



A Guide to *PowerPoint 2000*

by

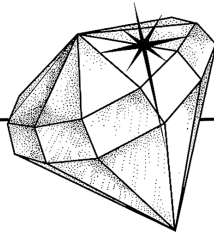
Tristram Hooley

edited by

Adrian Beck

Mark Maynard

Richard Rodger



Recommended by
Plain English Campaign

Software Made Simple
3 Glenbervie Drive, Beltinge, Herne Bay, Kent CT6 6QL
Telephone: 01227 361263
Fax: 01227 371054

Internet: <http://www.s-m-s.co.uk>
Email: guides@s-m-s.co.uk

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This Guide assumes a basic understanding of how to use a PC and Windows. If you are not confident that you have this basic understanding then read the companion Guide: **A Guide to Word 2000** which contains the necessary information.

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 multi-media 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?

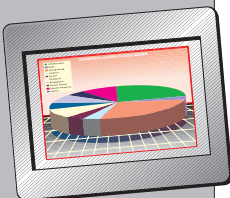
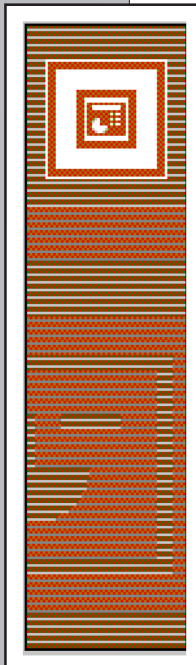
Before creating a PowerPoint presentation you need to consider what other materials you are drawing on and whether you have them to hand. The slides you show in your presentation should complement your speech. They are not simply decorative. If you are talking about sales figures you have the option 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.



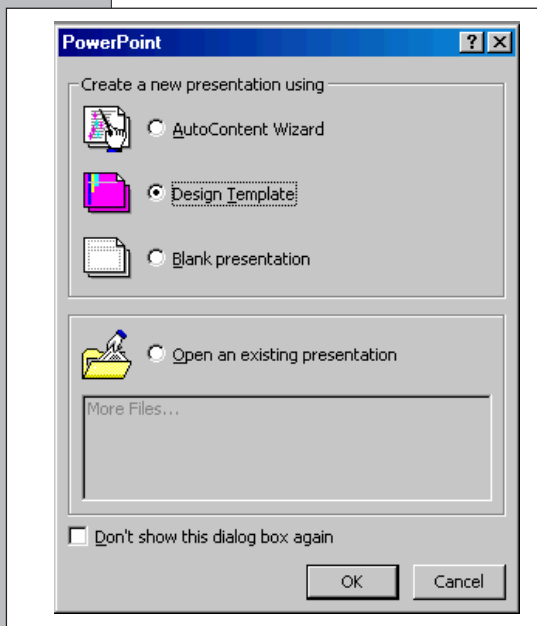
SECTION 2

GETTING STARTED

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

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

PowerPoint should now open and the dialogue box shown below will appear offering you four options.



The first option is the **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.

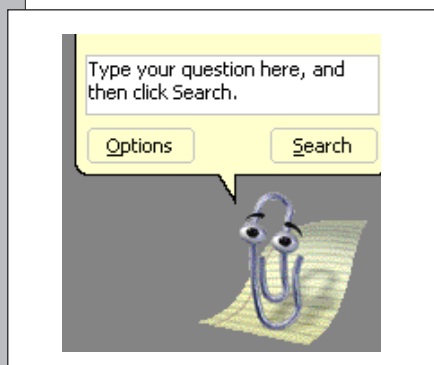
The second option is **Design Template**. This option allows you to choose a consistent appearance for your entire presentation. For most normal presentations the **Design Template** option gives you enough freedom to do whatever you want. Try choosing it and then clicking on the **OK** button to get started. For more information see Section 2.3.

The third option, **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.

The fourth option allows you to open an existing presentation. For more information see Section 3.

2.1



The Office Assistant – Help Using PowerPoint



By default PowerPoint will probably display the **Office Assistant**. The Office Assistant is shown as an animated character. Click once on the character to 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 produced; just click on the most appropriate answer for further details. To hide the speech bubble, move your pointer away from the Office Assistant and click once.

2.2

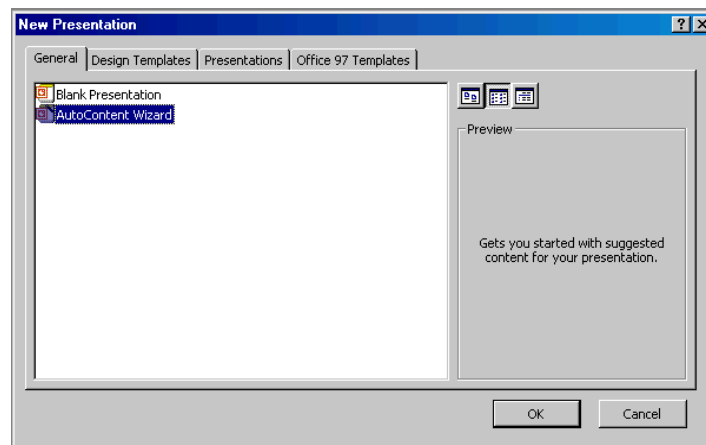
Note: If the Office Assistant is not displayed, click on the  button on the Toolbar. Conversely, to hide the Office Assistant choose **Hide the Office Assistant** from the **Help** menu. You may also notice that a light bulb symbol appears on your presentation.  Click on this light bulb to display the Office Assistant and a speech bubble with helpful suggestions.

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. More detailed help is available by choosing **Contents and Index** from the **Help** menu.

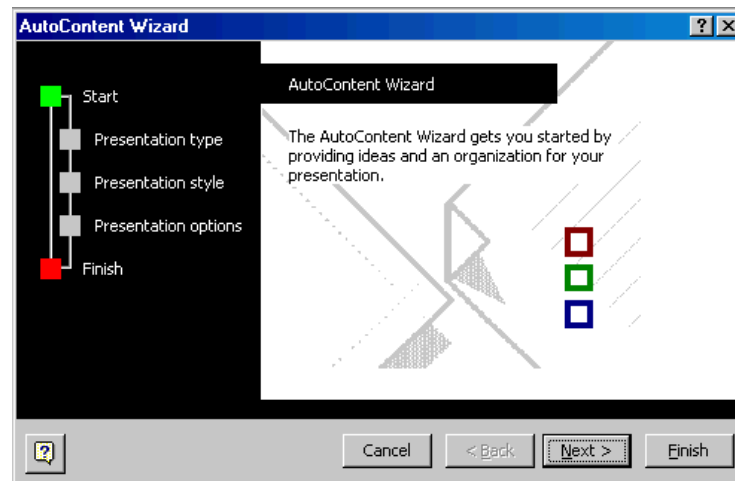
Getting Started Quickly – The AutoContent Wizard

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.

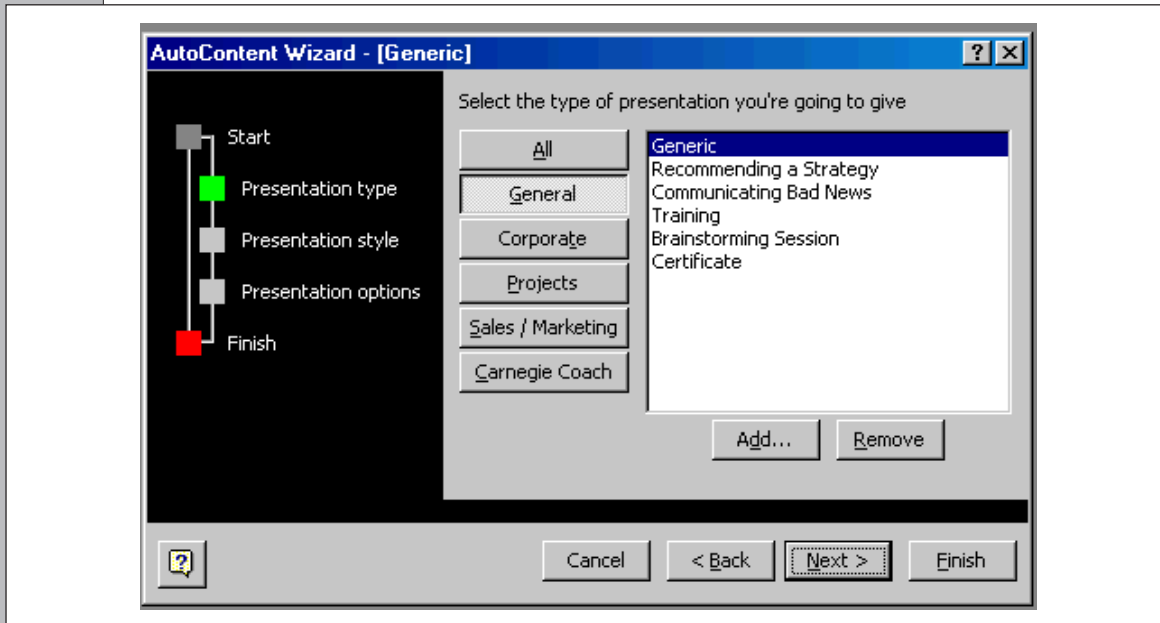
Choose **AutoContent wizard** from the initial PowerPoint dialogue box or access it by choosing **New** from the **File** menu and click on the **General** tab.



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.

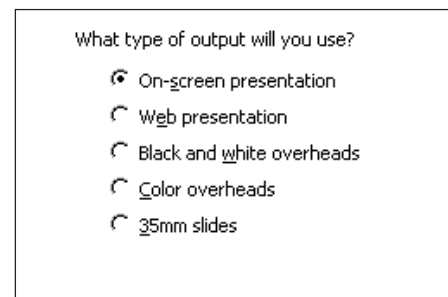


The different categories and presentation types suggest headings and subheading, that are appropriate for different topics and styles of presentation. For example, the Recommending a Strategy option gives you a presentation structure that is appropriate for a selling a new business or campaigning strategy.

