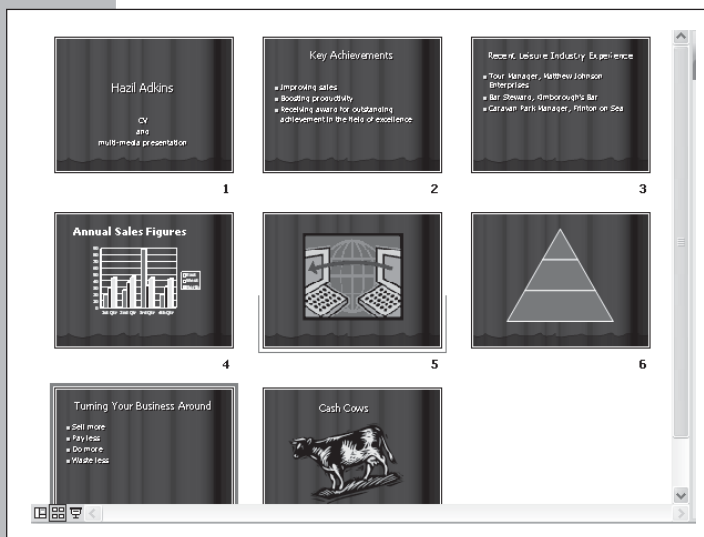


The view that is most commonly used to create and format slides is called **Normal** View. As you create slides they are displayed in miniature (thumbnail view) in the tabbed portion of the window to the left of the slide.

Scrolling through the slide thumbnails can be very useful in getting a feel for the look of the overall presentation.

Note: If you find that thumbnail views are not shown in the left pane, simply click on the slide tab at the top of the pane.

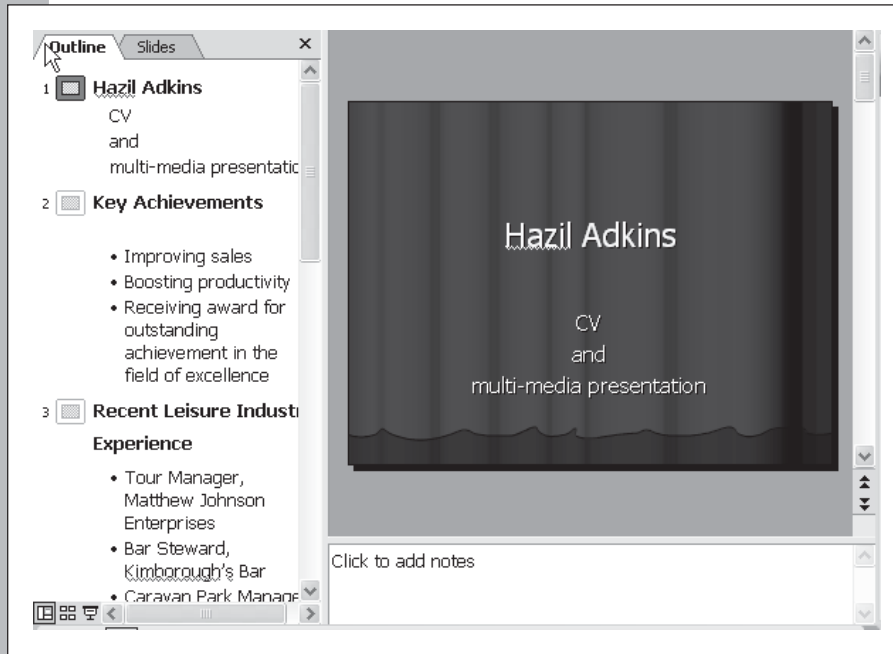
Slide Sorter View



To get an even better overall view choose **Slide Sorter** from the **View** menu. This displays thumbnails for all the slides in a large scrollable window. Double-clicking on any of the thumbnail will display the slide in Normal View, allowing you to edit or reformat it as required.

Outline View

Described above is how the left pane of the Normal View window displays thumbnails of the slides in your presentation. A very useful alternative to the thumbnails is to have this pane display a text outline of the presentation and to display this click on the Outline tab.



Note: The labels on the Outline and Slide tabs change from text to icon depending upon the width of the pane.

Outline view displays only the text from your slides and this uncluttered scrollable view can be very useful in helping you check through your text. Text can be edited in this view and any changes are reflected on your slides.

If you find that the slide text is too wide to be displayed in the Outline pane this can be resized by clicking and dragging on the right border of the pane.

Slide Show View – giving your presentation

When you think you are happy with the slides you have created you should use Slide Show View to check your presentation through. Slide Show view displays your presentation in full-screen, without windows, title bars or menus. This is the view that is used to display computer based presentations and it helps show how slides will be displayed on overhead projector transparencies.

Because all menus disappear in this view you need to control the presentation using the keyboard or mouse. The following are some of the most commonly used commands:

Space bar or mouse button press	Next slide or next animation effect (if used)
Esc key	Stop the presentation and return to Normal view
Back arrow key	Back to the last slide
Home key	Back to the first slide


If, as a result of your 'dry run' you wish to reorganise your presentation see Section 4 for assistance.

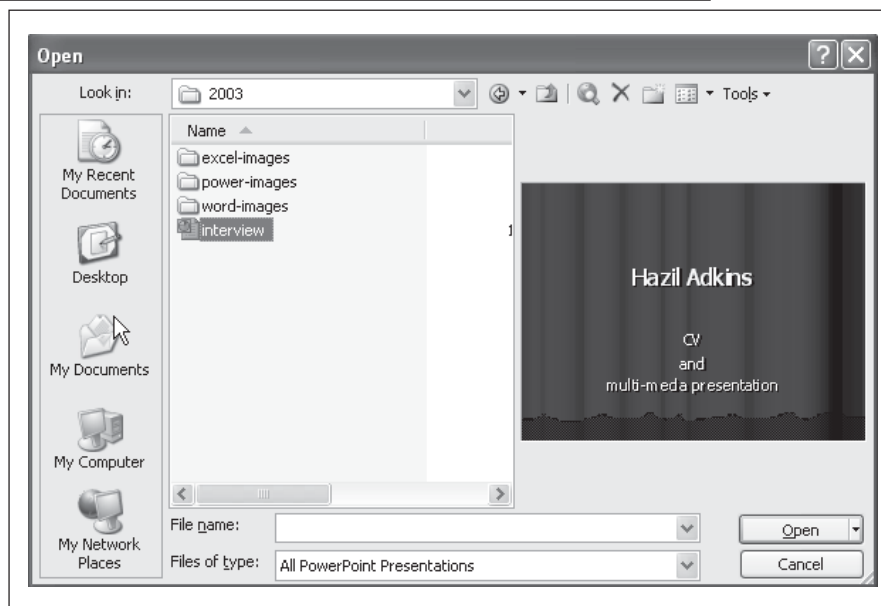
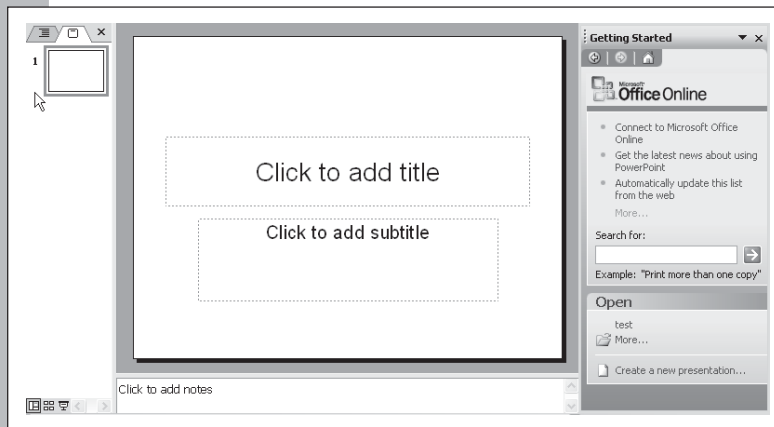
SECTION 3

