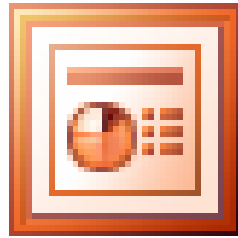


# CHAPTER 13

## MICROSOFT POWERPOINT 2003

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# Introduction to PowerPoint

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## Learning Module Objectives

**When you have completed this learning module you will have seen how to:**

- Start PowerPoint using the Start Menu
- Start PowerPoint using a Desktop Shortcut
- Start PowerPoint via Start Menu Office commands
- Start PowerPoint and use the AutoContent Wizard
- Start PowerPoint and use the Design Template option
- Start PowerPoint and use the Blank Presentation option
- Start PowerPoint using the Microsoft Office Shortcut Bar
- Open a recently used PowerPoint file
- Increase the list of recently opened files
- Open an existing presentation
- Move up one folder level
- View a files is different ways
- Save a presentation
- Close PowerPoint
- Exit PowerPoint

## What is PowerPoint 2003?

- On-screen Presentation
- Overhead  
Transparencies
- 35mm Slides
- Notes
- Outlines
- Handouts
- Even Banners of Web  
sites!



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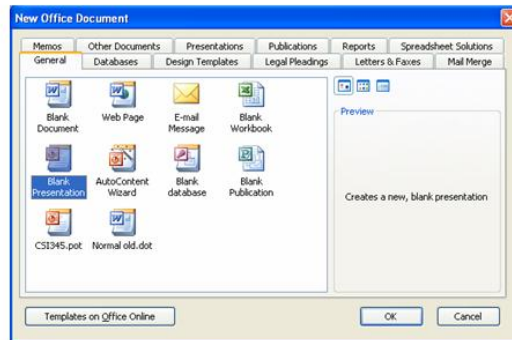
## What is PowerPoint 2003?

<b>Background</b>	Microsoft PowerPoint 2003 is part of the Microsoft Office 2003 suite of programs. Its primary function is for producing presentation materials as follows.
<b>On-screen presentations</b>	You can design, produce and deliver on-screen presentations that include color, clipart, sound, animation and video clips.
<b>Overhead transparencies</b>	You can print your slides in either portrait or landscape formats for the creation of overhead transparencies. If you have the correct printer type you can print directly onto acetates in color.
<b>35 mm slides</b>	Should you wish to use 35 mm slides for your presentation formatting and sending a presentation file to a service bureau can achieve this.
<b>Paper printouts</b>	It is possible to print out slides onto paper for review and/or use within discussions.
<b>Handouts</b>	You can print handouts for delegates that contain reduced size copies of your slides, with multiple sides per page.
<b>Notes</b>	PowerPoint is also able to produce notes pages with one slide per page. These can be used by speakers to write their presentation or by delegates to record their own notes.
<b>Outlines</b>	PowerPoint is able to produce presentation outlines containing as much or as little information as required. These can be used by the presenter as a guide/crib sheet.
<b>Banners (for Web sites)</b>	Used for creating small rectangular banners that can be placed on a Web site page.

# Starting PowerPoint



There are many different ways of starting PowerPoint



## Starting PowerPoint

**To start PowerPoint using the Start Menu**

- Display the **Start Menu** and select **Microsoft PowerPoint**. (This is normally located in the **Programs** group).

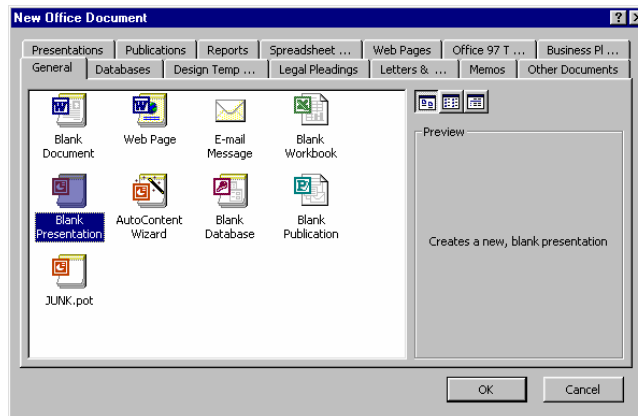
**To start PowerPoint using a Desktop Shortcut**

You may have a PowerPoint shortcut installed on your desktop if this is the case:

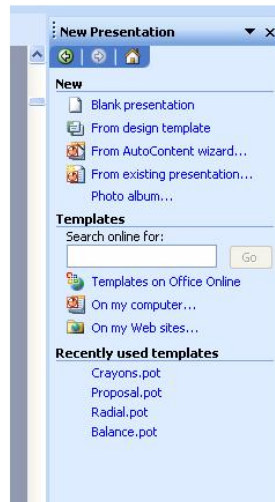
- Double click the **PowerPoint** shortcut icon.

**To start PowerPoint via Start Menu Office commands**

- Display the **Start** menu and select **New Office Document** from the **Start** menu.
- Select a **Blank Presentation** from the **General** tab and click the **OK** button.



## The opening PowerPoint screen



- Used to open an existing presentation or to create a new presentation

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## The Opening PowerPoint Screen

### Background

This point gives you four options. The first three options can be used when creating a new presentation. We will look at each of these in turn now and deal with the fourth at a later stage.

### To start PowerPoint and use the AutoContent Wizard

This will aid in the production of your presentation by giving suggestions as to what the content should be in specific cases such as when producing a training presentation or a business plan presentation.

### To start PowerPoint and use the Design Template

Choosing this option will allow you to select one of a number of background templates on which to produce your presentation.

### To start PowerPoint with a Blank Presentation

This option provides you with (as the name suggests) a clean blank slide on which to produce your own presentation. You will be prompted for the type of slide layout when you select this option.

## PowerPoint and Microsoft Office

PowerPoint is part of the Microsoft Office suite and as such is able to share information freely with Word, Excel and Access



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## PowerPoint and Microsoft Office

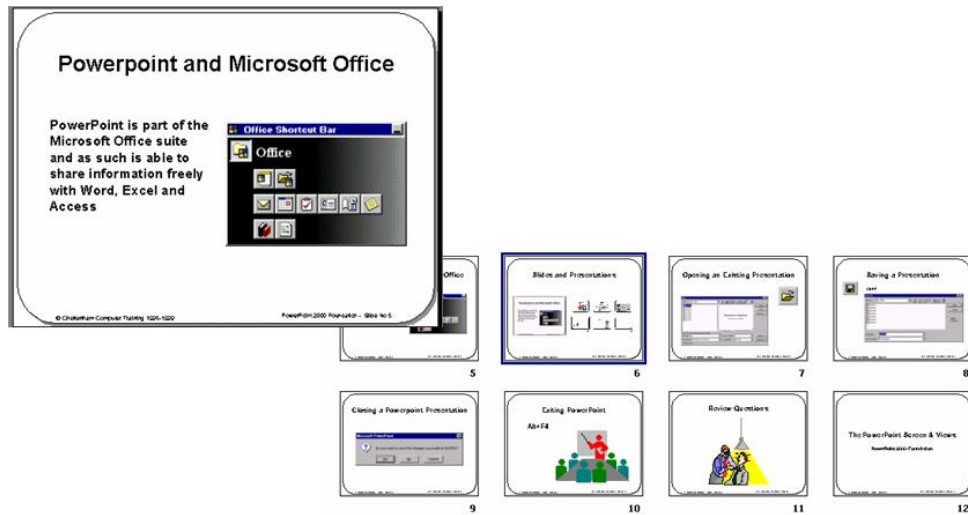
### Background

PowerPoint is part of the Microsoft Office suite and as such is able to share information freely with Word, Excel and Access.

### To start PowerPoint using the Microsoft Office Shortcut Bar

Depending on how your copy of PowerPoint has been installed, you may see the Microsoft Office Shortcut Bar displayed. This is normally displayed along the side of the screen (or maybe across the top or bottom of the screen) and allows you to create or open Microsoft Office documents.