- 2 **Vision Statement**
 - State the vision and long term direction
- 3 **Goal and Objective**
 - State the desired goal
 - State the desired objective
 - Use multiple points if necessary
- 4 **Today's Situation**
 - Summary of the current situation
 - Use brief bullets, discuss details verbally
- 5 **How Did We Get Here?**
 - Any relevant historical information
 - Original assumptions that are no longer valid
- 6 **Available Options**
 - State the alternative strategies
 - List advantages & disadvantages of each
 - State cost of each option
- 7 **Recommendation**
 - Recommend one or more of the strategies
 - Summarize the results if things go as proposed
 - What to do next
 - Identify action items

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

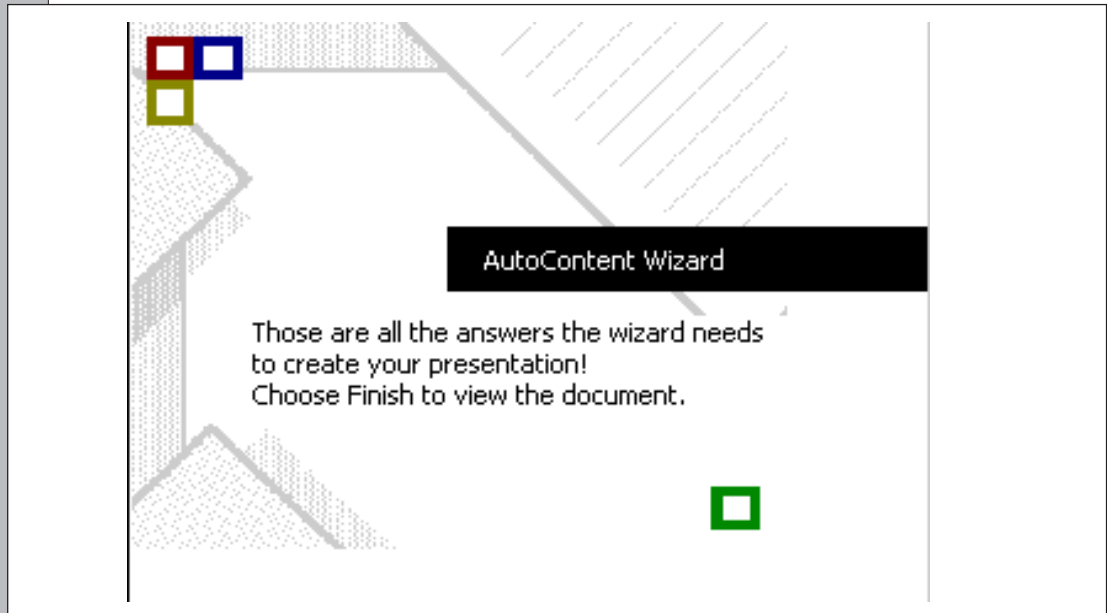
The next screen will ask you how you want to use this presentation.



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.



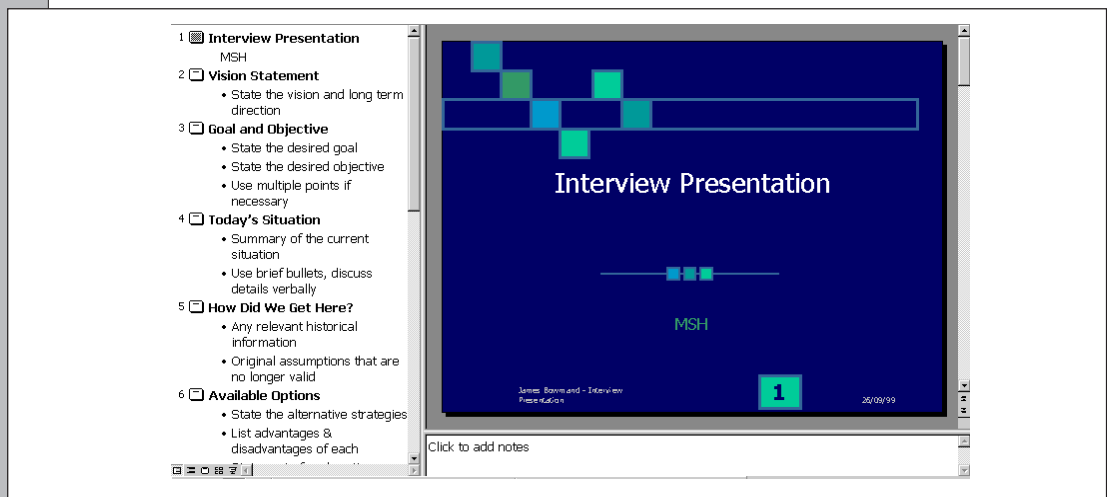
You will be asked to enter the title of your presentation and specify any information you want to appear on all the slides. Check the relevant boxes if you want the date the presentation was last updated and the slide number to appear on each slide. Enter this information and then click on the **Next**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

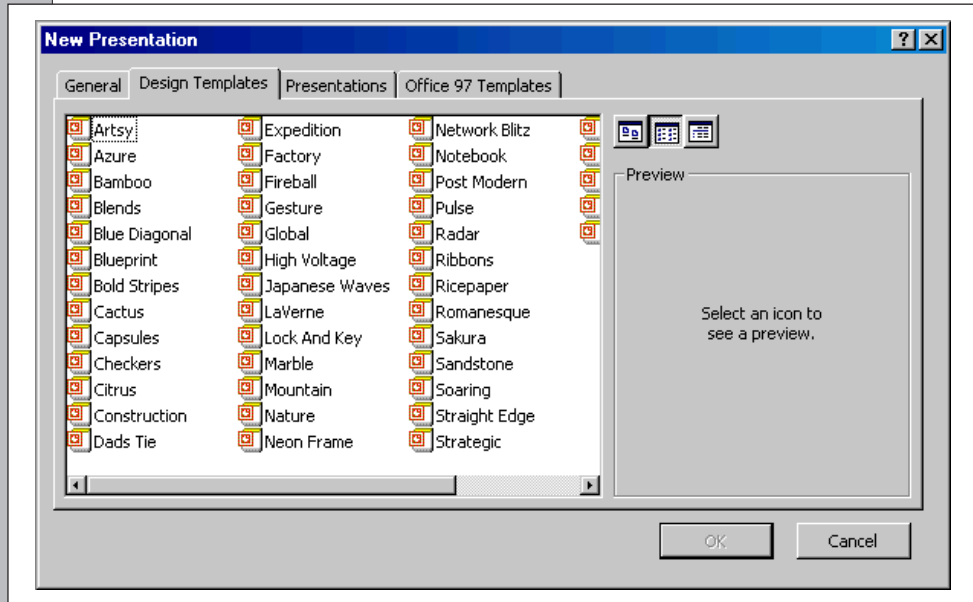
You can now insert the contents of your presentation under the titles PowerPoint has created for you. Alternatively, you can use this as a basis for your presentation and edit, rearrange and add to it in the same way you would to any other presentation. See Section 4.



2.3

Creating a Presentation from a Template

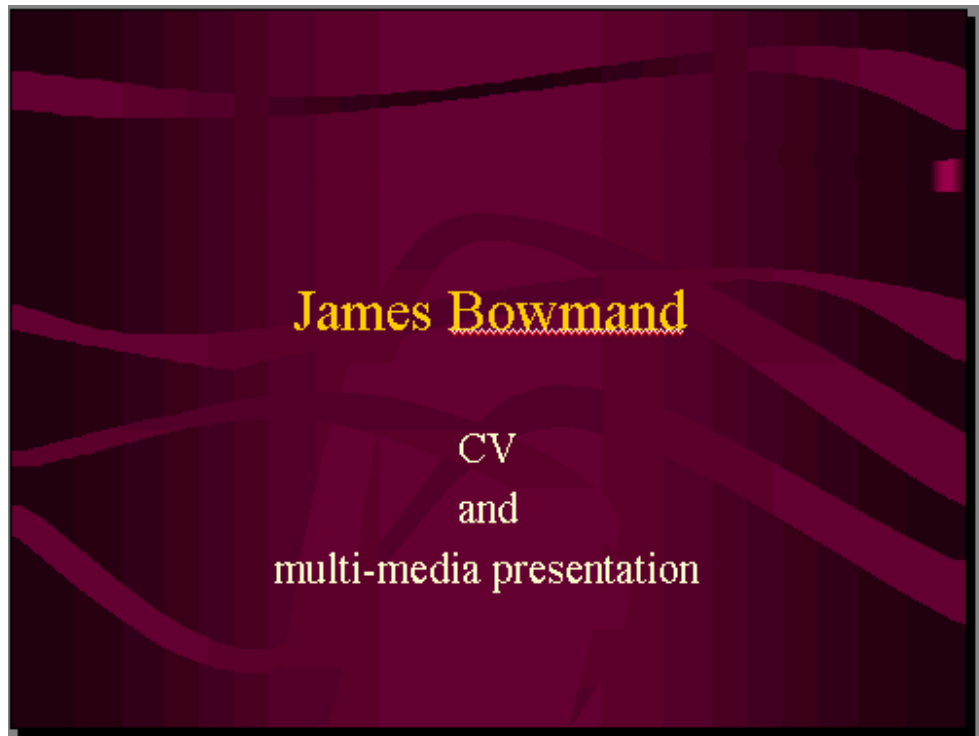
To create a presentation you can either choose the Template option from the initial PowerPoint dialogue box or choose **New** from the **File** menu to display the New Presentation



Click on the **Design Templates** tab. You should now see a number of options. These are different background designs for your presentation. When you single-click on any of them PowerPoint will display an example of the design in the Preview box. Experiment with a few of them but, as you will see, some of them are more appropriate than others.

The elaborate design of Lock and Key or Ribbons are perhaps inappropriate for an interview.