OPENING, CLOSING, SAVING AND PRINTING

3.1

Opening


Choose **Open** from the **File** menu or click on the  button on the Toolbar. Alternatively, you can choose to open a recently used presentation from the Task pane when PowerPoint is first opened.



A dialogue box appears listing the files that can be opened by PowerPoint.

To open a particular file choose the disc by clicking on the arrow alongside the **Look in** box and choose the disc from those listed. If the file was saved into a particular folder double-click on the folder from those listed in the dialogue box. When the desired file name appears in the dialogue box, open it in one of two ways: either by clicking on the file name and then on the **Open** button, or by double-clicking the file name.

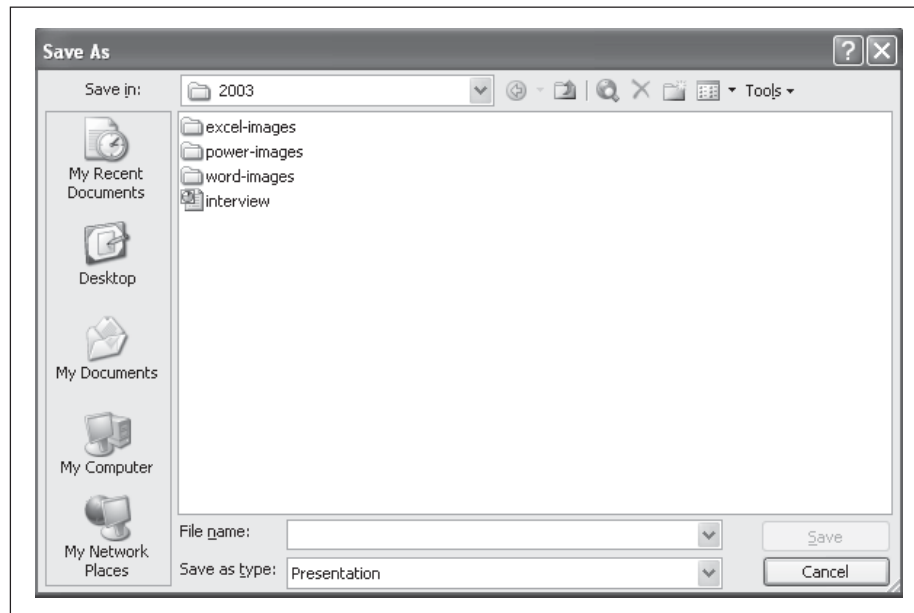
Hint: A short-cut to opening a recently used files is to choose the name of the file from those listed at the bottom of the **File** menu.

To open a new file choose **New** from the **File** menu, or as a shortcut, click on the  button on the Toolbar.

3.2

Saving


When you decide that you wish to stop using PowerPoint you should save your presentation so that you can continue another day. To save a newly created presentation choose **Save As** from the **File** menu. A dialogue box appears like the one below.




By default presentations are usually saved to a folder called '**My Documents**' on the hard disc or network disc. If you wish to save to a different disc click on the down arrow alongside the **Save In** box and choose the disc from those listed. If you wish to save on a different folder then double-click on the folder from those listed in the dialogue box.

Next type an appropriate file name for your presentation in the File Name box.

To save your presentation either click on the **Save** button or press the **Enter** (↵) key. The presentation has now been saved as a file on the disc you specified.

A titled file (one that has been saved previously) can be updated and replaced by choosing Save from the File menu or by clicking on the Save button  on the Toolbar.

If you wish to create a folder into which to save your presentation click on the  button from the Save dialogue box. Clicking on **Save** will save your presentation into this folder.

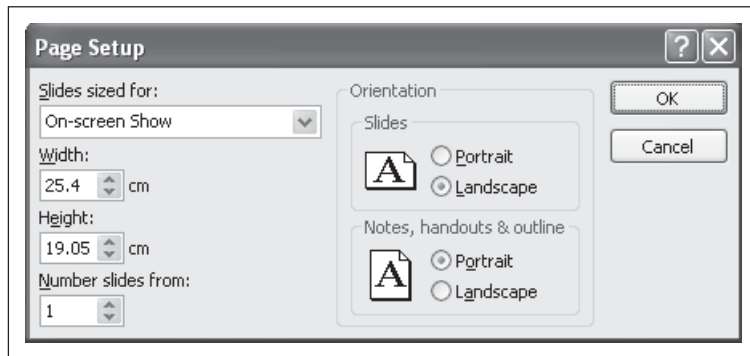
Note: It is a good idea to save regularly even if you are not about to close the file. Failing to do so may mean that you lose your work in the event of computer failure.

3.3

Printing

You may have noticed an option under the File menu called Print. DO NOT use this just yet. First you must check that your presentation is set up correctly.

Choose **Page Setup** from the **File** menu. This presents a dialogue box like the one below.




You need to choose the format that you want the slides to appear in from the Slides sized for box. If you are printing slides for use with an overhead transparency you obviously want them to be a different size than if you are planning to use 35mm slides. You will also notice that you have the option to set your slides and handouts up as either Landscape or Portrait.

See section 7 for further information on printing audience handouts and speaker notes.

Once you are satisfied with the Page Setup choose **Print** from the **File** menu.

If you wish to print only a selection of slides enter the page numbers into the appropriate boxes. Also choose whether you are printing in greyscale, colour or black and white.

After you have made your final print choices click on the **OK** button.

Hint: As a short cut to printing, if, previously you have chosen the page setup just click on the  button on the Toolbar.

3.4

Closing and Exiting

To stop working on your presentation choose **Close** from the **File** menu. If you have not saved or have made some changes you will be asked if you wish to save the presentation. **Yes** saves all changes before closing or exiting; **No** closes the file without saving any changes since the last save. The **Cancel** button cancels the **Close** command.

To conclude using PowerPoint altogether simply choose **Exit** from the **File** menu.