## Slides and Presentations



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PowerPoint 2003 - Slide No 6

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## Slides and Presentations

**What is a slide?** The basic building block of any PowerPoint presentation is the slide.

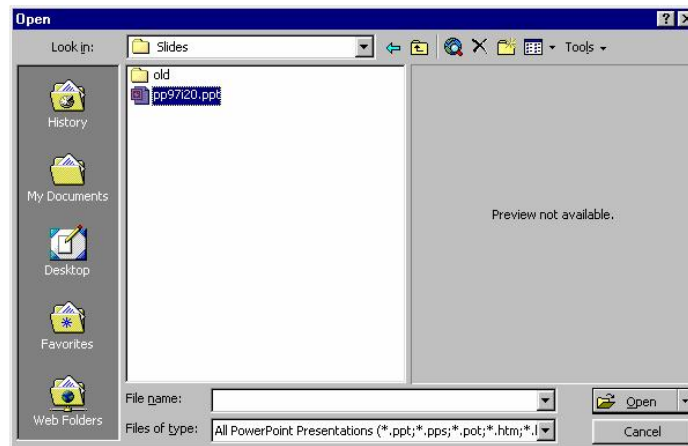
A slide will normally be produced in either Portrait and Landscape layout in any one of a number of paper formats. Slides can also be formatted for either an "On-screen" format or a format suitable for the production of 35 mm transparencies. In addition there is a Banner option for use with Web pages.

**Slides can contain titles, body text, drawn objects, charts, objects and shapes, clipart, movies, sound and items created within other applications.**

**What is a presentation?** A series of slides grouped together is referred to as a presentation and all the individual sides are stored within a single presentation file.



## Opening an existing presentation



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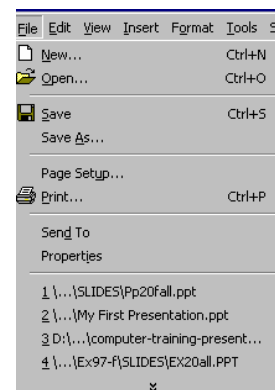
PowerPoint 2003 - Slide No 7

## Opening an Existing Presentation

### To open a recently used PowerPoint file

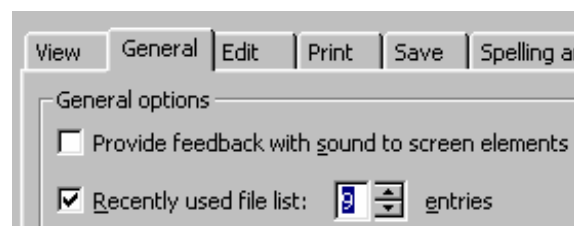
Opening a file, sometimes known as loading a file, is the process of opening a presentation file within the PowerPoint application window. The files are copied from a disk drive on your system, (or from another disk drive on a network) into your PC's RAM (Random Access Memory).

A list of the four most recently opened files is displayed under the **File** menu (the default is four files). You can open these files by clicking on them.



### To increase the list of recently opened files

- Open the **Tools** menu and choose **Options**.
- Select the **General** tab.
- Increase the value in the **Recently used file list** making sure its check box is selected.



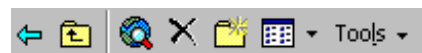
**To open an existing presentation**

- Either click on the **Open** icon  
**OR** from the **File** menu choose the **Open** command  
**OR** press **Ctrl+O**

- The **Open** dialog box is displayed. If the file you want to open is contained in another folder or drive, move to that location using the **Look in:** list box.
- To open the file you require, click on the file to select it and then click on the **Open** button.

**Tools to help you with opening files**

You can use the icons across the top of the **Open** dialog box to help you in locating and selecting the required file.



**Icon**

**Function**



Click on the **Down** arrow to display folders (directories) and drives.

**To move up one folder level**



Click here to move up one level through your folder (directory) tree.

**To search the Web**



Click here to search the Web.

**To delete a file**



Click here to delete the selected file (you can also select a file and press the **Delete** key).

**To create a new folder**

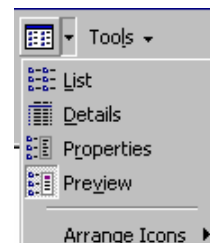


Click here to create a new folder beneath the level of the selected folder.

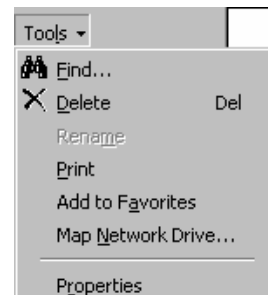
**To access tools for file and folder manipulation**



Click here to select different views of your files and folders. Repeatedly clicking on this icon will cycle through the various views available. Of you click on the drop down arrow next to the icon to review a list of selectable views.



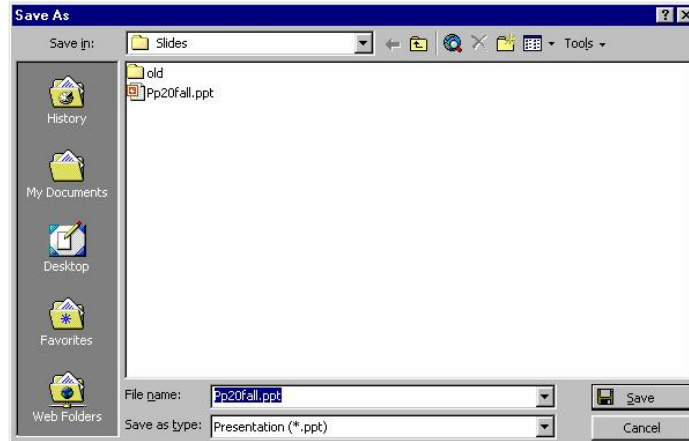
Clicking on this icon will display a range of tools for manipulating files and folders, as illustrated.



## Saving a presentation



Ctrl+S



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PowerPoint 2003 - Slide No 8

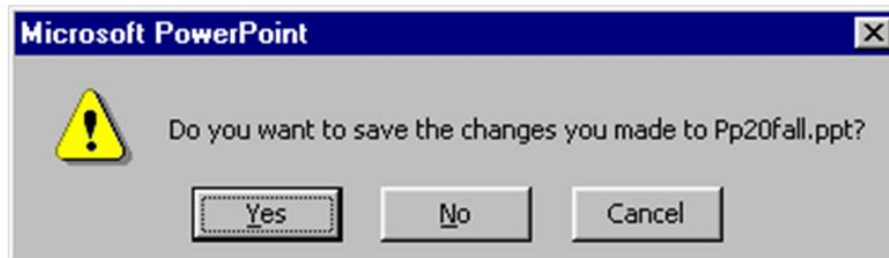
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## Saving a Presentation

### To save a presentation

- Click on the **File** drop down menu and select **Save** to see the **Save As** dialog box as illustrated above (this assumes that you have not previously saved the file, in which case the new version of the file will simply overwrite the old version of the file).
- Ensure that you are located in the Folder/Disk drive of your choice by clicking the arrow to the right of the **Save in** drop down list box and navigating to your required location.
- Enter the filename in the **File name** text box. The file name can be up to 255 characters in length. **File names cannot include any of the following characters: forward slash (/), backslash (\), asterisk (\*), question mark (?), quotation mark ("), greater-than sign (>), less-than sign (<), pipe symbol (|), colon (:), or semicolon (;).**
- Click the **Save** button to complete the file save process.

## Closing a presentation and exiting PowerPoint



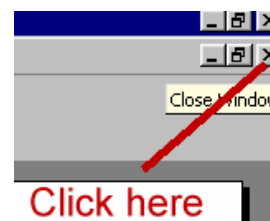
**Alt+F4 will exit PowerPoint**

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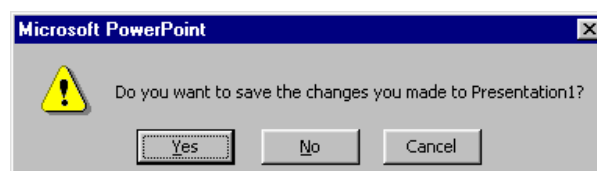
## Closing a Presentation and Exiting PowerPoint

### To close PowerPoint

- Open the **File** menu and select **Close**  
or click on the **Close Window** icon, as  
illustrated.