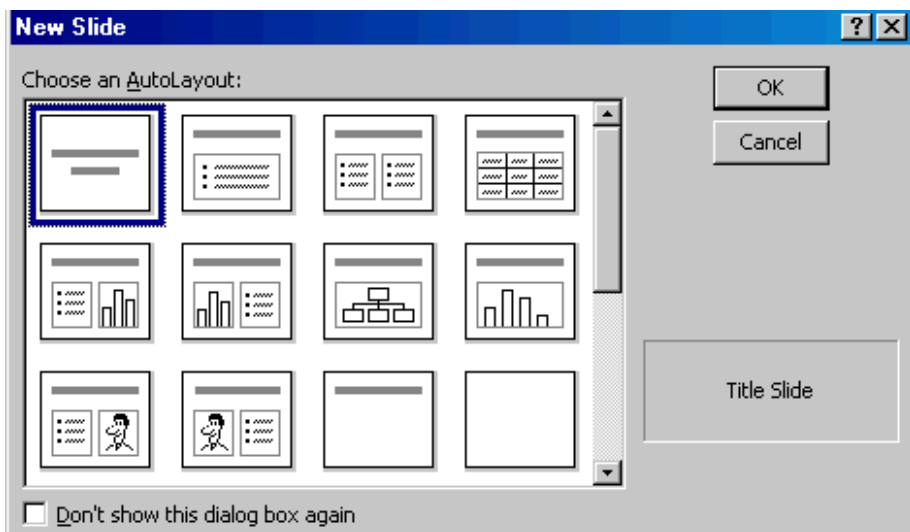


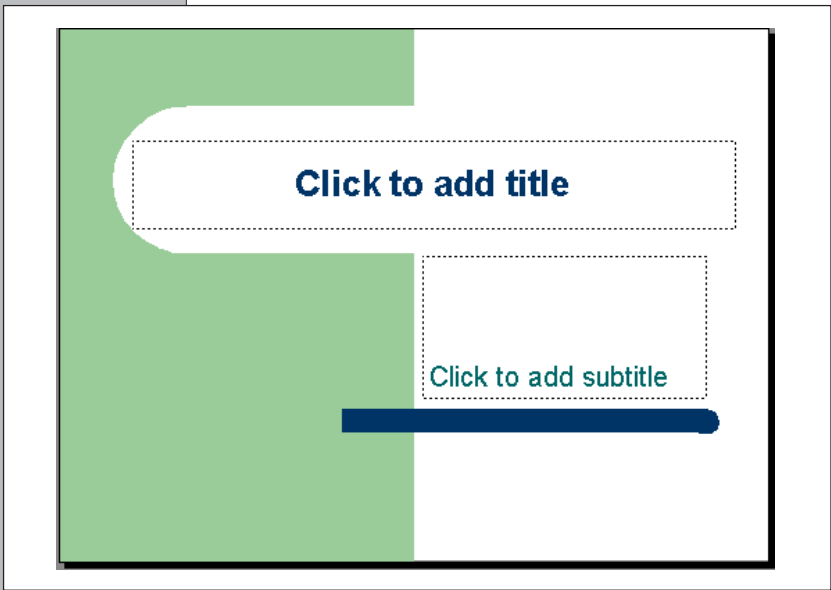
Double-click on the presentation of your choice. We have chosen to use the Capsules template in the example presentation because it is clear and simple.

2.4

Choosing the Format for a Slide – AutoLayout

You have chosen the overall look of your presentation and can now start work on the individual slides. A dialogue box will appear providing a number of options.





Initially PowerPoint attempts to guess what type of slide you might want. As this is your first slide you will see that the Title Slide is highlighted. Choose an alternative if you prefer. Click **OK** to create your new slide.

You will notice that the slide has two placeholders that correspond with the layout you chose. To insert your text click on the relevant placeholder and type.

You can edit and format your text in much the same way as you would using a wordprocessor.

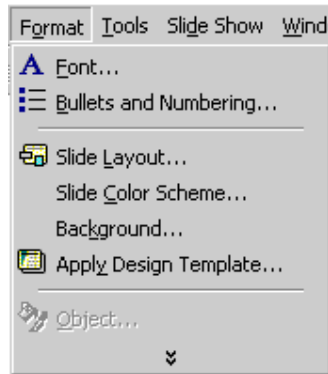
Adapting the Menus and Toolbars


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.

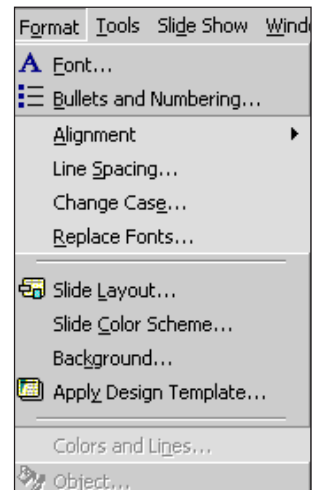
Sometimes you will want to use commands that you rarely use and therefore are not on the main menu or the Toolbar.

Accessing the Entire Menu

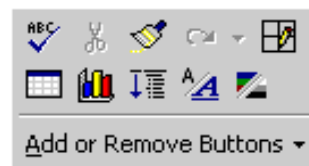
When you first choose a typical menu it will look like this.




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

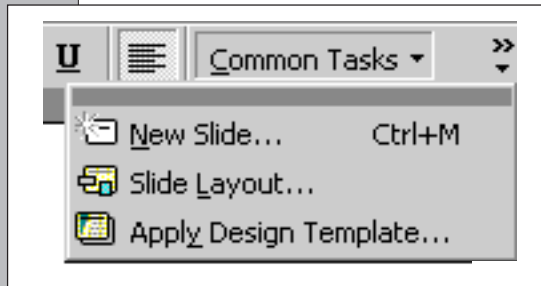


To add an additional button to your Toolbar click on the  button on the relevant Toolbar. This will reveal the **Add Buttons** menu. Double-click on the button to add it to your Toolbar.

2.5

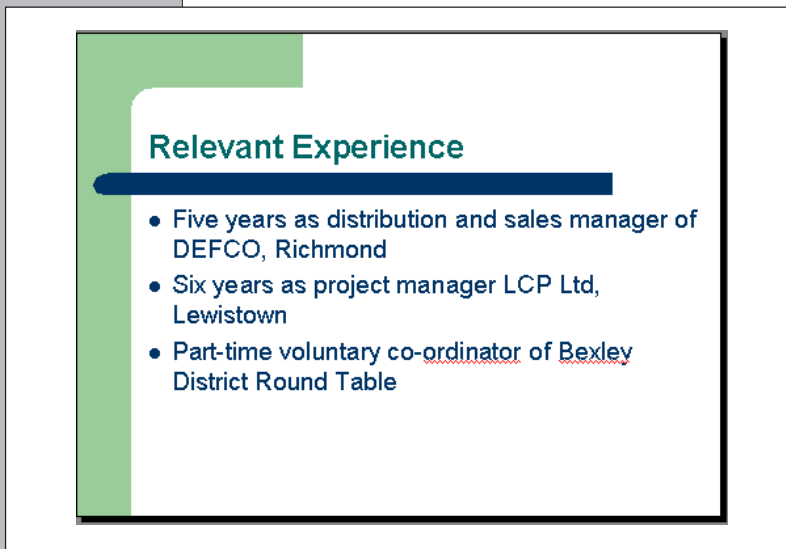
Creating a New Slide

After completing your first slide successfully you will probably want to create more as part of the same presentation. Any new slides created will be based upon the template design you chose. To create a new slide use the choose **New Slide** from the **Common Tasks** drop down menu on the Format Toolbar.




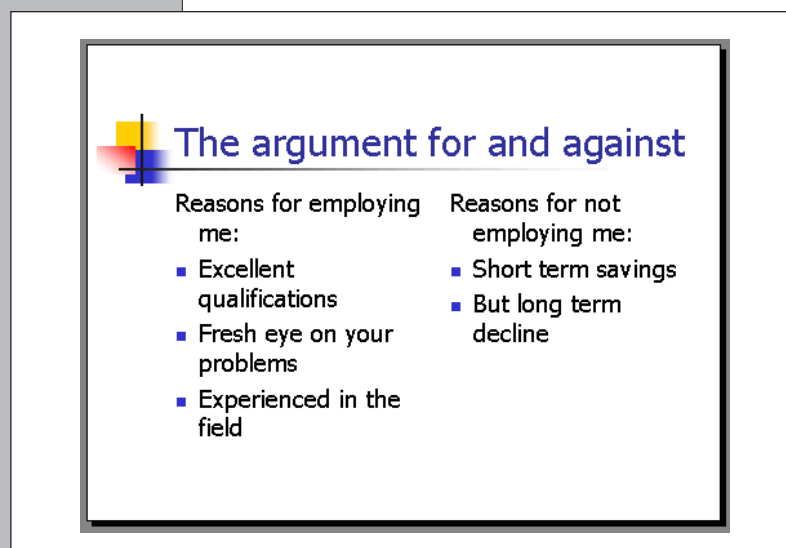
Alternatively choose **New Slide** from the **Insert** menu.

This will display the New Slide dialogue box and PowerPoint will again suggest the type of slide you might want to create. In this case it has chosen the AutoLayout for **Bulleted List**. Click **OK** to accept this choice and add the title of this slide in exactly the same way you did with the first slide.



When you click on the larger of the two placeholders you should notice that next to the insertion point there is a bullet. Type your text next to the bullet, when you press Enter (↵) the next bullet will appear. Your slide should look something like the slide shown opposite.


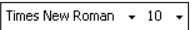

If you wish to include text without a bullet simply put the insertion point to right of the unwanted bullet and click . The bullet will then disappear leaving you free to enter your text.



Once you have created a successful slide using the **Bulleted List** AutoLayout try the **2 Column Text** AutoLayout. The 2 Column Text layout can be created in exactly the same way as the one column Bulleted List. It can be useful for showing comparisons and for fitting more information on to one slide.

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  buttons to make the text bold, italic or underlined. Next you can change the font or font size by using the drop down menus ; or align the text using .

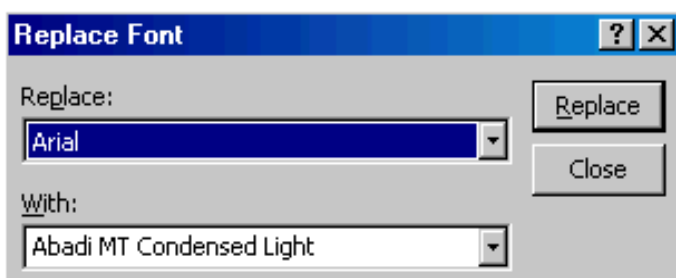
You have probably used a wordprocessor before so use your experience to improve the appearance of the text.

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 **Black and White** from the **View** menu to give yourself a clear idea of what the slides will look like in presentation.

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.

Note: When creating a professional presentation it is best not to overuse different font types, colours and sizes. Ten different fonts of varying sizes in all the colours of the rainbow can only look messy.

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.



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.

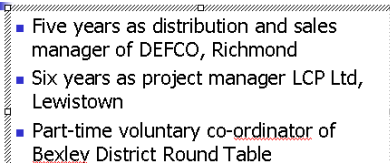
Simply choose the existing font and its replacement and click on the **Replace** button.

2.7


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.