SECTION 4

ORGANISING YOUR PRESENTATION

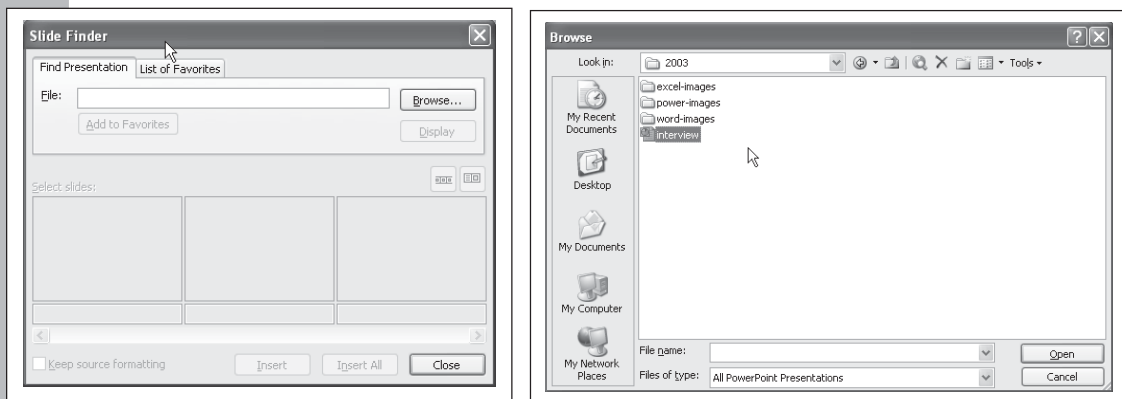
PowerPoint allows you to reorganise slides once you have created them. This means that you can change your presentation, try out a different slide order, cut out some slides and insert new ones. As you develop a clearer idea of the direction of your presentation you may also wish to change your emphasis by combining two or more slides. Use this freedom to experiment with your presentation and to help develop ideas about how to organise your material.

4.1

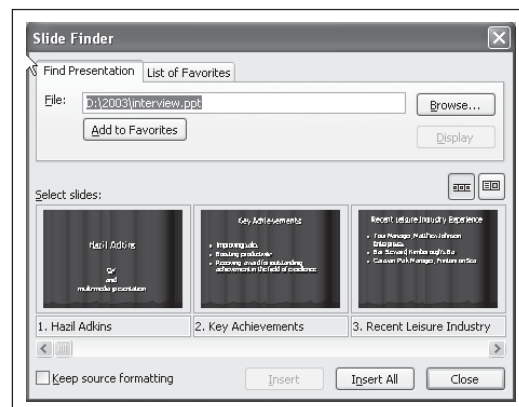
Inserting and Deleting Slides

Often you will create a slide and realise then that you need an extra slide to link it to the previous one. To insert a new slide between two existing slides simply return to the your first slide and click on  **New Slide** from the Toolbar or choose **New Slide** from the **Insert** menu.

As part of your presentation you may wish to use a slide that you have created previously. In order to use slides from other PowerPoint files you need to choose **Slides From Files** from the **Insert Menu**. This will display the **Slide Finder** dialogue box. Click on the **Browse** button and find the presentation containing the slides you wish to use.



The **Slide Finder** dialogue box will then display a scrollable list of slides from the presentation.



You now have the options either to choose **Insert All**, in which case the entire file will be inserted into your presentation, or to select one or more slides and insert them into your presentation. To do this first select the box containing the relevant slide, then click **Insert** to make the slide part of your new presentation.

Note: When you insert old slides into your new presentation, PowerPoint will transform them to fit in with the Presentation Design of the current presentation.

4.2

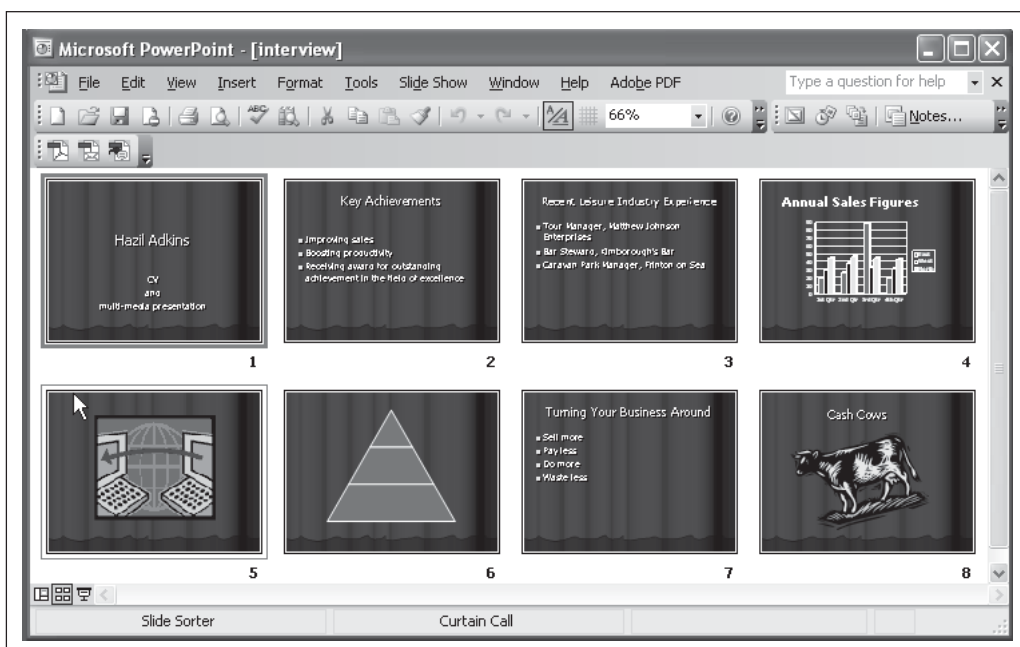
Deleting Slides

To Delete a slide select the slide in either Slide Sorter or Outline view and press Backspace (↵) or Normal view choose **Delete Slide** From the **Edit** menu.

Moving Slides

Often when you have created your presentation you will decide that you need to change the order of the slides. To move slides choose **Slide Sorter** from the **View** menu.

Note: It is often helpful to change the **Zoom**. You can find this on the toolbar. The Zoom function allows you to alter the magnification of the screen. A Zoom of 66% will enable you to see about twelve slides while a Zoom of 33% allows you to see thirty two slides. Obviously as you decrease the Zoom to see more slides you will see each of the slides in less detail.



From Slide Sorter view click and drag the slide to its new location. The presentation will adjust itself to accommodate the slides new position.

4.3



Moving Text between Slides

Sometimes you will only want to move part of a slide rather than the entire slide. In order to move text you need to switch to Outline view (see Section 2.11). In Outline view select the text you wish to move.

Click on the Move-Up or Move-Down buttons from the Outlining Toolbar. 

- 11 Working together
- Built up good working relationships with r
 - Established consultative committee
 - Organised annual staff sports day

- 11 Working together
- Established consultative committee
 - Built up good working relationships with my staff
 - Organised annual staff sports day

- 10 Possible solutions
- Establishment of a research department
 - New management structure
 - Organised annual staff sports day
 - Established consultative committee

Each click on one of these will move the text one line up or down the slide. In the example one click would move it up to the top of the list on the slide.