- If unsaved changes have been made to your presentation the dialog box illustrated is displayed, giving you the chance to save the presentation prior to closing.



- Click **Yes** to save the presentation before closing  
**OR** click **No** to close without saving changes  
**OR** click on the **Cancel** button to cancel the operation.

### To exit PowerPoint

- Click on the **Close** icon at the top, right of your PowerPoint application window.

## Review Questions



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### Review Questions – How Would You ...

1.	Start PowerPoint using the Start Menu?
2.	Start PowerPoint via Start Menu Office commands?
3.	Start PowerPoint and use the AutoContent Wizard?
4.	Start PowerPoint and use the Design Template option?
5.	Start PowerPoint and use the Blank Presentation option?
6.	Start PowerPoint using the Microsoft Office Shortcut Bar?
7.	Open a recently used PowerPoint file?
8.	Increase the list of recently opened files?
9.	Open an existing presentation?
10.	Move up one folder level?
11.	See your favorite documents?
12.	Select different views of your file and folder listing?
13.	Save a presentation?
14.	Close PowerPoint?
15.	Exit PowerPoint?



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# The PowerPoint Screen and Views

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## Learning Module Objectives











**When you have completed this learning module you will have seen how to:**

- Start a new presentation
- Open an existing presentation
- Save the active presentation
- Print a presentation
- Spell check a presentation
- Cut objects from a presentation
- Copy objects from a presentation
- Paste objects into a presentation
- Copy formats from one object to another
- Undo/redo an action
- Insert a hyperlink
- Display the Web Toolbar
- Insert a Word table
- Insert a chart
- Insert a new slide
- Modify the Slide layout
- Modify the Slide Design (i.e. using a template)
- Select a black and white view of a presentation
- Change view size
- Open the Office Assistant
- Change font face
- Change font size
- Apply or remove, bold, italic or underlining formatting
- Apply a shadow to text
- Adjust text alignment
- Apply or remove bullets
- Change paragraph spacing
- Increase/decrease font size
- Change paragraph indent
- Use Animation Effects












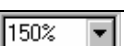

## The Standard Toolbar



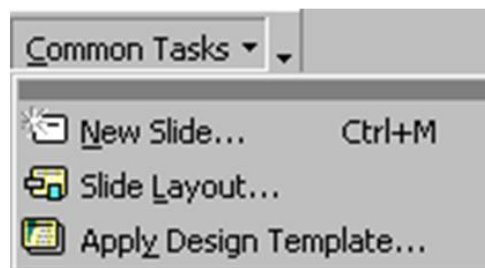
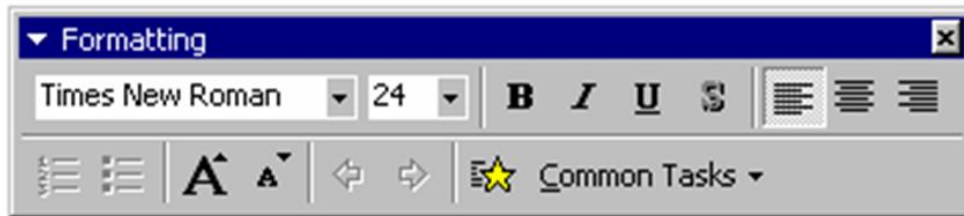
## The Standard Toolbar

To start a new presentation		Will start a new presentation alongside any existing ones.
To open an existing presentation		Will open an already existing presentation.
To save the active presentation		Will save the active presentation.
To email a presentation		Will allow you to email a presentation to anyone connected to your network or via the Internet.
To print a presentation		Will print the active presentation.
To spell check a presentation		Will spell check the active presentation.
To cut objects from a presentation		Will cut objects from a presentation to the Clipboard. Keyboard shortcut is: <b>Ctrl+X</b>
To copy objects from a presentation		Will copy objects from a presentation to the Clipboard. Keyboard shortcut is: <b>Ctrl+C</b>
To paste objects into a presentation		Will paste objects from the Clipboard to a presentation. Keyboard shortcut is: <b>Ctrl+V</b>
To copy formats from one object to another		Will allow you to select the format of an already existing object and apply it to another object.



<p><b>To undo/redo an action</b></p>		<p>Will allow you to undo an action or redo an action - up to 150 times.</p>
<p><b>To insert a hyperlink</b></p>		<p>Will allow you to insert a hyperlink into your document, which is useful for directly linking to a Web location. Keyboard shortcut is: <b>Ctrl+K</b></p>
<p><b>To display the Tables and Borders toolbar</b></p>		<p>Will toggle the display of an extra toolbar for manipulating tables and borders.</p> 
<p><b>To insert a table</b></p>		<p>Displays a drop down, which will allow you to insert a table into your presentation.</p> 
<p><b>To insert a chart</b></p>		<p>Will insert a Microsoft Chart into the active slide.</p>
<p><b>To insert a new slide</b></p>		<p>Will insert a new slide into the active presentation. Keyboard shortcut is: <b>Ctrl+M</b></p>
<p><b>To "Expand All", i.e. to show all the information</b></p>		<p>Toggles between showing all the information within a presentation outline and only title details.</p>
<p><b>To show formatting</b></p>		<p>Toggles between displayed the presentation outline as formatted or non-formatted.</p>
<p><b>To preview in black and white</b></p>		<p>Will switch between black and white and color views of the active presentation.</p>
<p><b>To change view size</b></p>		<p>Zoom Control (10% - 400%).</p>
<p><b>To open the Office Assistant</b></p>		<p>Will allow you to get help using the Office Assistant. Keyboard shortcut: <b>F1</b></p>

## The Formatting Toolbar



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PowerPoint 2003 - Slide No 13

## The Formatting Toolbar

To change font face		Will allow you to change the font of the selected text.
To change font size		Will allow you to change the size of the selected text.
To apply or remove, bold, italic or underlining formatting		Will embolden the selected text.
To apply a shadow to text		Will place a shadow behind the selected text.
To adjust text alignment		Will align text to the left, center the text or align text to the right.
To apply or remove bullets or numbering		Will turn bullets or numbering, on or off.
To increase/decrease font size		These icons will increase/decrease the font size of the selected text.
To change paragraph indent		Will increase or decrease paragraph indentation, also referred to as Promote/Demote.
To use Animation Effects		Enables you to add animation effects to your presentation.
To access common tasks		Displays a drop down list of common tasks, such as <b>New Slide</b> , <b>Slide Layout</b> and <b>Apply Design Template</b>

## Status Bar



- **The Status Bar provides information about:**
  - The PowerPoint view you are in
  - The slide you are editing
  - The design you are using
- **Allows you to change the Template Design and run the spell checker**

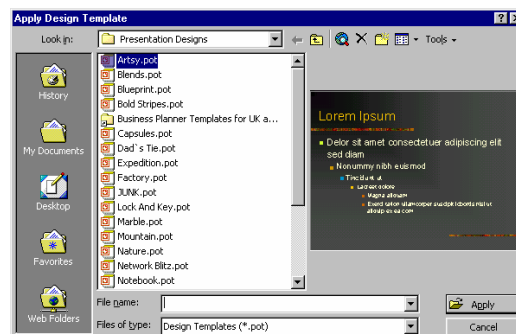
## Status Bar

### Background

The Status Bar located at the bottom of the PowerPoint screen provides you with information relating to the view you have active.

**It also provides you with information as to which slide you are editing and the design template you are using.**

Double clicking on the template name will display a dialog box allowing you to apply alternative design templates to your presentation, as illustrated. This will be covered in detail elsewhere.



Double clicking on the spelling icon  will spell check the active area of the slide that you are working on.