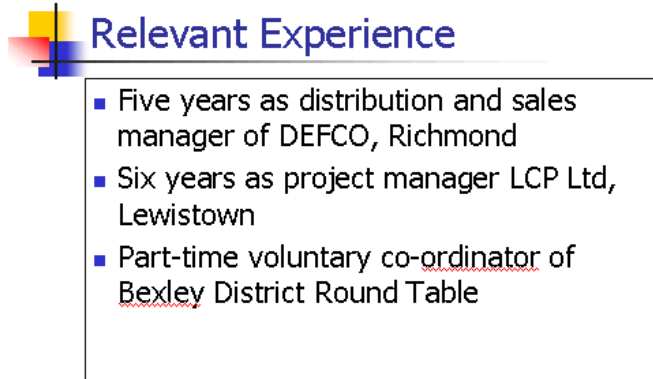
To make a block of text stand out draw a border around it. To add the border:



- 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

- Select the text by clicking anywhere inside the placeholder.
- Click on 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. Shading also has the effect of making the text stand out more. To add shading:



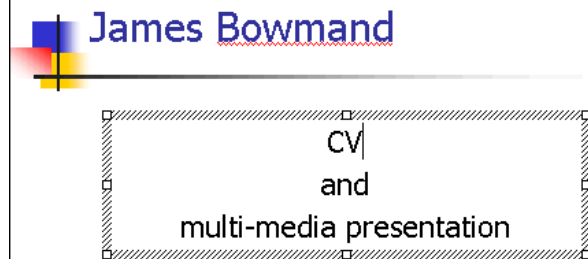
Relevant Experience

- 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

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

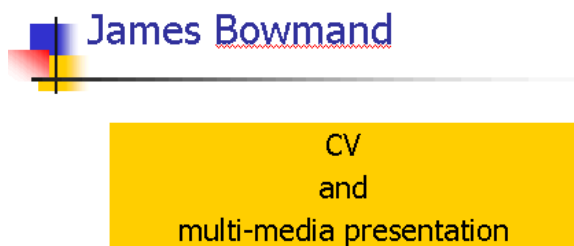


- Click on the arrow next to the **Fill Colour** button. A pop-up menu with a colour palette will appear. Double-click on the fill colour you require.



James Bowmand

CV
and
multi-media presentation



James Bowmand

CV
and
multi-media presentation

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. The end result should look something like this.

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 picture 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

To check the spelling of a presentation click on the  button on the Toolbar. If the spellchecker identifies a word spelled incorrectly a dialogue box will then be displayed listing alternative spellings. You may choose to ignore the mis-spelling.




PowerPoint's **AutoCorrect** feature prevents some of the most common typing errors. For example typing two capitals together eg. POverPoint, failure to capitalise days of the week, and repeated mis-types such as 'teh' instead of 'the' can be corrected automatically as you type when the AutoCorrect is switched on.

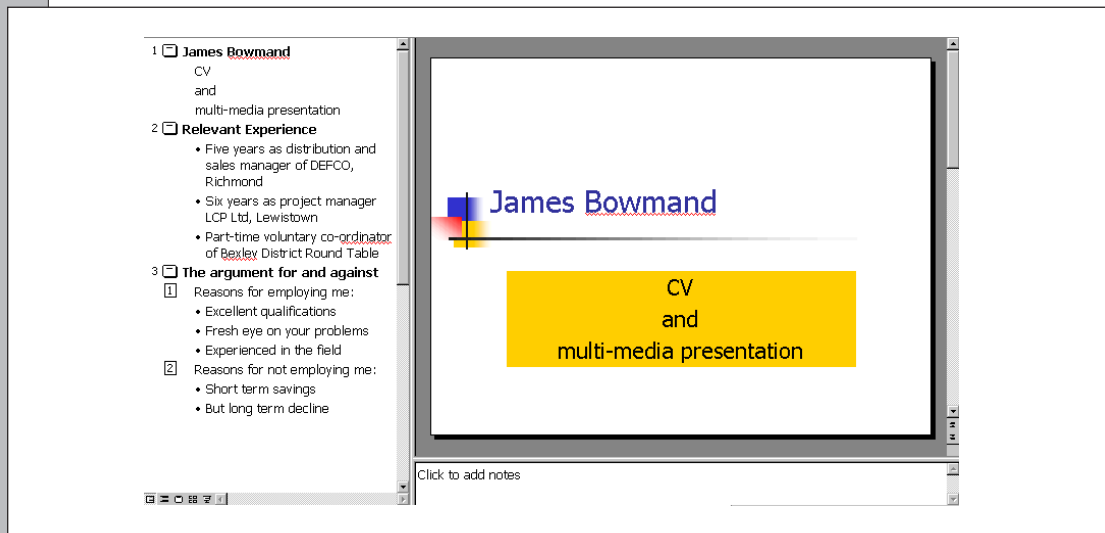
2.11

Viewing your Presentation

Now you have created two or more slides you might wish to compare them and examine how the overall presentation looks. To do this you will need to use the **Views Toolbar** which you will find in the bottom left hand corner of the PowerPoint window.



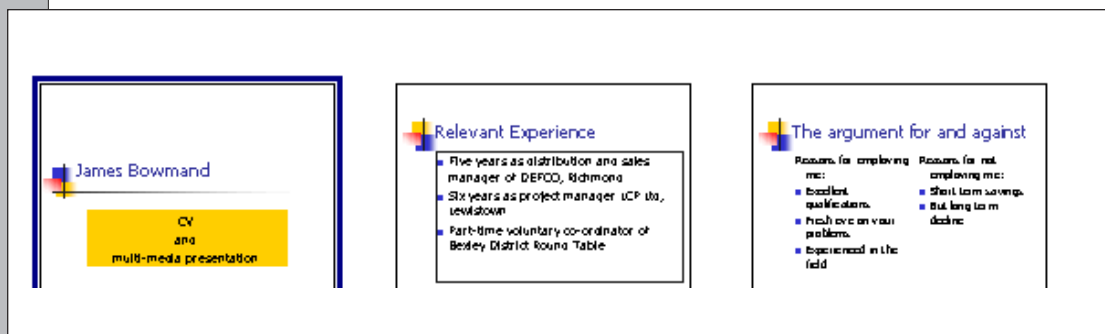
Until now you have been looking at your presentation in **Normal View** . This shows you the slide you are working on as well as a smaller version of the Outline view (see below) and space for notes. This is probably the best view to use when you are creating the slides.



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

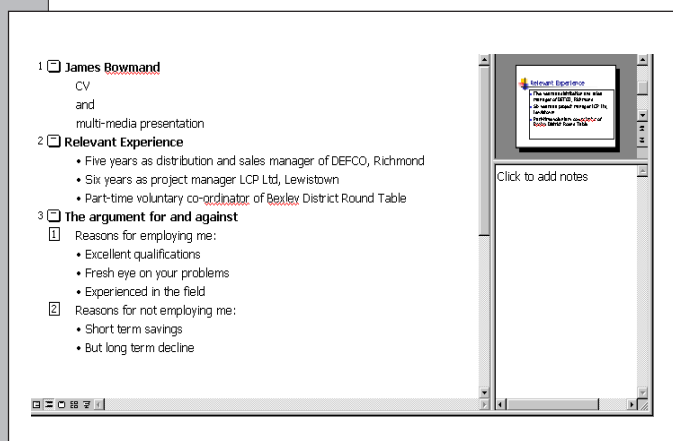
Alternatively, you can move between slides by clicking on the scroll bar.


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



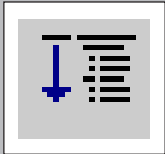
By double-clicking on any of the slides in Slide Sorter View you can return to Normal View to allow you to edit anything you do not like about that particular slide.



Outline View



One useful way to view your entire presentation is by switching to Outline View. This enables you to see just the content of your slides by ignoring the visual distraction of colourful slides. To switch to outline view click on the  button on the View Toolbar.

Your presentation should now look something like the illustration left.



Sometimes it is useful to see just the title of the slides in your presentation. If you would like to do this click on the  button. You can find this button and other buttons that relate to the Outline View on the Outlining Toolbar. To activate the Outlining Toolbar choose **Toolbars** from the **View** menu and **Outlining** from the sub-menu. If you wish to return to viewing the outline of your document, click on the  button.


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).

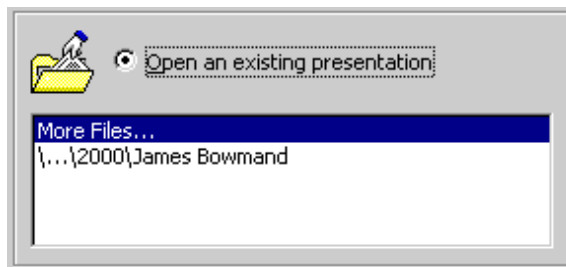
SECTION 3

OPENING, CLOSING, SAVING AND PRINTING

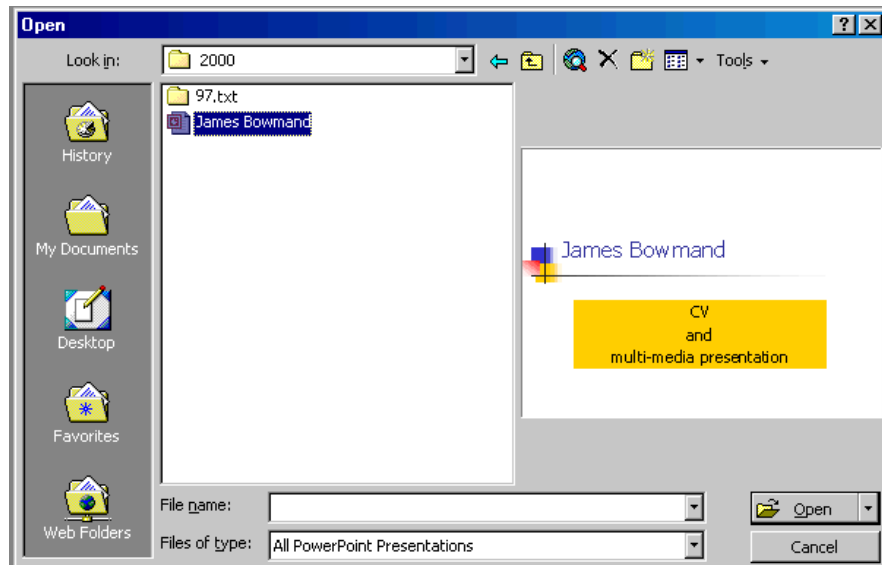
3.1

Opening

Choose **Open** from the **File** menu or click on the  button on the Toolbar. Alternatively you can choose **Open an existing presentation** from the initial PowerPoint dialogue box. Choosing the **Open an existing presentation** radio button displays a list of recently opened files. If the file you are looking for is not listed double-click on **More Files**.



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.