Another click in this example will move the line up into the next slide.

4.4

Promoting and Demoting Text

Many slides are made up of lists of one kind or another. PowerPoint creates these lists so that it looks like everything on the list is of equal value. This is not always the effect desired.

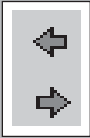
You may want to distinguish between things of greater and lesser importance, or to show that some points are subordinate to others. In the example, James Bowmand might consider that his voluntary work was of less importance in an interview than his paid work.

Relevant Experience

- Five years as distribution and sales manager of DEFCO, Richmond
- Six years as project manager LCP Ltd, Lewistown
- Part-time voluntary co-ordinator of Bexley District Round Table

This process is called **Promoting and Demoting Text**.

To Promote and Demote Text first switch to Outline view and then select the text you wish to Promote or Demote.



- 2 **Relevant Experience**
 - Five years as distribution and sales manager of DEFECO, Richmond
 - Six years as project manager LCP Ltd, Lewistown
 - Part-time voluntary co-ordinator of Bexley District Round Table

Once have done this you can Promote or Demote the text using the **Promote** and **Demote** buttons on the **Outlining** Toolbar on the left hand side of your page.

- 2 **Relevant Experience**
 - Five years as distribution and sales manager of DEFECO, Richmond
 - Six years as project manager LCP Ltd, Lewistown
- 3 **Part-time voluntary co-ordinator of Bexley District Round Table**

Promoting the text in the example would turn it into a new slide.

- 2 **Relevant Experience**
 - Five years as distribution and sales manager of DEFECO, Richmond
 - Six years as project manager LCP Ltd, Lewistown
 - Part-time voluntary co-ordinator of Bexley District Round Table

While demoting it would make it seem less important.

Using this technique it is possible to promote or emphasise a section of a slide just as it is to demote or diminish the importance previously attached to it.

SECTION 5

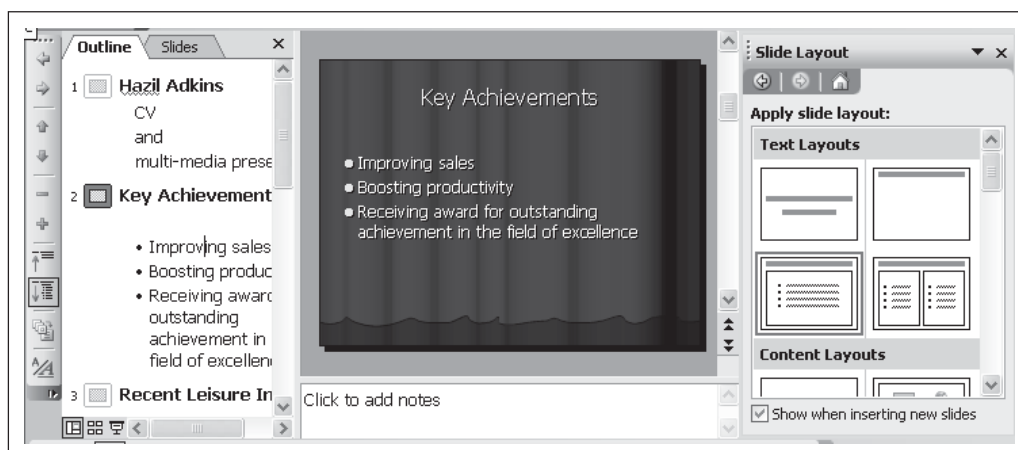
MORE ADVANCED POWERPOINT

5.1

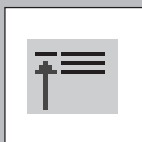
Changing the Overall Design of the Presentation

So you've changed your mind about the type of slide you want after you have created it. To alter the layout of a slide choose **Slide Layout** from the **Format** menu.

The Task pane will now display a range of slide layouts for you to choose from. Double-click on a layout to apply it to the slide.

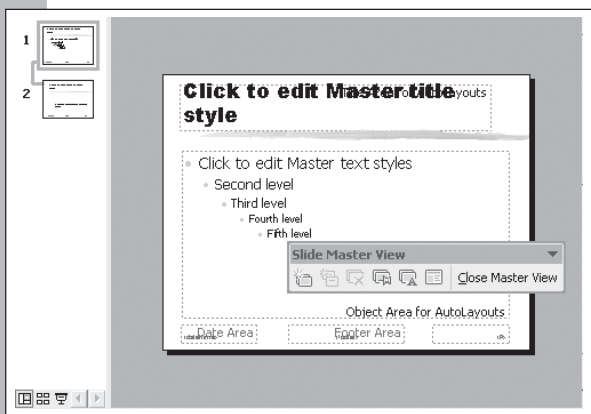


If you wish to change the layout of a number of slides you need first to select the slides from the left pane of the window (holding down the **Control** key while selecting will allow you to make a multiple selection). Double-clicking on the preferred layout will again apply it to the selected slides. For more about Slide Layouts see Section 2.4.



Slide Master


PowerPoint ensures that all of the slides in a single presentation are regular in design. The placeholders for your titles, text, pictures and footnotes should be the same across the entire presentation. If you want to edit this you can do so by editing the Master Slide.



To edit the Master Slide choose **Master** from the **View** menu and then **Slide Master** from the sub-menu. This will display the Master Slide.

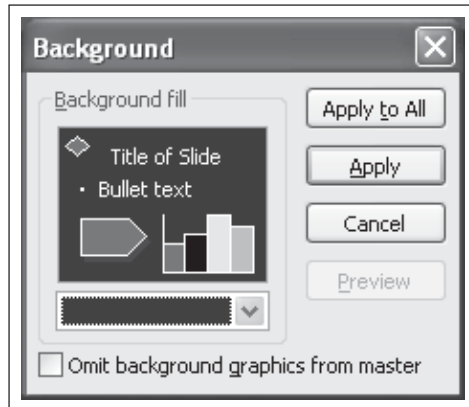
Changes made to the Master Slide will be applied to all the slides in your presentation. Typical changes you might decide to make would be:

- Changing the relative sizes of the placeholders by clicking and dragging on the handles. ie. by making the footers larger and the main placeholder smaller.

- Changing the placeholder font, size, colour and alignment of text by selecting the sample and changing it as you would normal text (see Section 2.6)
- Altering the way in which text is Promoted and Demoted (see Section 4.4) by placing the insertion point next to one of the bullets and using the  buttons on the Toolbar to change the relative positions of the levels of Promotion and Demotion.

To return to editing your slides choose **Normal** from the **View** menu.