## The View Icons

- You can work on your PowerPoint presentation in a range of different views:

- Normal
- Outline View
- Slide View
- Slide Sorter View
- Slide Show



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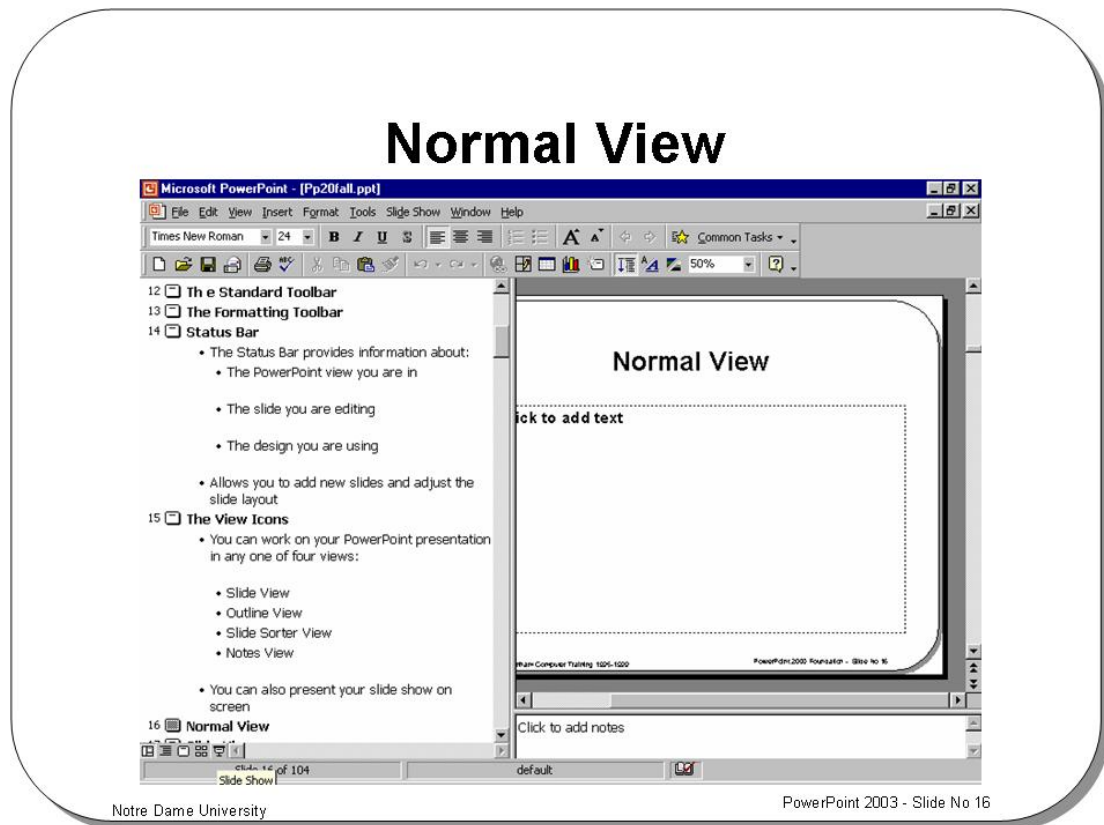
## The View Icons

### Background

Just above the Status Bar on the left-hand side of the screen you will find the PowerPoint View icons. These are used to change the view of PowerPoint presentation that you are working in.

The Views available are:

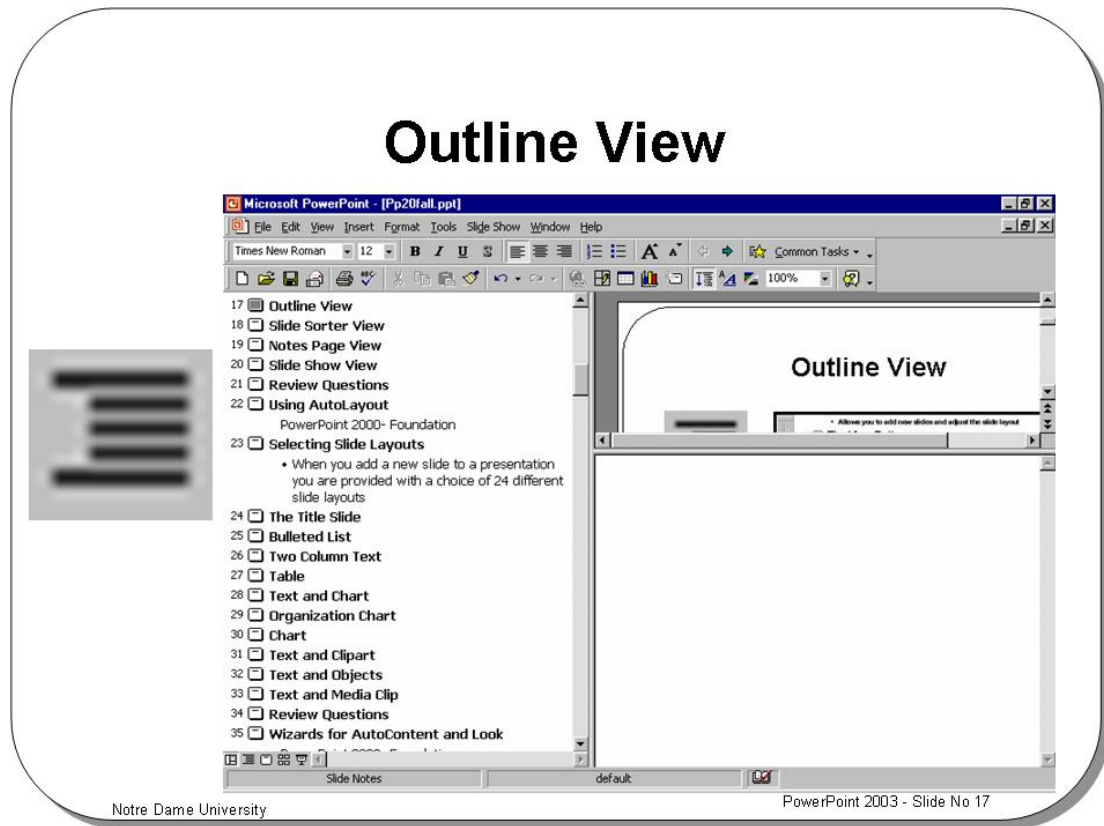
- Normal View
- Outline View
- Slide View
- Slide Sorter View
- Slide Show View



## Normal View

### Background

This is probably the view you will spend most of your time in when using PowerPoint. It is the view most suited to constructing and editing PowerPoint slides.



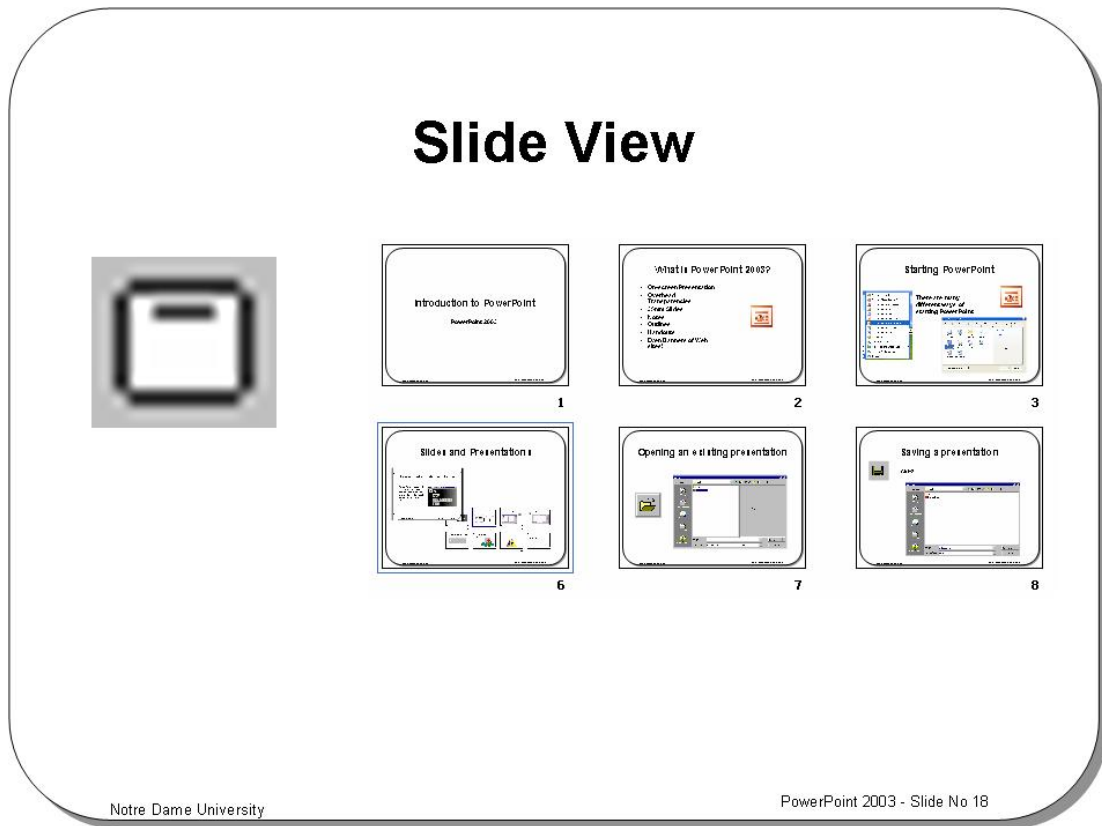
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## Outline View