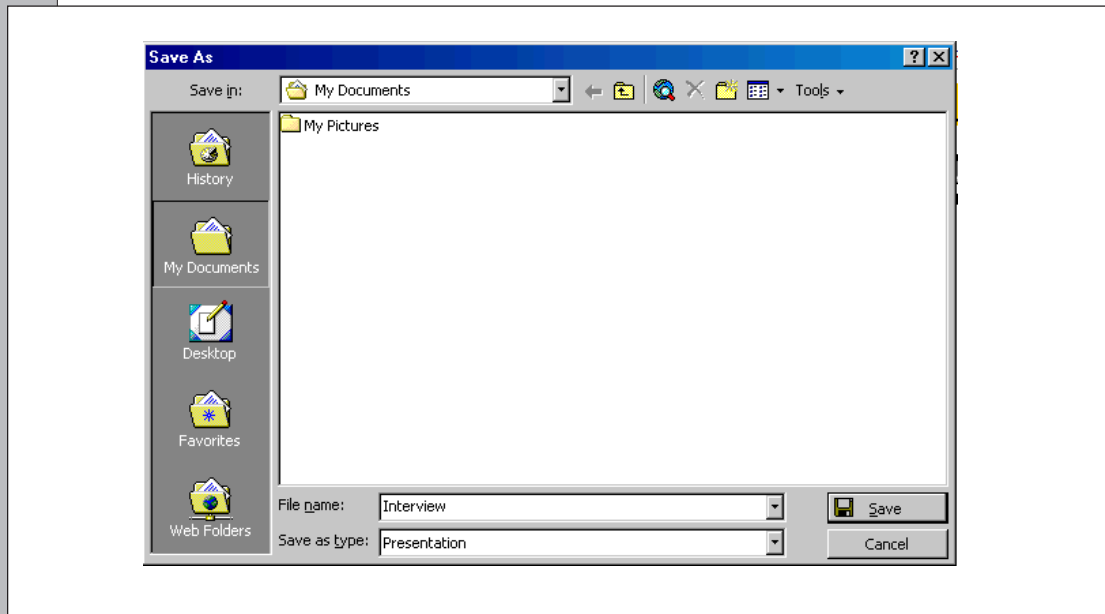
If the PowerPoint program itself is not yet open existing presentations can also be opened by locating their icon and double-clicking.

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.

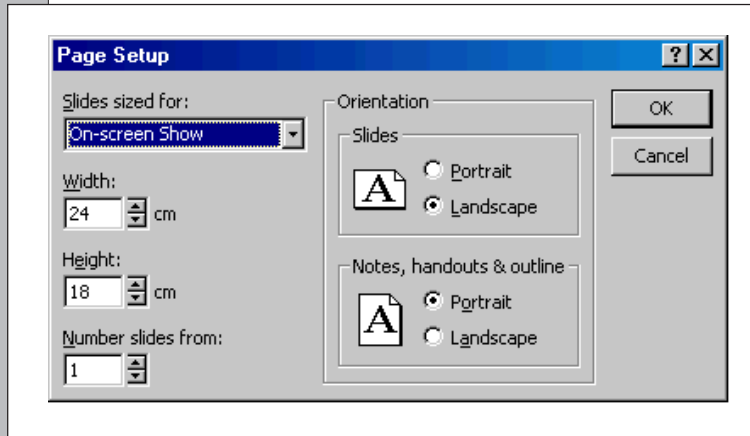


3.3

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.

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.

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

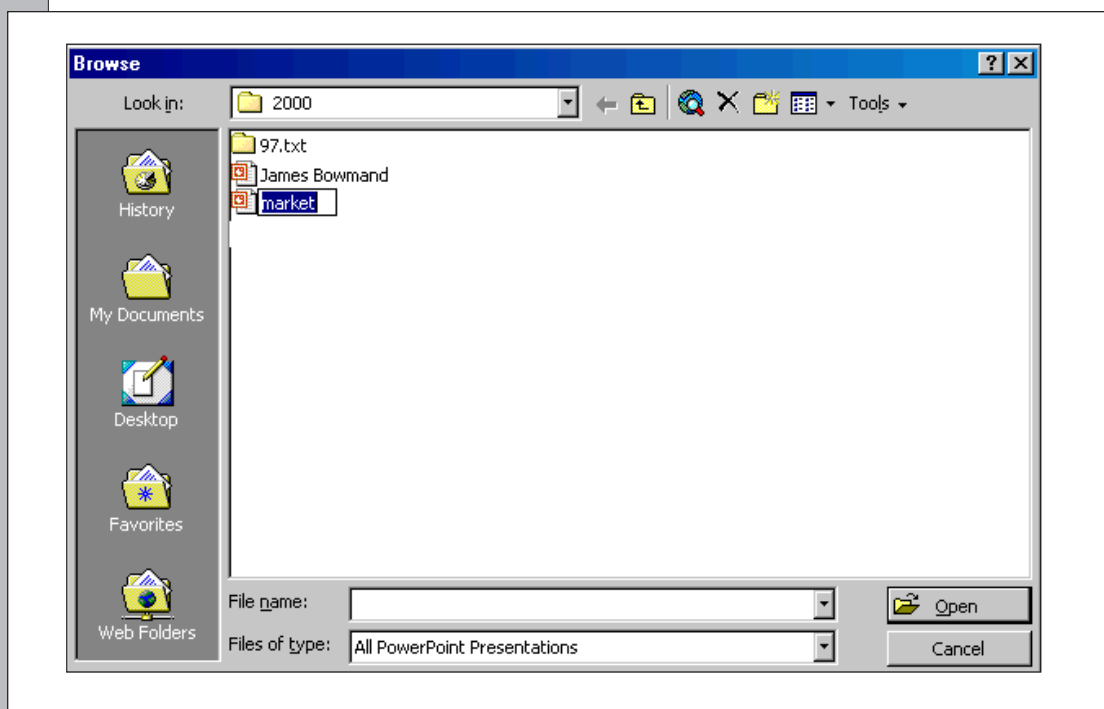
PowerPoint allows you to reorganise slides once you have created them. This means that you can change your presentation, try out a different slide order, cut out some slides and insert new ones. As you develop a clearer idea of the direction of your presentation you may also wish to change your emphasis 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

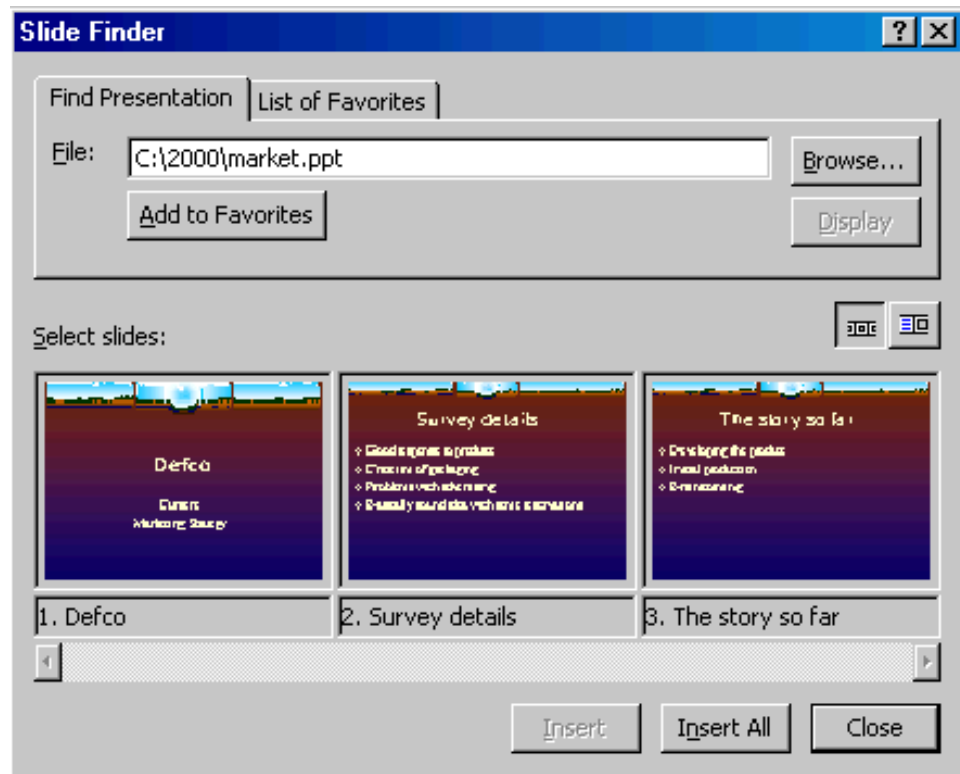
Often you will create a slide and realise then that you need an extra slide to link it to the previous one. To insert a new slide between two existing slides simply return to the your first slide and click on **New Slide** from the Toolbar or choose **New** from the **File** menu.

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 to display the following dialogue box.



Select the file that contains the slide or slides that you wish to insert. Click on the **Open** button and the **Slide Finder** dialogue box will be displayed.

When you click the **Display** button, three of the slides will appear in the boxes at the bottom of the dialogue box.



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.

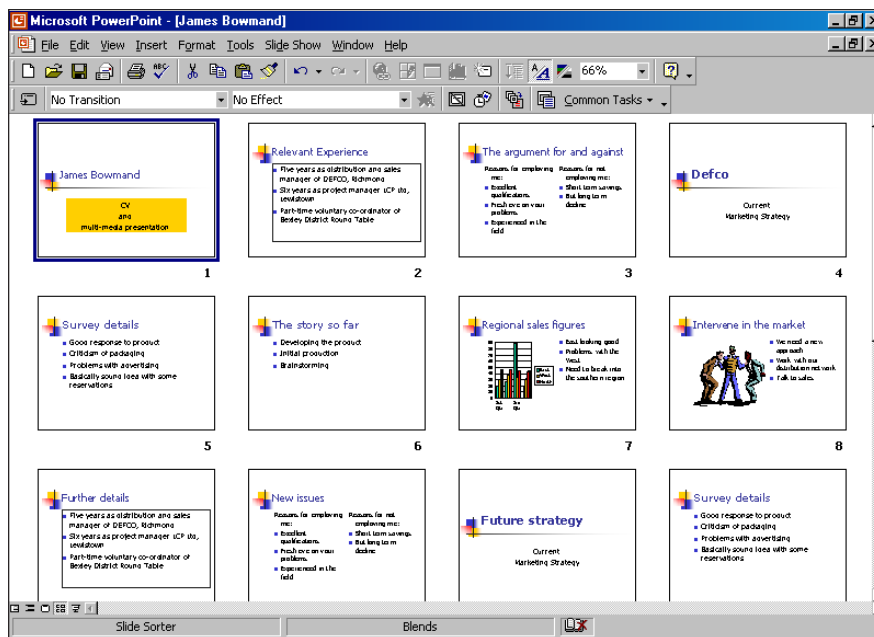
To Delete a slide select the slide in either Slide Sorter or Outline view and press Backspace (↵).

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 click on the  button to switch to Slide Sorter view.

Note: It is often helpful to change the **Zoom**. You can find this in the top right hand corner of your screen. 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.

4.2



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 . 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.

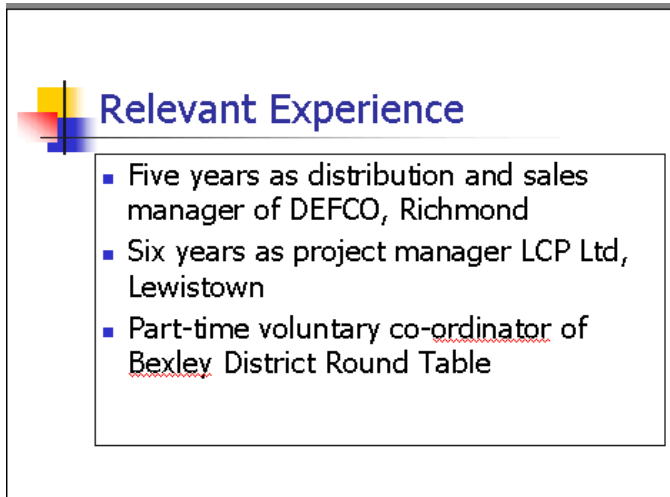
Another click in this example will move the line up into the next slide.