Colour Scheme



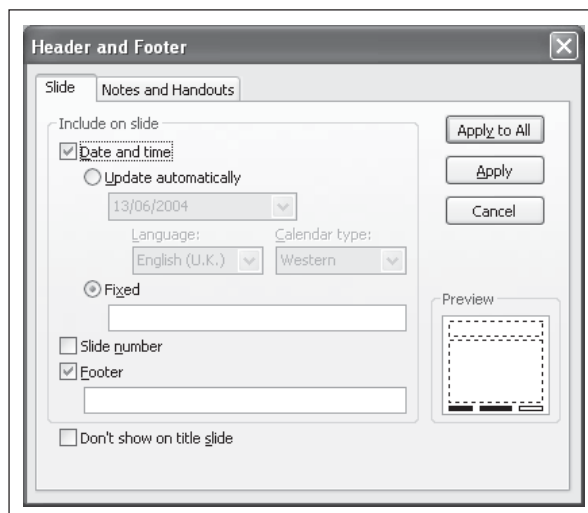
If you wish to change the colour of an entire slide you can do this by choosing **Background** from the **Format** menu. This will display the Background dialogue box.

From this dialogue box you can choose the colour you wish the background to be and apply it to either the slide you are working on by clicking on the **Apply** button, or to the entire presentation by clicking on the **Apply to all** button.

5.2

Footers

PowerPoint slides have a small area at the bottom of the slide called a Footer. This space can be useful if you want to include a standard piece of text on every slide in your presentation or if you want to number the slides. To access the Footer choose **Header and Footer** from the **View** menu. This will display the **Header and Footer** dialogue box.



This dialogue box allows you to choose what you want to go in your footer. If you tick the **Date and Time** box you can choose to either have the date and time auto-matically updated or to enter a fixed date. The date and time will appear in the bottom left hand corner of your slide.

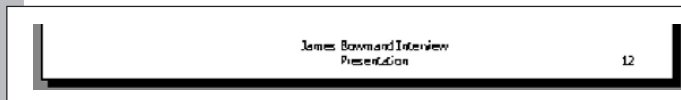


Tick the **Slide number** box if you want the number of the slide to be displayed in the bottom right hand corner of the slide.

Slide Number

and type your text in the box below.

To enter text tick the **Footer** box




You can now decide whether you want the footers you have selected to be applied to all the slides or just to the current slide by clicking either **Apply** or **Apply to All**.

Note: If you decide to **Apply to All** it can be useful to tick **Don't show on title slide** as a footer can distract from your title slide.

5.3

Summary Slides

A slide that summarises all or some of the presentation can be used to let your audience know the general areas you intend to cover during the presentation.

To insert a summary slide, select the slides you wish to summarise (holding down the **Control** key while selecting will allow you to make a multiple selection). Click on the  button on the **Outlining** Toolbar will insert a summary slide before the first slide it summarises.

5.4

Adding Graphics to a Slide

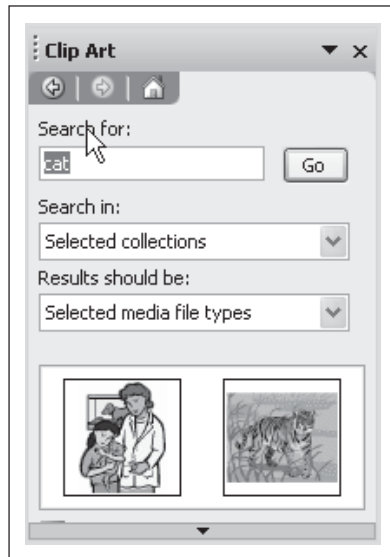
To get the most out of a PowerPoint presentation you will want to exploit its visual impact by adding graphics to your presentation. You can add your own graphics if you have access to a scanner or you can utilise PowerPoint's own store of graphics - **Clip Art**.

To insert a graphic from PowerPoint clipart into a slide:

- Choose **Picture** from the **Insert** menu and **Clip Art** from the sub-menu.
- The Task pane changes to display a search box into which you enter text that describes the type of clip art you wish to use.
- Enter the text and click on the **Search** button.

- The Task pane now shows a scrollable display of graphics relating to the text you searched for.
- Double-click on the graphic of your choice to insert it into your slide.

Note: If you don't find a suitable graphic perhaps modifying the search text will help. Click on the **Modify** button to do this.



It is often useful to use graphics to represent issues or processes you are describing. For example, the door can be used to signify new opportunities.

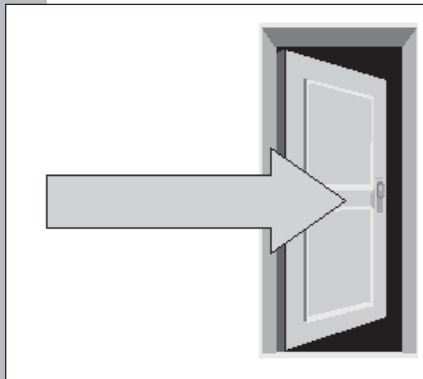
Clip Art does not cover everything you are likely to want in a presentation. However, with a bit of manipulation you can get it to do a lot more than it would first appear.

Editing Graphic



Graphics can be moved by putting the pointer on the image but away from the handles. The pointer will become a four pointed arrow. Once it does this hold down your mouse button and the graphic will move anywhere you move the mouse.

By single-clicking on a graphic you reveal the handles that allow you to change the attributes of a graphic. By pulling on one of these handles you can enlarge or shrink a graphic or stretch it taller or fatter. So the Door image can be expanded or shrunk by pulling on the corner handles, stretched taller by pulling on the top or bottom handles or widened by dragging on either of the side handles.



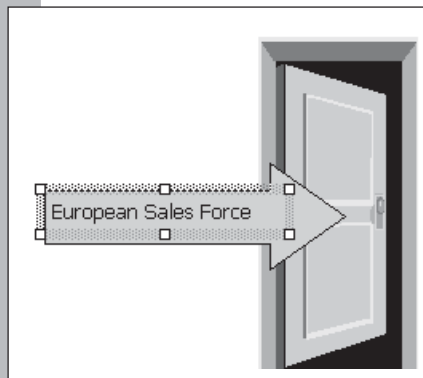
AutoShapes


PowerPoint also allows you to combine the clip art with other simple graphics. By using the AutoShapes menu from the Drawing Toolbar you can choose to insert a number of simple graphics to combine with the clip art.

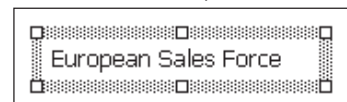
These images are typically arrows, exclamation marks and speech bubbles and can be moved around and stretched in the same way as clip art (See above). Combinations of AutoShapes and Clip Art give you very effective images.

Graphic Text

To help emphasise points that you are making it can be useful to add text labels. To



add text labels click on the **Text Box**  button on the **Drawing** Toolbar. Use the sword shaped pointer to draw a box by clicking where you want the box to start and dragging the pointer until the box is the preferred size and shape. You can type text into this box.






This text box can be moved in the same way as you moved the clip art graphics (see above).

Borders and Shading for Objects and Graphic Text

To improve your graphics you can create outlines around objects and texts. Creating a Border for an object or text requires the same process.



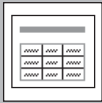
- Select the object you wish to surround with a border.
- Click on the  button on the **Drawing** Toolbar and choose a colour.
- If you want to change the width of the border click on the  button and choose the border width required.