### Background

In this view of PowerPoint you work in classic outline view seeing only slide titles and main points. This view can be useful for putting together your first stage draft of a presentation (the skeleton layout).

# Slide View



The image shows a collection of slide thumbnails arranged in a grid. On the left is a large, faded icon of a square with a horizontal line inside, representing a background image. To its right are eight numbered thumbnails (1-8) showing various slide content:

- 1: Introduction to PowerPoint
- 2: What is PowerPoint 2003? (with a bulleted list)
- 3: Starting PowerPoint (with a screenshot of the application window)
- 6: Slides and Presentations (with a screenshot of the slide sorter view)
- 7: Opening an existing presentation (with a screenshot of the 'Open' dialog box)
- 8: Saving a presentation (with a screenshot of the 'Save' dialog box)

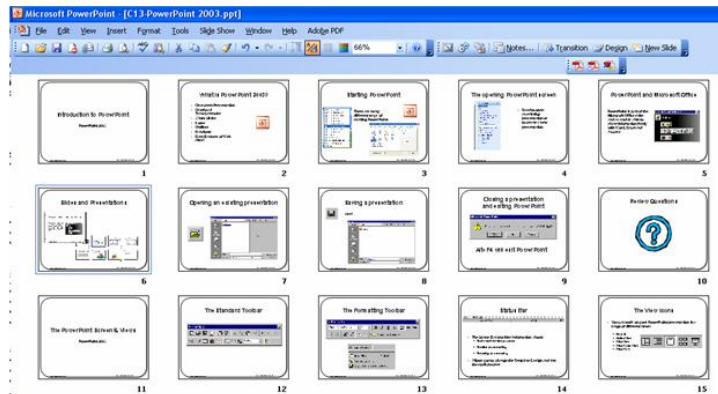
Notre Dame University PowerPoint 2003 - Slide No 18

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## Slide View

**Background** Displays a picture on the current slide that you are working on.

## Slide Sorter View



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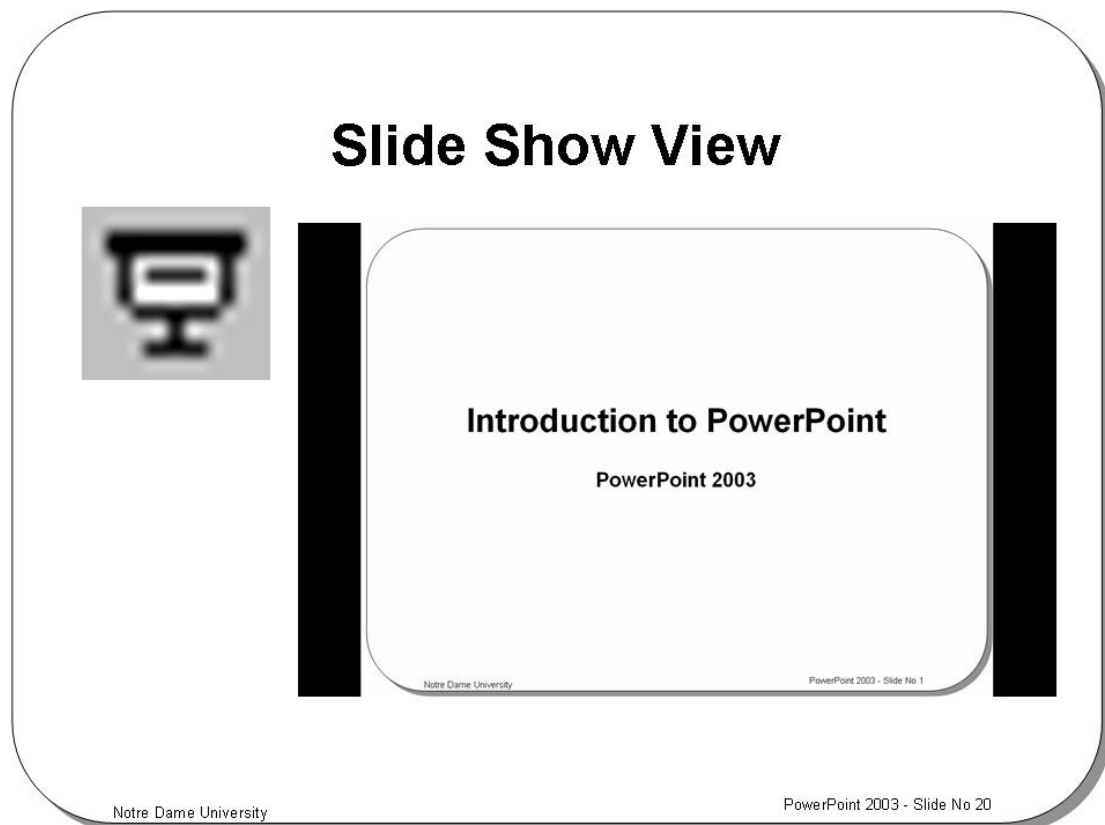
## Slide Sorter View

### Background

This view enables you to see a large proportion of your presentation displayed as small representations of each slide. In this view you may copy and move slides to change the order of your presentation. It is possible to select both individual and multiple slides for copying and moving.

This is also the view from which you may copy whole slides for pasting into another application e.g. Word.





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## Slide Show View

**Background** This view is used to run your PowerPoint presentation as an on-screen show with all effects, animation and transitions active (which will be covered later).

## Review Questions



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### Review Questions – How Would You ...

1.	Start a new presentation?
2.	Open an existing presentation?
3.	Save the active presentation?
4.	Print a presentation?
5.	Spell check a presentation?
6.	Cut objects from a presentation?
7.	Copy objects from a presentation?
8.	Paste objects into a presentation?
9.	Undo/redo an action?
10.	Insert a chart?
11.	Insert clip art?
12.	Insert a new slide?
13.	Modify the Slide layout?
14.	Change view size?

15.	Open the Office Assistant?
16.	Change font face?
17.	Change font size?
18.	Apply or remove, bold, italic or underlining formatting?
19.	Apply a shadow to text?
20.	Adjust text alignment?
21.	Apply or remove bullets?