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 DEFECO, 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 highlight the element of the slide 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 coordinator 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
 - **Part-time voluntary coordinator 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
- 3 **Part-time voluntary coordinator 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.

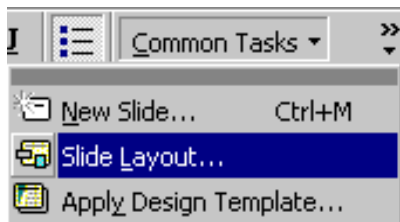
SECTION 5

MORE ADVANCED POWERPOINT

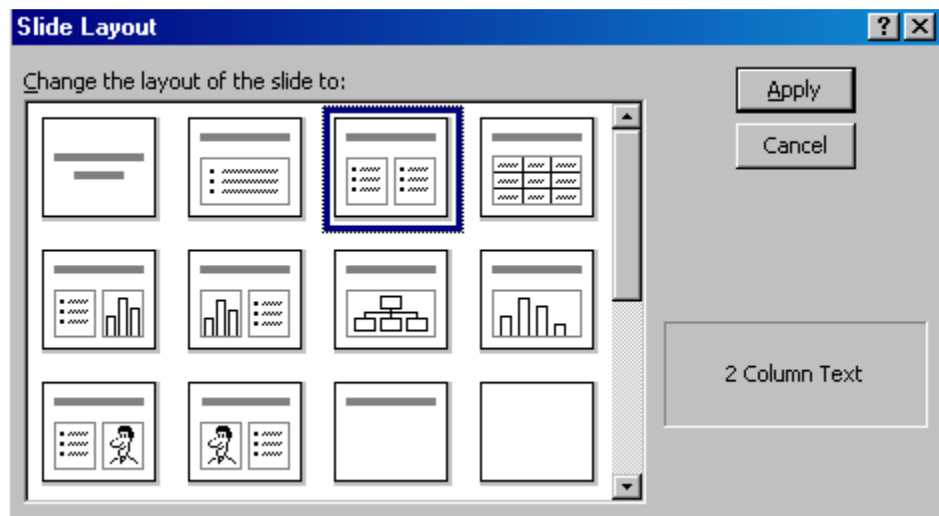
5.1

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 **Common Tasks** drop-down menu.



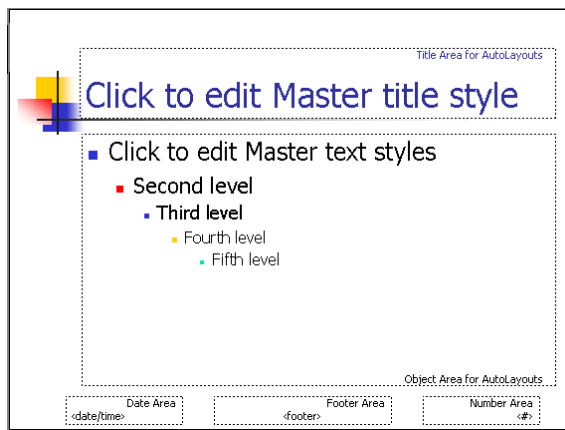
This will display the **Slide Layout** window. Choose the layout required and click on the **Apply** button.



If you want to change the layout of a number of slides you need to switch to Outline view (see Section 2.10). Click on the  button to collapse the slides so you can only see their titles. Select the slides you wish to redesign and click on **Slide Layout** to display the **Slide Layout** window. Clicking on the **Apply** button will change the layout of all the slides you have selected.


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.

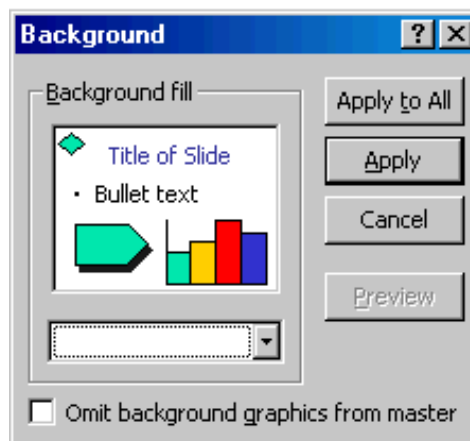
Changes made to the Master Slide will be applied to all the slides in your presentation. Typical changes you might decide to make would be:

- 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 default 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.

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.

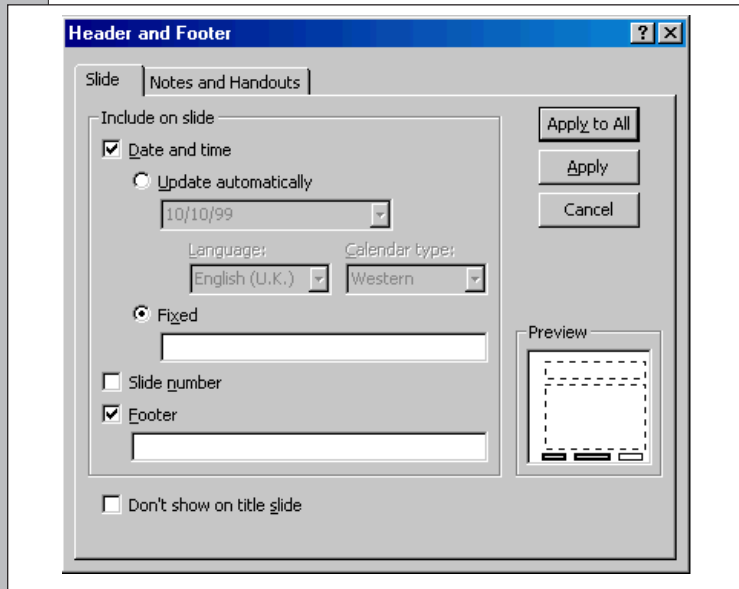
From this dialogue box you can choose the colour you wish the background to be and apply it to either the slide you are working on by clicking on the **Apply** button, or to the entire presentation by clicking on the **Apply to all** button.



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 automatically 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

To enter text tick the **Footer** box and type your text in the box below.



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 switch to Outline view and click on  to collapse your presentation and view just the titles of the slides.

You can now select the slides which you want to summarise and click on  to create the Summary Slide. The summary slide will be inserted before the first slide it summarises.

5.4



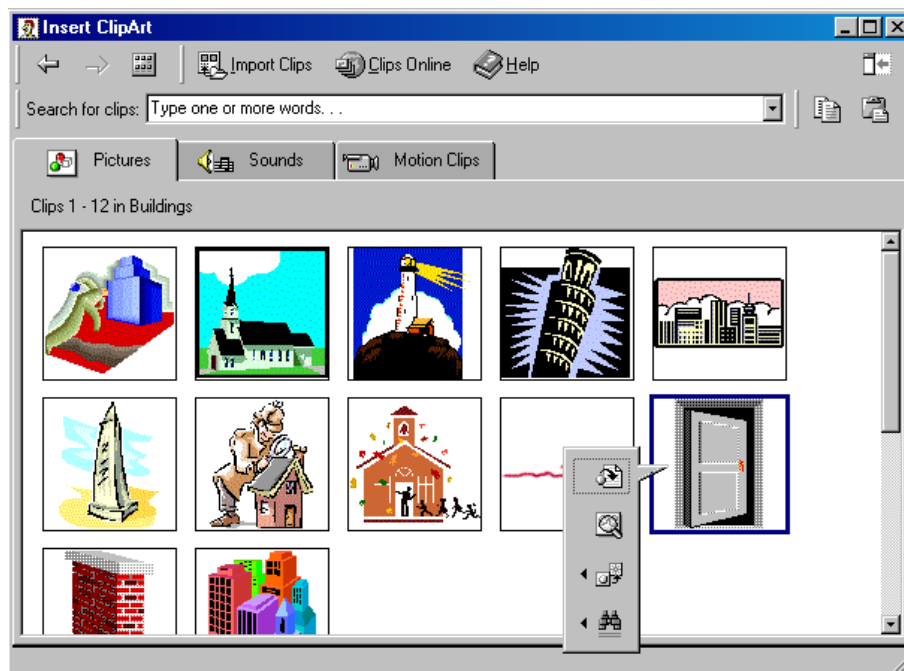
Adding Graphics to a Slide

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 piece of PowerPoint Clip Art choose one of the Clip Art AutoLayouts from the New Slide dialogue box.

This slide will be identical to the other slides that you have created except one of the placeholders will be set up for clip art.

When you double-click a dialogue box will appear displaying a number of categories. Choose the category you wish by single-clicking on it and the graphics in that category will appear in the preview box.

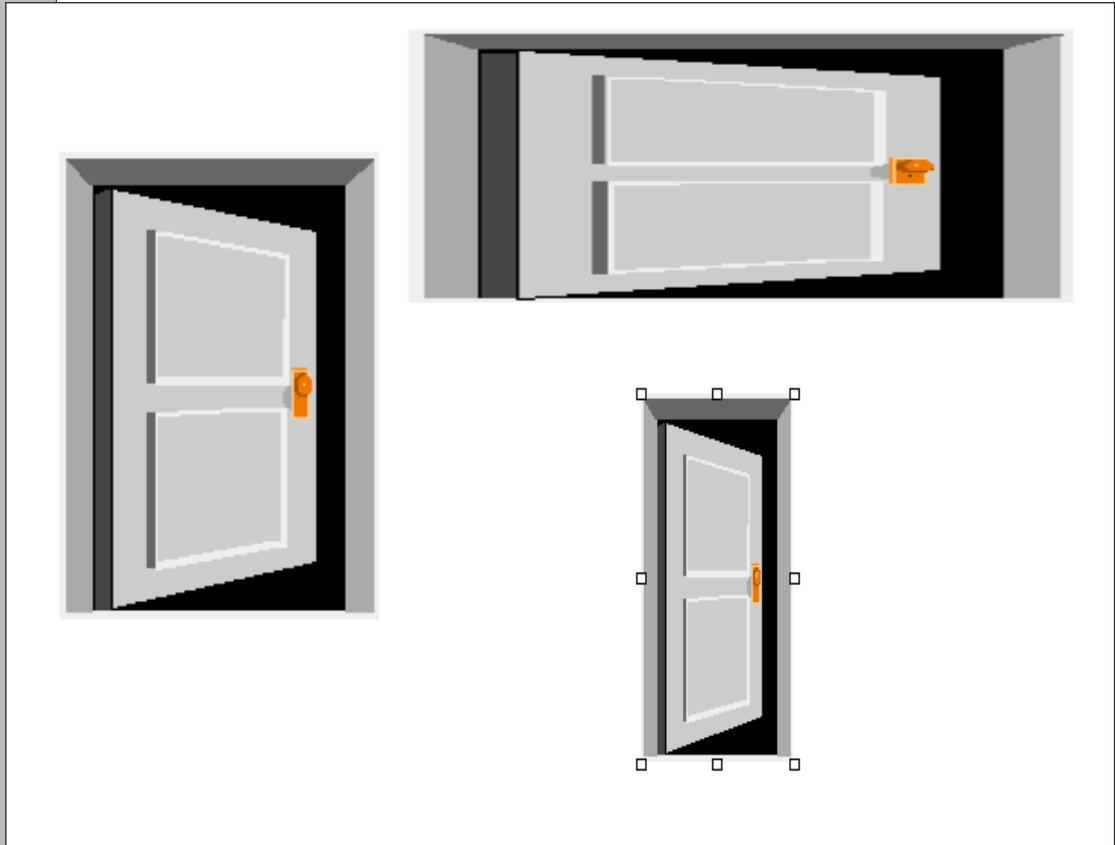


It is often useful to use graphics to represent issues or processes you are describing. For example, the door can be used to signify new opportunities.