You can also emphasise graphic text you have inserted by filling the background in a different colour. To do this select the text you wish to alter and use the **Fill Colour** button  to display the colour palette.



The process is almost identical to when you are filling colour in an entire section of the slide as in Section 2.7.

5.5



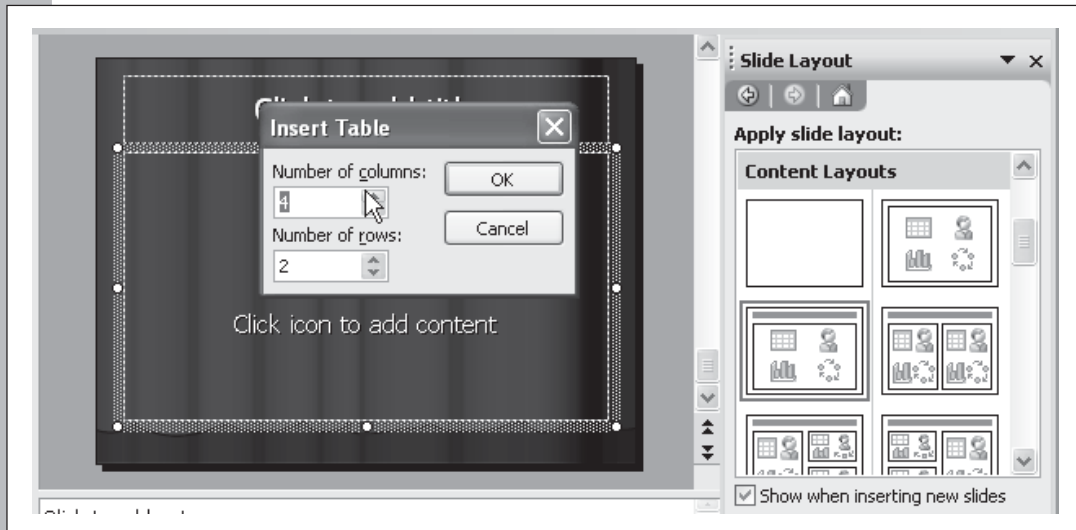
Adding Tables to a slide

You may wish to use tables in your presentation. There are a number of different ways to insert a table. You can create a table using PowerPoint or import tables you have created in other programs such as Word and Excel.

Creating a Table on a New Slide

- Double-click on the Table slide layout.
- Double-click on the newly created slide.

From the dialogue box presented enter the number of rows and columns you require.



Importing Tables from Word and Excel

While creating a table direct on to a PowerPoint slide can be useful for simple tables for more complex tables it is often faster and more effective to insert a table from Word or Excel. This allows you to link information that you have already prepared elsewhere to your presentation.

Inserting a table created in either Excel or Word involves exactly the same process. This example will describe inserting a Word table.

To insert a table into PowerPoint you first need to select the table from within Word or Excel and choose **Copy** from the **Edit** menu.

Here is some sample text and a sample table in Word. Here is some sample text and a sample table in Word. Here is some sample text and a sample table in Word. Here is some sample text and a sample table in Word. Here is some sample text and a sample table in Word. Here is some sample text and a sample table in Word.

	Shift One	Shift Two	Shift Three	Shift Four
2000	6	4	7	9
2001	10	12	11	8
2002	15	17	18	13

Here is some sample text and a sample table in Word. Here is some sample text and a sample table in Word. Here is some sample text and a sample table in Word. Here is some sample text and a sample table in Word. Here is some sample text and a sample table in Word.

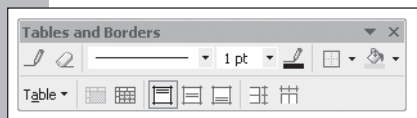
Next switch to PowerPoint and the slide where you want to paste the table. Choose **Paste** from the **Edit** menu to paste the table into your slide.

Modifying a Table

Once you have created your table you may decide to improve the way it looks to really make it stand out.

	Shift One	Shift Two	Shift Three	Shift Four
2000	6	4	7	9
2001	10	12	11	8
2002	15	17	18	13

A single-click on the table will reveal handles around it. These can then be used to expand, shrink or stretch the table in much the same way as for a clip art image (see Section 5.4).



To further refine your table, choose **Toolbars** from the **View** menu and **Tables and Borders** from the sub-menu. This displays the Tables and Borders Toolbar. This Toolbar allows you to change the line thickness, border colour, fill colour and many other characteristics of your table.

For more assistance with PowerPoint's table feature please consult the **Office Assistant**.

5.6

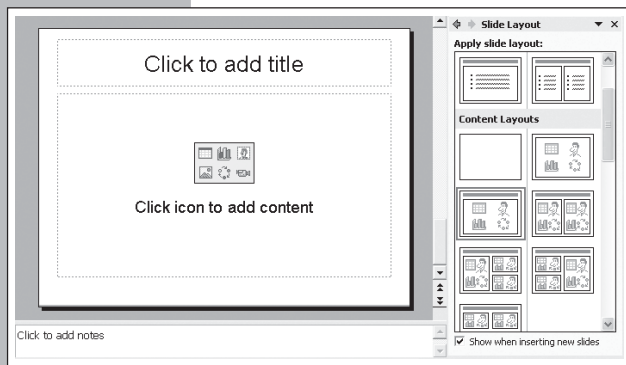
Adding Charts to a Slide

Charts can be added to a slide by using PowerPoint's own chart creation feature. However, this can be quite awkward and is rather simplistic, particularly if you have grown used to creating sophisticated charts in Excel. Consequently, while we briefly cover creating charts with PowerPoint we strongly recommend the alternative of pasting your charts from Excel.

Creating Charts with PowerPoint

To use PowerPoint's chart creating feature you need to create a slide with a layout which incorporates a chart.

- Create a new slide by clicking on the **New Slide** button or choose **Slide Layout** from the **Format** menu.
- Double-click on one of the several layouts which incorporates a chart.



- Click once on the chart shown as an icon on the slide.

- PowerPoint now displays a separate datasheet window containing sample data and, on the slide, a graphical representation of this data in the form of a chart.
- To delete the sample data and enter your own, click on the top left cell in the datasheet and press the **Delete key**.
- As you enter data into the datasheet a chart based upon this data is created on the slide.

For more assistance with PowerPoint's chart feature please consult the Office Assistant.

Pasting Charts from Excel

For more satisfactory creation of charts we suggest you use Excel to create your chart and then paste the result into your slide.

To Paste a Chart from Excel:

- Select the chart from within the Excel Worksheet.
- Choose **Copy** from the **Edit** menu.
- Switch to PowerPoint and the slide you wish to display the chart.
- Choose **Paste** from the **Edit** menu and the chart will be displayed on the slide.
- As with Tables above, you can use the **Tables and Borders** Toolbar to refine the appearance of your chart.

SECTION 6

COMPUTER-BASED PRESENTATIONS – WHY DO IT?