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# Using AutoLayout

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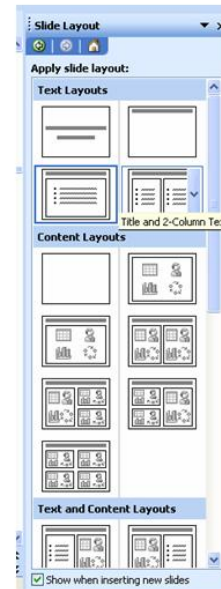
## Learning Module Objectives

**When you have completed this learning module you will have seen how to:**

- Add a new slide to a presentation
- Add a new line/paragraph within a frame
- Move from the title text box to other slide text boxes
- Enter bulleted text
- Indent or demote a bullet
- Create a slide containing Two Column Text
- Create a slide containing a Table
- Create a slide containing a Text and Chart
- Create a slide containing an Organization Chart
- Create a slide containing a Chart
- Create a slide containing Text and Clipart

## Choosing an AutoLayout

- When you add a new slide to a presentation you are prompted to select from a range of different slide layouts, such as a “Title Page”, or a “Bulleted Page”



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PowerPoint 2003 - Slide No 23

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## Choosing an AutoLayout

### Background


When creating a new PowerPoint slide you are given the option of selecting a slide layout from a wide selection of AutoLayout options. Note that you can scroll down the New Slide dialog box to display more slide layout option.

### To add a new slide to a presentation

New slides can be added to a presentation in a number of ways as described below.

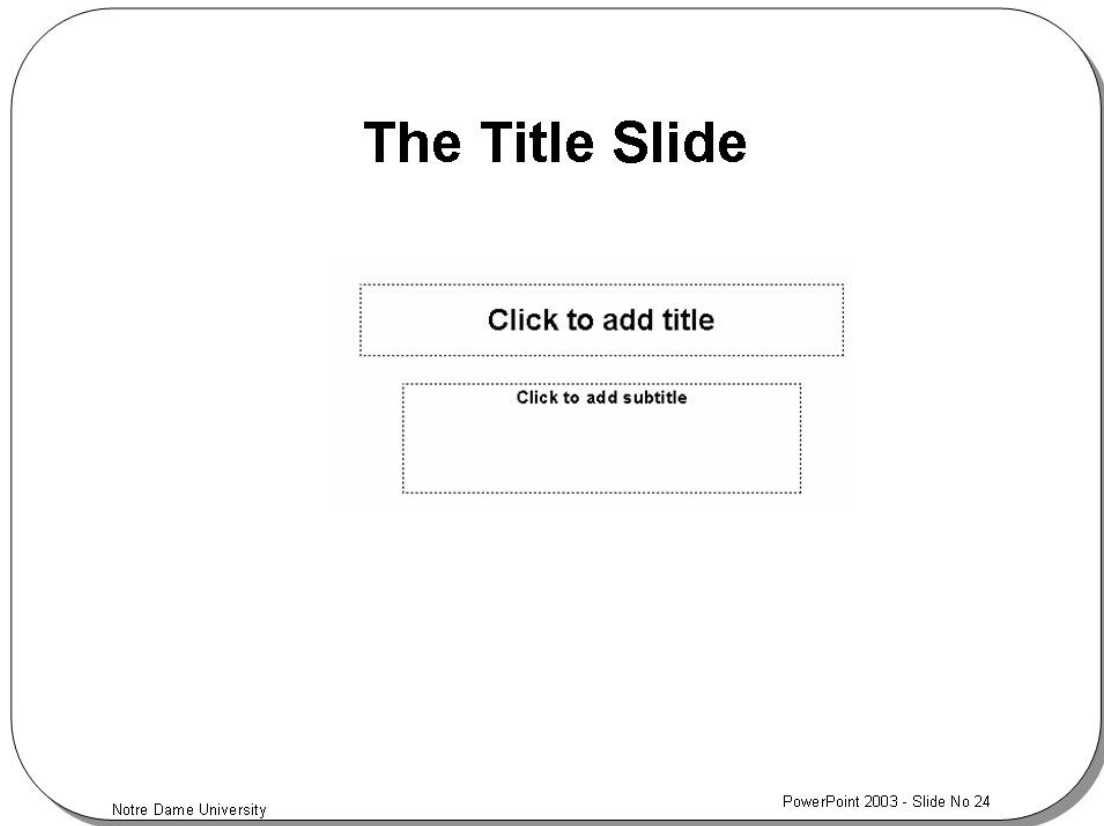
- From the **Insert** drop down menu, select the **New Slide** command

**OR** press the **Ctrl+M** key combination

**OR** click the **New Slide** icon on the standard toolbar .

- Following any of the above methods you will be presented with the **New Slide** dialog box. A brief description of the selected layout appears at the bottom right-hand corner of the dialog box.
- When you have made your selection pressing **Enter** or clicking **OK** will action your choice.

The **New Slide** dialog box is also displayed when you first commence the creation of a presentation. At this point Title Slide Layout is the default AutoLayout presented to you. However, when adding a new slide to a presentation the slide layout offered by default will be the same as the slides currently in use.



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## The Title Slide

A simple slide layout with text boxes for the inclusion of both a title and subtitle.

Select the **Title** text box by clicking with the mouse.

### To add a new line/paragraph within a text box

- Press **Shift+Enter** to add a new line within a slide text box.
- Press **Enter** to add a new paragraph.

### To move from the title text box to another text box

Move from the title text box to the subtitle text box using the **Ctrl+Enter** key combination (or click on the subtitle text box using the mouse)



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## Bulleted List

Two text boxes are available in this slide layout, a title text box, and a bullet text box. Move from the title to the bullet text box as in the title slide.

This slide layout is generally used by most people as their standard slide as it is useful for presenting the main points within a presentation.

### To enter bulleted text

- Click within the **Click to add text** section on the slide.
- Enter text for the first bullet point.
- Press **Enter** to move to the next bullet and enter text.

### To indent or demote a bullet

To indent or demote a bullet point to the next level down:

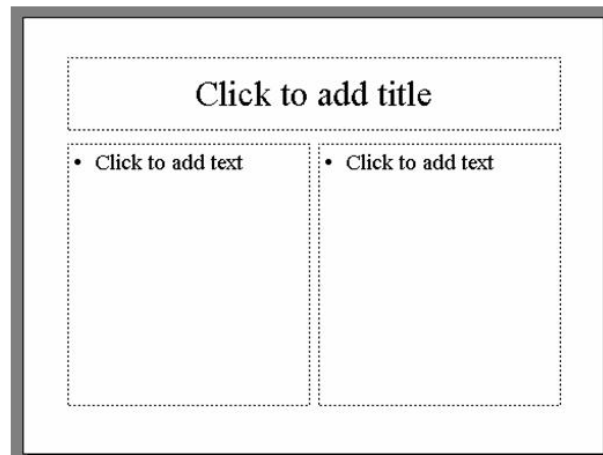
- Either press the **Tab** key

**OR** click on the **Demote** icon on the **Format** toolbar.





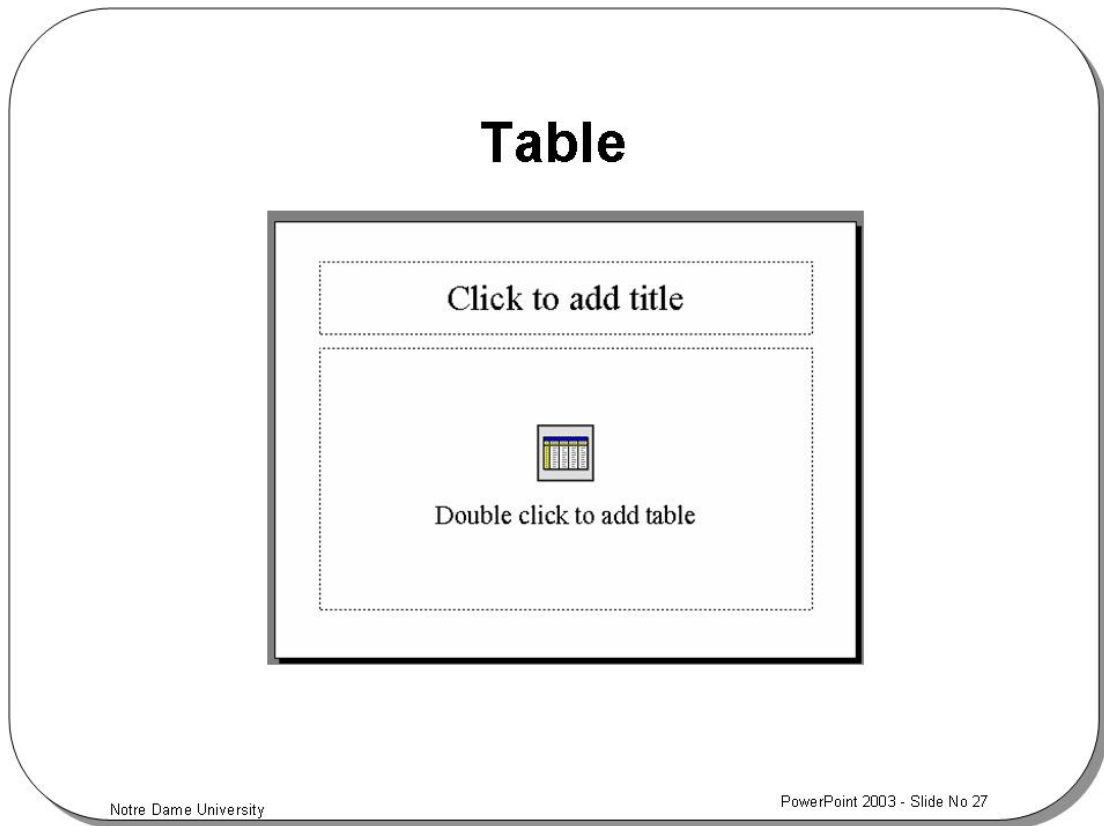
## Two Column Text



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### Two Column Text

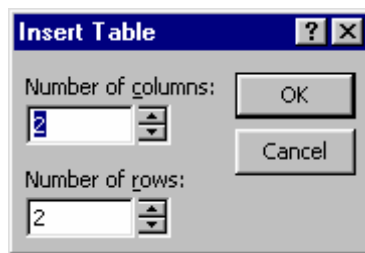
This layout is useful for presenting two sides of an argument with one column being used to provide the positive side and the other the negative.



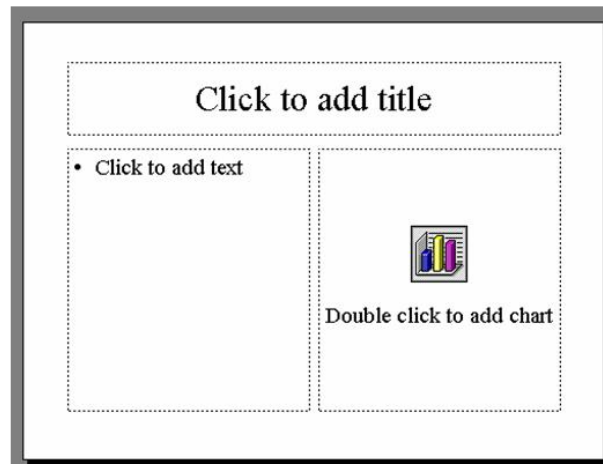
---

## Table

This layout is used to produce a slide containing a table. Double clicking on the Table icon within the slide will display the following dialog box, allowing you to specify the number of rows and columns.



## Text and Chart

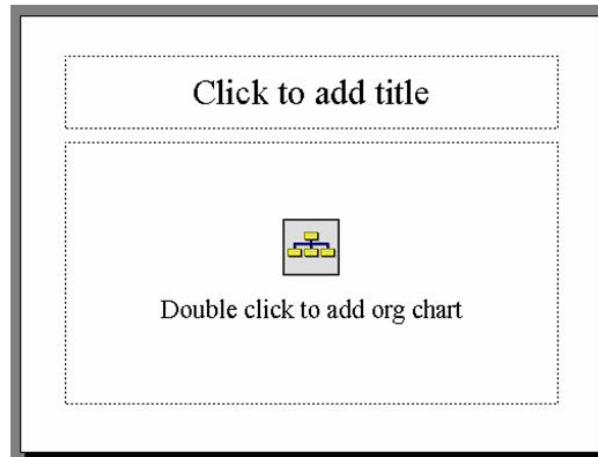


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### Text and Chart

The Text and Chart slide AutoLayout allows for the creation of slides containing a chart (i.e. a graph) and bulleted text. Clicking on the icon and adjusting a set of default values produces the chart.

## Organization Chart

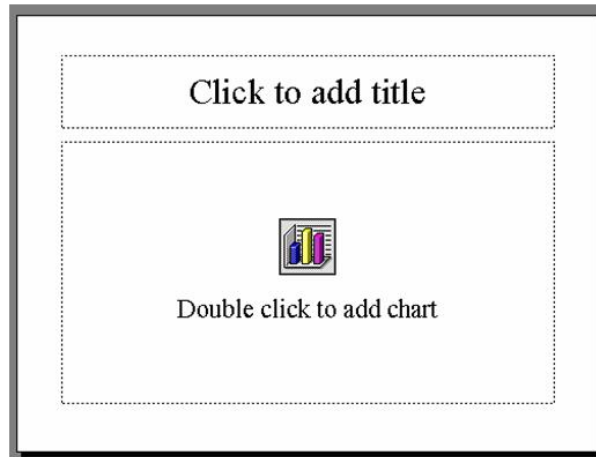


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### Organization Chart

This slide layout allows for the creation of slides containing an organizational chart. Clicking on the chart icon within the slide produces the chart.

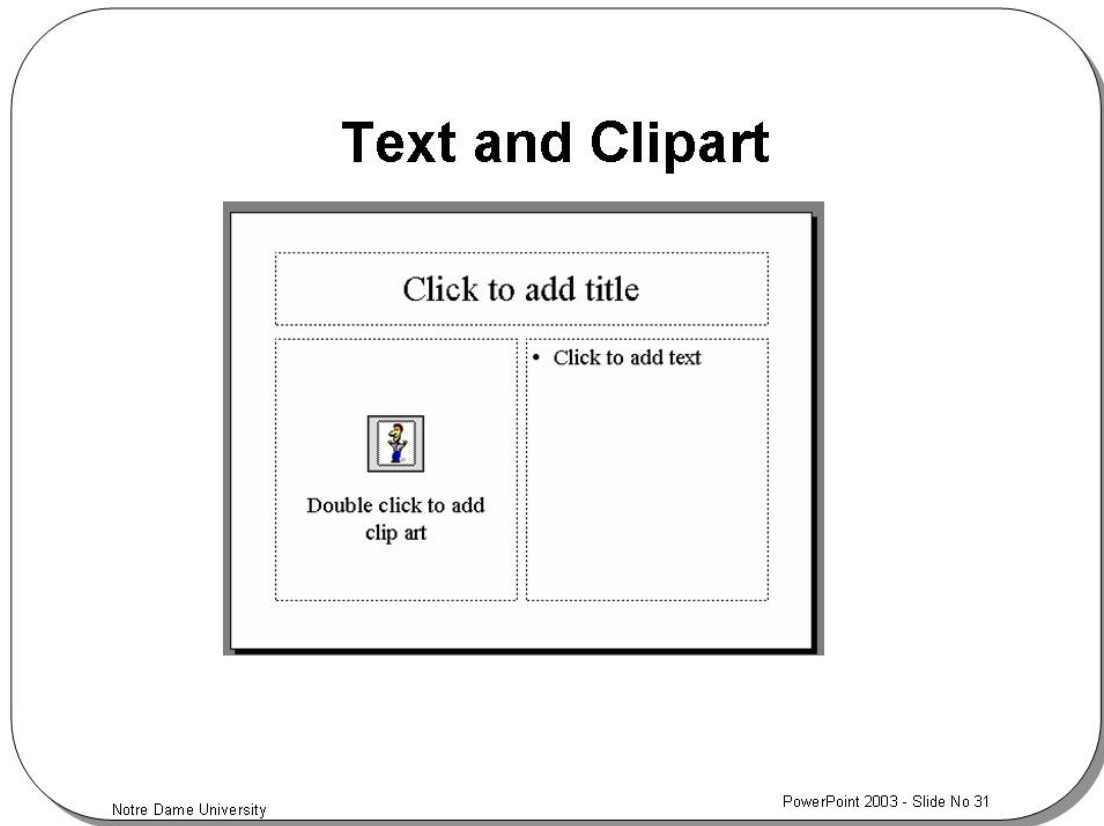
## Chart (i.e. Graphs)



---

## Chart (i.e. Graphs)

This slide layout allows for the creation of slides containing a chart (i.e. a graph). Clicking on the chart icon produces the chart.