Double-click on the graphic you require and it will be inserted into the placeholder you selected.

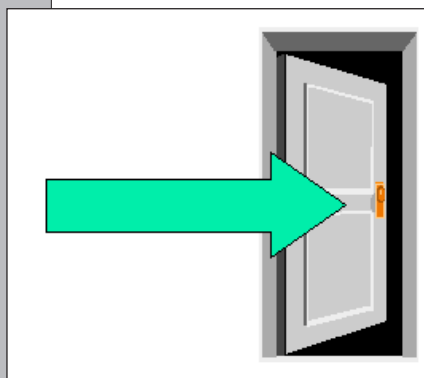
Clip art does not cover everything you are likely to want in a presentation. However, with a bit of manipulation you can get it to do a lot more than it would first appear.

Editing Graphics



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.




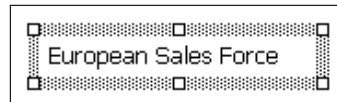
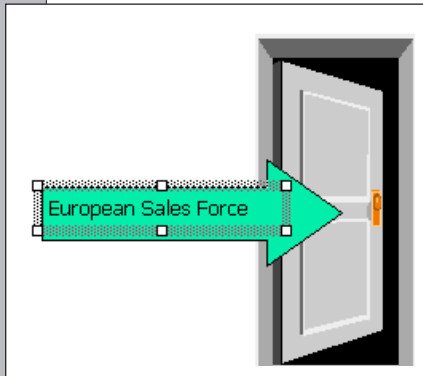
AutoShapes

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 **Draw** 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.




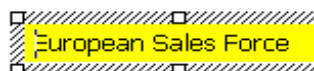
This text box can be moved in the same way as you moved the clip art graphics (see above).

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 **Draw** 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

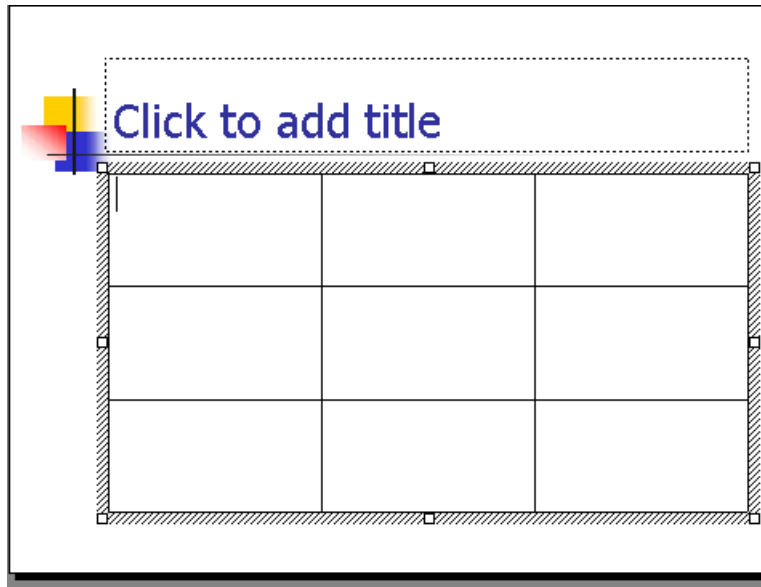
Adding Tables to a Slide

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 applications such as Word and Excel.

To create a table with PowerPoint choose the table options from the New Slide window.

The resulting slide contains a placeholder into which you insert the table. Double-click on the placeholder to display the Insert Word Table window. Enter the number of rows and columns you wish your table to have. PowerPoint will now create a table into which you enter your data.





Once you have finished entering your data, click outside the table border and the table will be added to your slide.

Importing Tables from Word and Excel

While creating a table direct on to a PowerPoint slide can be useful for simple tables it can also be awkward and slow. 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.

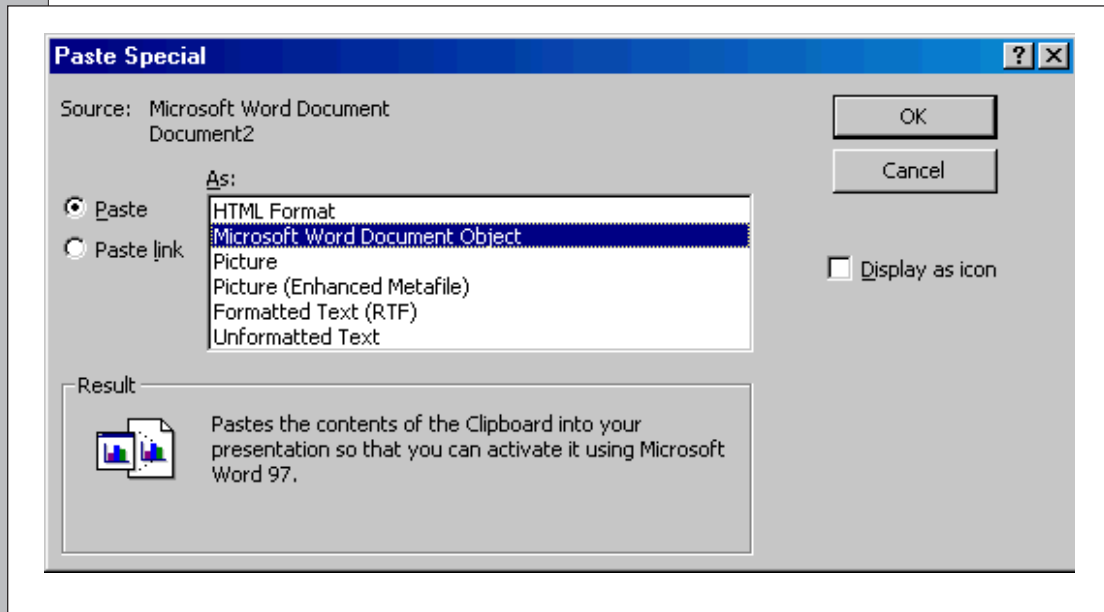
To insert a table into PowerPoint you first need to select the table from within Word or Excel and choose **Copy** from the **Edit** menu.

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. 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
1997	6	4	7	9
1998	10	12	11	8
1999	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. 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. 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 select the table placeholder. Choose **Paste Special** from the Edit menu to display the dialogue box below.



Choose **Microsoft Word Document Object** (or **Microsoft Excel Work-sheet Object**) from the dialogue box to paste the copied selection on to your slide. If you want any future changes you make in the original document/worksheet to be reflected in the PowerPoint presentation choose the **Paste link** option.

If you have linked the slide to the original document double-clicking will display the original Word or Excel document, which you can edit as normal.




Modifying a Table

Once you have created your table you may decide to improve the way it looks to really make it stand out. When you first paste a table from Word or Excel it will look something like the image below.

	Shift One	Shift Two	Shift Three	Shift Four
1997	6	4	7	9
1998	10	12	11	8
1999	15	17	18	13

While this displays the data adequately it is possible to give the table greater impact. 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).

Note: None of the changes you make to a table in PowerPoint will affect the original table in Word or Excel even if you have decided to link the table.

Another way to make a table stand out is to use the colouring, border and shading tools on the Drawing Toolbar. Again the process of using these tools is similar to the way in which they are used on text or pictures. Select the placeholder which contains the table. Click ,  or  to create effective colours, borders and shades to improve the visual impact of the table.

	Shift One	Shift Two	Shift Three	Shift Four
1997	6	4	7	9
1998	10	12	11	8
1999	15	17	18	13

5.6

Adding Charts to a Slide

While tables can be useful for parts of your presentation where the actual figures are important often it is easier to make your point graphically using charts which convey general trends and relationships in your presentation.

PowerPoint allows you to insert charts in much the same way as it allows you to insert tables. Start by choosing one of the chart options in AutoLayout.



This one allows you to combine text and a chart.



While this one lets you devote a whole slide to a chart.

Within PowerPoint itself you can create graphs and charts though this is not recommended except for the simplest of charts. Consult the Office Assistant for help.



Inserting Charts from Excel

Usually you will want to insert charts from Excel files. Again this is a very similar process to inserting a table. (see Section 5.5)

- Select the chart from within the Excel worksheet.
- Choose **Copy** from the **Edit** menu.
- Switch to PowerPoint and select the placeholder where you want to paste the chart.
- Choose **Paste Special** from the **Insert** menu and **Microsoft Excel Chart Object** from the dialogue box. If you want any future changes you make in the original chart to be reflected in the PowerPoint presentation choose the **Paste Link** option.

If you have linked the slide to the original worksheet double-clicking will display the worksheet from which the chart was drawn. This can be edited as normal.

Formatting the Chart

To move the chart place the pointer anywhere inside the chart's borders and click and drag. Use the handles to resize the chart. You can then use the **Colour Fill**  and **Border**  buttons, as well as other functions on the **Drawing** Toolbar to improve the presentation of the chart.

Note: None of the changes you make to the chart will be reflected on actual Excel chart. However, changes to the chart in Excel will be reflected in the presentation if you have chosen the Link option on the Paste Special dialogue box.

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.

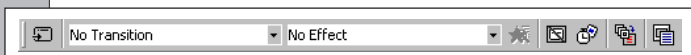
6.1

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 displays two menus.