In addition to helping you to create professional slides for your presentation PowerPoint can be a useful tool in giving your presentation. If you have the facilities to give a computer based presentation PowerPoint has a number of tools that can make your presentation look really effective. Using the Transition and Animation tools makes your presentation more lively, less static and generally more interesting and impressive.

Computer based presentations also have other advantages beyond the obvious gimmicks they offer. Using computer based presentations can make it easier to rehearse and time your presentation (see Section 7.1). Computer based presentations usually give a higher quality of visual images as the slides do not need to be reproduced.

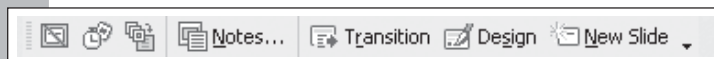
There are also some disadvantages to using a computer based presentation as there are quite a lot more things that can go wrong. Computer presentations rely upon smooth running technology. Projection systems, cables, the computer, PowerPoint and the presentation file itself must all be working in harmony. You will be well advised to allow plenty of time to set up the equipment and to keep a set of OHP slides at the ready just in case of disaster. See Section 7.

6.1

Slide Transitions and Animations

If you are able to use a computer as part of your presentation it is possible to improve the way you display your slides by using the Transition and Animation functions. Changing the Transition allows you to alter the way in which PowerPoint moves from one slide to the next. Changing the Animation will alter the way in which the elements of the slide eg. the text or charts, appear on the slide.

To change the Transition and Animation of the slides first switch to the Slide Sorter View. The Slide Sorter Toolbar is displayed.



Slide Transitions

To set up a slide transition:

- Click on the **Transition** button on the **Slide Sorter** Toolbar
- The Task pane will display a selection of transitions for you to choose from.
- Clicking on a transition will momentarily display the effect on the slide selected.
- Choose the type of transition you wish to use between your slides and this will immediately be applied.
- If you wish to apply the transition to all the slides in your presentation click on the **Apply to All Slides** button in the Task pane.
- If you wish to apply the transition to a range of slides use the **Control** key while selecting to allow you to make a multiple selection.
- Once you have set up a transition switch to **Slide Show** view to check that the transition looks as you hoped in full screen view. See Section 2.11 for more about Slide Show view.
- To change transitions: make another choice from the Task pane.

- To remove a transition: choose **No Transition**.

Note: It is good practice to keep your slide transitions consistent and subtle, perhaps only changing the transition when you want to a slide to get particular attention.

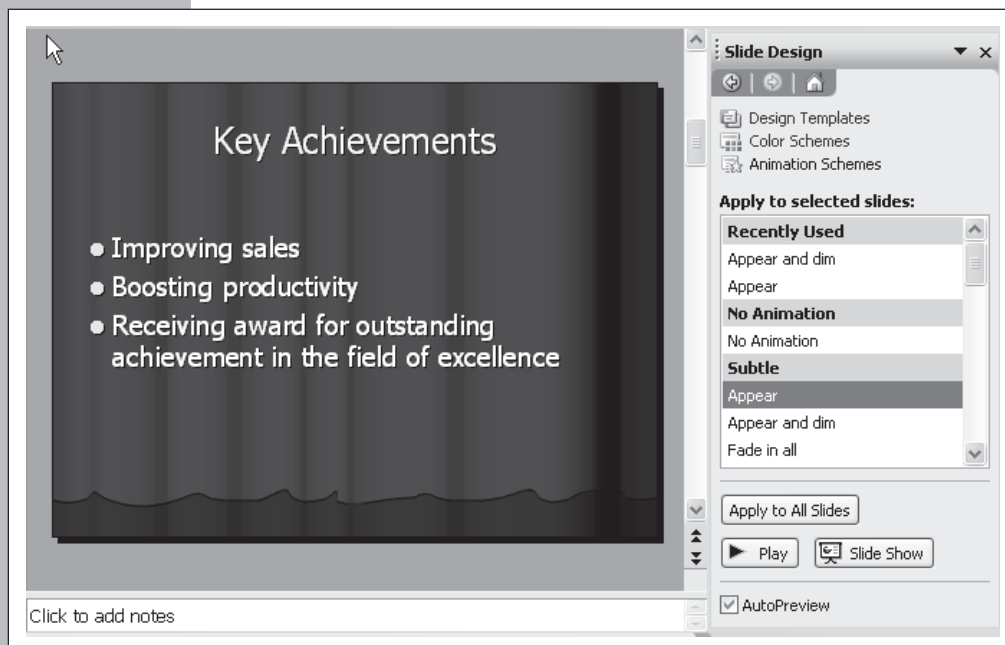
Animating Objects on a Slide

In addition to allowing you to animate the transition between slides, PowerPoint allows you to animate individual objects on a slide.

If you are tempted by this feature you should ensure that you use it sparingly as excessive use of animation can lead to a presentation appearing crude and unsophisticated.

To animate objects on a slide:

- Switch to **Normal** view from the **View** menu.
- Choose **Animation Schemes** from the **Slide Show** menu.



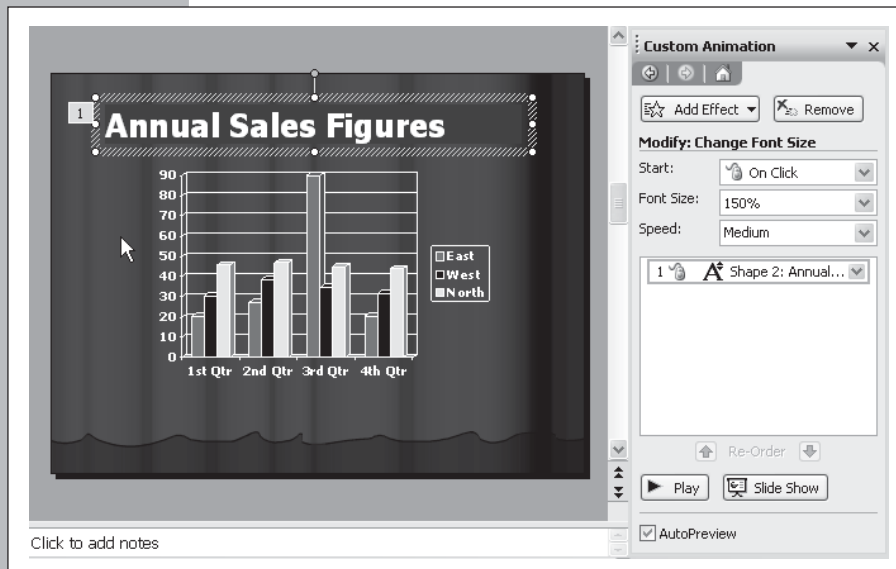
- The Task pane changes to display scrolling menu of animation effects.
- Clicking on an animation effect will momentarily display the effect on the slide selected.
- Choose the type of animation you wish to use and this will immediately be applied.
- If you wish to apply the animation to all the slides in your presentation click on the **Apply to All Slides** button in the Task pane.
- If you wish to apply the animation to a range of slides use the **Control** key while selecting to allow you to make a multiple selection.
- Once you have set up animation effect switch to **Slide Show** view to check that it looks as you hoped in full screen view. See Section 2.11 for more about Slide Show view.
- To change animation scheme: make another choice from the Task pane.
- To remove a transition: choose **No Animation**.