The Slide Sorter Toolbar

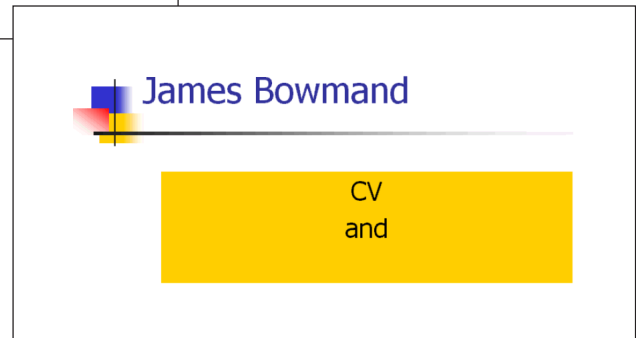




The menu displaying 'No Transition' is the **Transition** menu while the one displaying 'No Effect' is the **Animation** menu.

To set up a basic Transition and Animation for all the slides in your presentation choose **Select All** from the **Edit** menu.



- To change the way PowerPoint moves from slide to slide use the **Transition** Menu to choose the type of change you wish to see between slides. eg. Cover Down.
- To change the way in which the elements of the slide appear on the slide use the **Animation** Menu and make your choice eg. Fly From Bottom-Left.

Once you have set up a basic Transition and Animation for the presentation check to see what it will look like. To do this switch to Slide Show . This will display your first slide.



  The slide will appear with the title, but not the text or pictures. To reveal these press Enter (↵) and they should appear on the screen in the manner you choose from the Animation menu.

Note: Each time you press the button one line of text or one image will appear, so to get to the stage above you would have to click twice.

Once all of your text has been revealed the next click will take you to the next slide in the sequence. To return to the previous slide click on the   button in the left hand bottom corner of your screen. Choose **Previous** from the **Slide Show** Toolbar to move to the last slide.

To animate individual slides use the procedure above but just with a single slide selected.





Animating Objects on a Slide

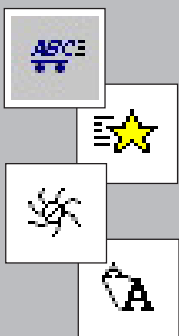
Once you have animated the slides you might notice that the way in which the animation has been set is not quite right. It might be that you want the elements to appear in a different order or you might want a number of different types of animation to appear on the same slide. It is possible to do this by individually animating the elements of a slide.

First select the slide you want and view it in Slide View. Next choose **Toolbars** from the **View** menu and then click on **Animation Effects**.


Select the element of the slide that you wish to animate and choose the required tool on the **Animation Effects** Toolbar.

Use:

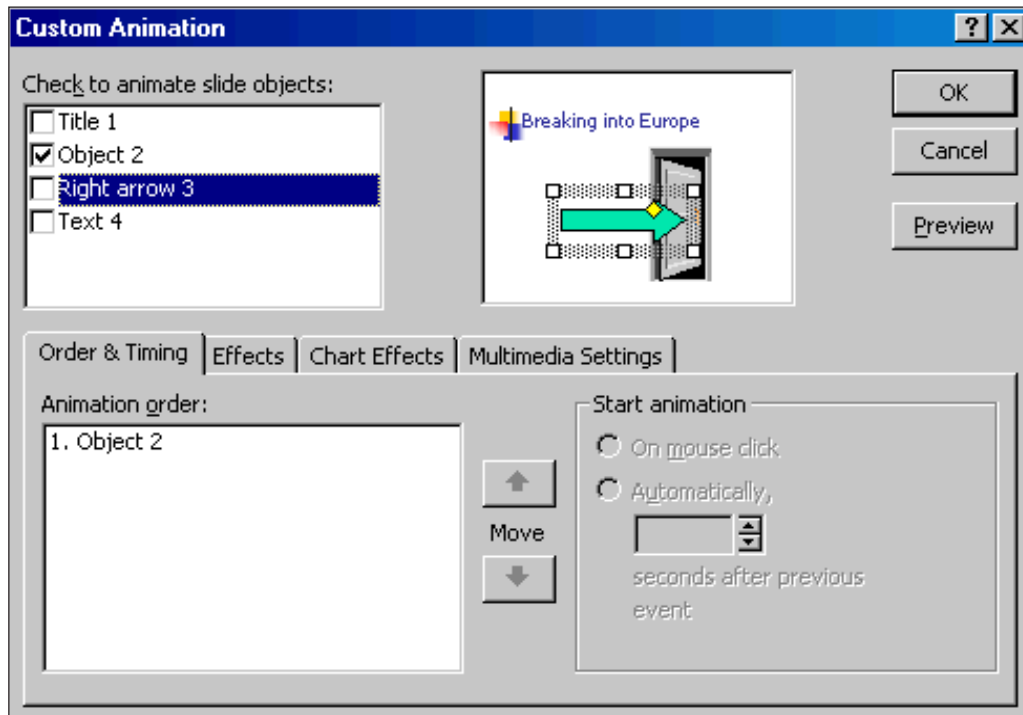
-  To get the object to Drive-In.
-  To use a flying effect.
-  To use a Camera Effect (the object will expand outwards from a single point).
-  To get the object to just flash briefly onto the screen.





For more complex animations you need to open the Custom Animation dialogue box. To display this use the  button.

The Custom Animation dialogue box allows you to change all the elements of the way a slide is animated. Selecting an object in the **Check to animate slide objects** box. The selected object will appear in the **Animation order**. From here you can choose the way in which you are going to animate that object individually.



Click on the **Effects** tab to access menus which allow you to alter the way the object appears and what it does once it has appeared. Changing the direction and nature of its appearance, deciding if you want it to disappear again and adding sounds to accompany the animation.

You can also change the order in which objects are animated and alter the cues which cause the objects to appear by using the **Move** buttons and the **Start animation** box.

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.

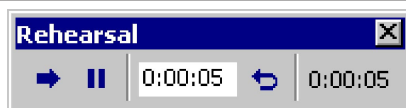
If you are doing a presentation straight from your (or even more dangerously someone else's) computer, make sure that you have made a couple of copies and that you have checked everything. Does the place where you are presenting have a computer? Are you sure it is a PC? Do they have a suitable projector? Is it worth taking a set of overheads in case anything goes wrong? Do any of your audience have any special needs? PowerPoint is designed to make your life easier, but that does not mean you can ignore the golden rule.


7.1

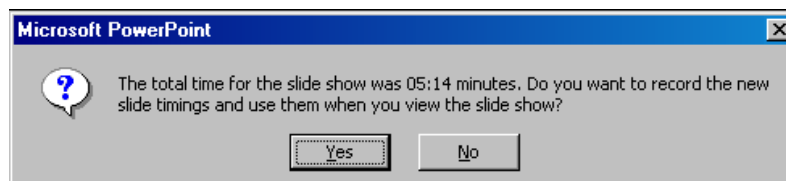
Rehearsing

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.



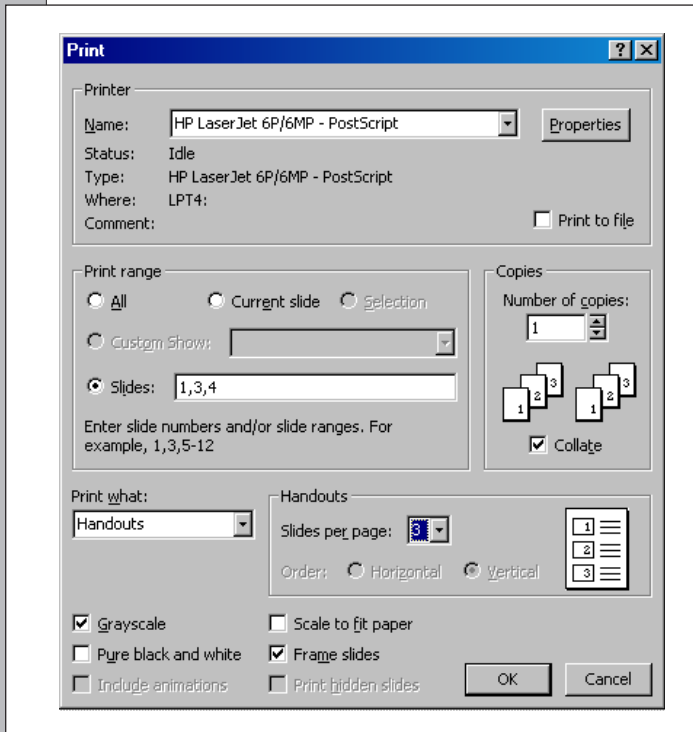
If you click on **Yes**, the next time you click  to run the Slide Show it will automatically run the presentation at the speed you set.



7.2

Audience Notes

To print handouts choose **Print** option from the **File** menu.




From the Print dialogue box you need to choose whether to Print **All** slides or the **Current Slide** only. To print a number of slides click in the **Slides** box and enter the numbers of the slides you want to include. In the example slides 1, 3 and 4 have been selected, 1-4 would have printed all slides between 1 and 4

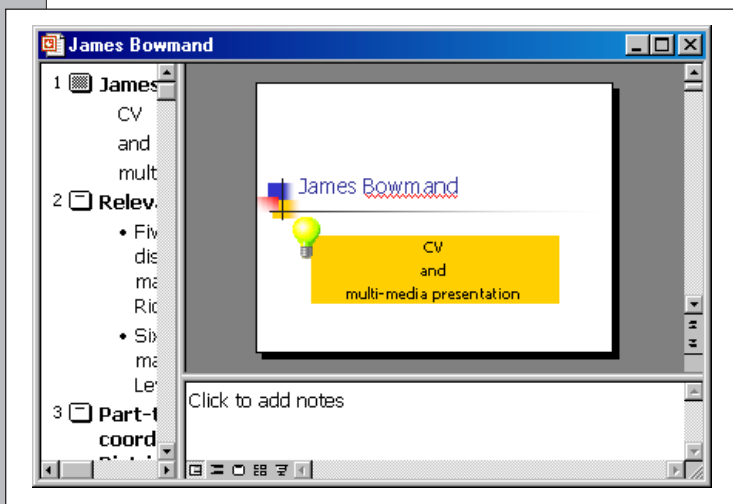
You can then decide the format in which to print the handouts by using the **Print what** pop-up menu.

Click **OK** to print the handouts.

7.3

Speaker Notes

PowerPoint can make notes to help you give the presentation on a printed copy of your slides. To make these notes switch to **Speaker Notes** view by clicking  on the **View** Toolbar. This will display the Normal view version of your slide. You can use the speaker notes box in the bottom right of the screen.



To print the Speaker Notes, choose **Notes Pages** from the **Print what** pop-up menu on the Print dialogue box.

7.4

Printing Slides

To print out the presentation for use as slides or transparencies you need to choose **Slides (without animations)** from the **Print what** pop-up menu.