Custom Animations

Animation schemes like those described above apply to all the objects on a slide. However, PowerPoint is capable of more complex animations where each object on a slide can be animated independently.

To animate Objects independently:

- Switch to **Normal** view from the **View** menu
- Choose **Custom Animation** from the **Slide Show** menu
- Select the slide object that you wish to animate



- Click on the **Add Effect** button on the Task pane to display a range of sub-menus describing different animation effects.
- Choosing a custom animation effect will momentarily display the animation on the slide selected and add the animated object to the list of custom animations in the Task pane.
- The custom animation list can be used to choose the order in which the animations are displayed
- Click on the **Remove** button to remove the custom animation.
- Once you have set up animation effect switch to **Slide Show** view to check that it looks as you hoped in full screen view.

6.2

Audio and Video

If you are making a computer based presentation you can include Audio and Video files as part of your slides.

There are obvious advantages to these – they can make your presentation come to life and introduce elements which give you a rest while presenting your material. However there is also more potential for things to go wrong. Is the projection device you are using of good enough quality to display a film clip? Are the speakers powerful enough for everyone in the room to hear your audio soundtrack?

These functions are outside of the scope of this guide though they are relatively easy to use if you have used Audio or Video files before. Click on the **Office Assistant** for more information (see Section 2.1).

SECTION 7

PREPARING FOR A PRESENTATION

Once you have finished creating the slides for your presentation you will need to prepare and rehearse what you are going to say while you show the slides. Double check everything. If you have transferred the presentation to overheads or 35mm slides consider your options if there is a malfunction in the equipment.

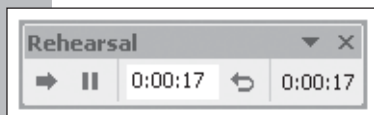
If you are doing a presentation straight from your (or even more dangerously someone else's) computer, make sure that you have made a couple of copies and that you have checked everything. Does the place where you are presenting have a computer? Are you sure it is a PC? Do they have a suitable projector? Is it worth taking a set of overheads in case anything goes wrong? Do any of your audience have any special needs?

7.1

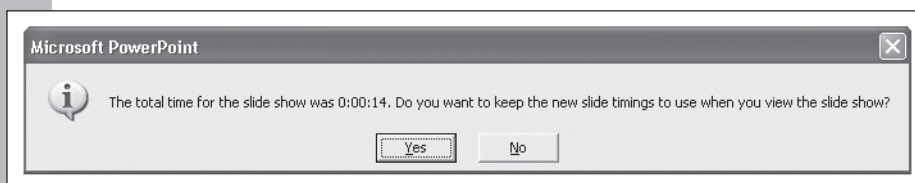
Rehearsing

One of the most important things that you should remember before giving your presentation is that 'Practice Makes Perfect'. The more times you go through a presentation before you actually give it the better. If you are worried about how long the presentation is going to take PowerPoint allows you to time it as you rehearse it. To do this choose **Rehearse Timings** from the **Slide Show** menu. This will display the first slide of your presentation and allow you to give the presentation while PowerPoint times how long you spend on each slide and on the presentation as a whole.

Once you have practised the entire presentation PowerPoint will ask you if you want to record the timings.



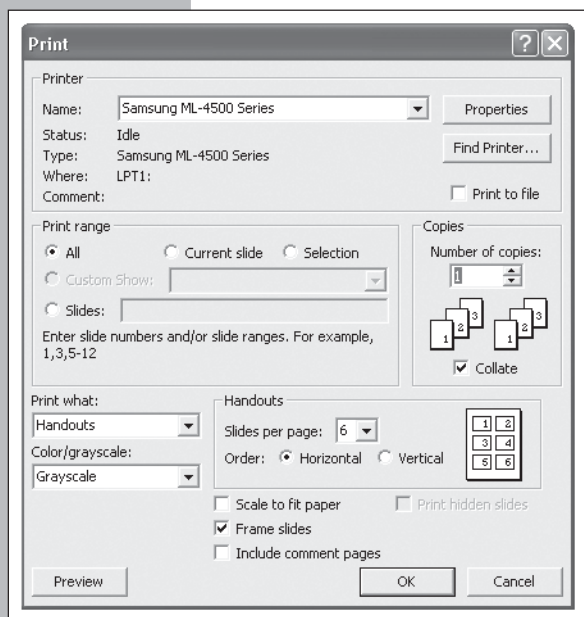
If you click on **Yes**, the next time you to run the Slide Show it will automatically run the presentation at the speed you set.



7.2

Audience Handouts

To help your audience follow your presentation PowerPoint aids you in creating handouts.

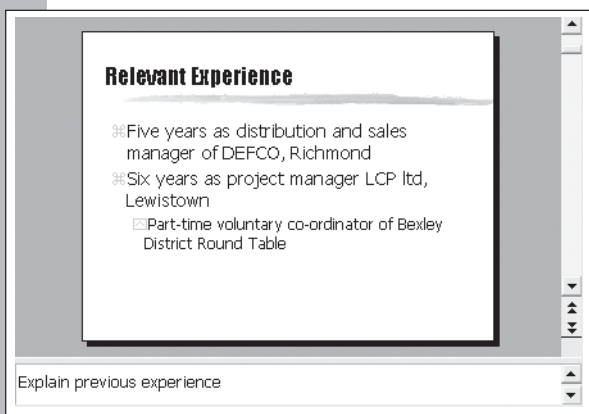


Handouts display several slides in reduced views on a page. To print handouts choose **Print** from the **File** menu and, from the handouts section of the dialogue box, choose the number of slides that you wish to print per page.

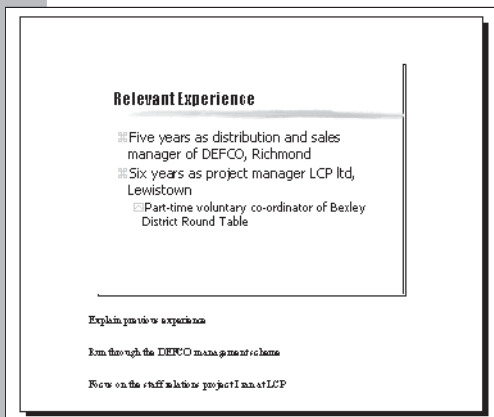
7.3

Speakers Notes

PowerPoint's Notes feature allows you to make notes to help guide you when you give the presentation.



In Normal view, Notes can be added by typing into the **Notes pane** at the bottom of the window.



To view the notes as they will be printed choose **Note View** from the **View** menu. Notes display a reduced view of each slide and alongside each slide is displayed the accompanying notes.

To print the speakers notes, choose **Notes Pages** from the **Print what** pop-up menu in the print dialogue box.