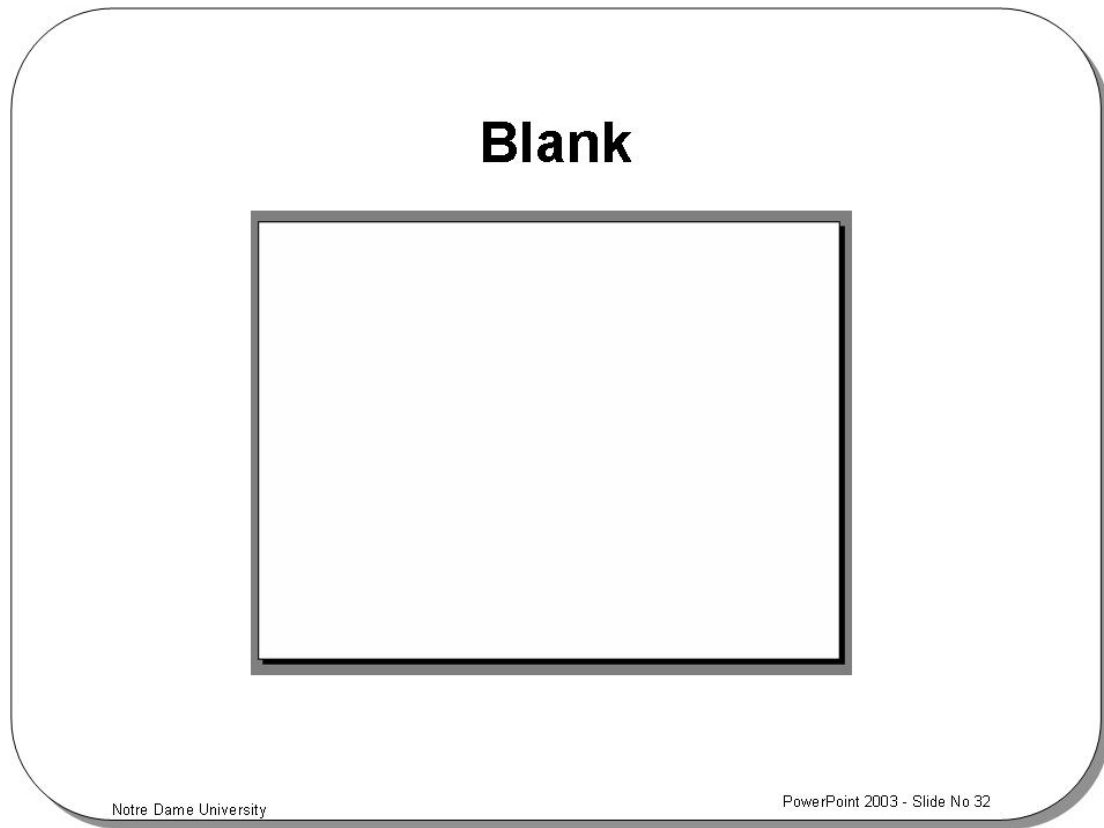


---

## Text and Clipart

Here we have a slide layout that allows for the inclusion of a piece of clipart alongside a set of bullet points.

Graphical clipart can be used to help make a point, to add humor to a presentation, to illustrate a topic and to give a presentation some "color" and "life".



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## Blank (slide)

This AutoLayout gives you a blank slide with no pre-formatted text or object areas.

## Review Questions



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### Review Questions – How Would You ...

1.	Add a new slide to a presentation?
2.	Add a new line/paragraph within a text box?
3.	Move from the title text box to other slide frames?
4.	Enter bulleted text?
5.	Indent or demote a bullet?
6.	Create a slide containing Two Column Text?
7.	Create a slide containing a Table?
8.	Create a slide containing a Text and Chart?
9.	Create a slide containing an Organization Chart?
10.	Create a slide containing a Chart?
11.	Create a slide containing Text and Clipart?



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# Using the AutoContent Wizard

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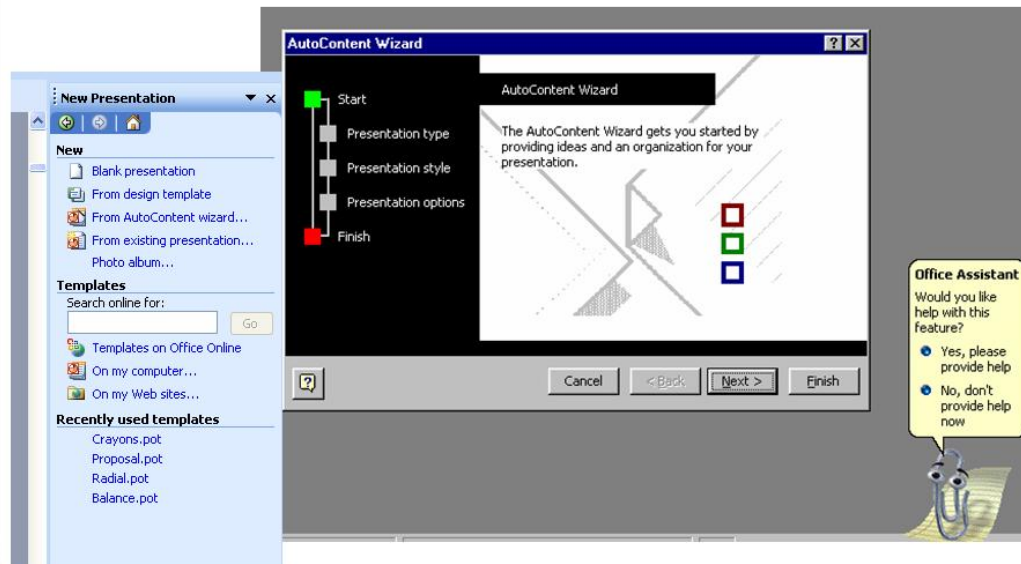
---

## Learning Module Objectives

**When you have completed this learning module you will have seen how to:**

- Use the AutoContent Wizard when you open PowerPoint
- Use the AutoContent Wizard if you have already opened PowerPoint
- Select the Presentation Type
- Enter title slide details

## Starting the AutoContent Wizard



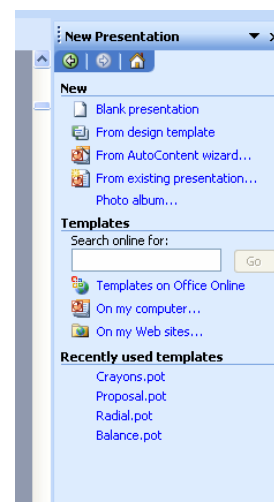
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PowerPoint 2003 - Slide No 35

## Starting the AutoContent Wizard

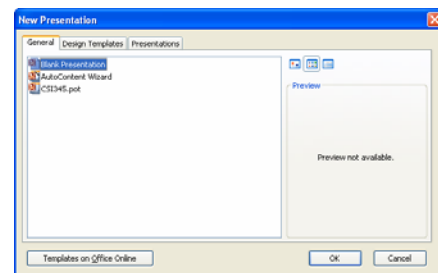
**To use the AutoContent Wizard when you open PowerPoint**

- Open Microsoft PowerPoint.
- Select **AutoContent Wizard** from the **PowerPoint** dialog box.
- Click **OK**.
- The **AutoContent Wizard** dialog box is displayed.
- Click **Next** and move to the next dialog box.



**To use the AutoContent Wizard if you have already opened PowerPoint**

- From within PowerPoint open the **File** menu.
- Select **New**.
- The **New Presentation** dialog box is displayed (as right).
- Select the **General** tab.
- Double click on the **AutoContent Wizard** icon.
- Click **Next** to move to the next dialog box



## Selecting a Presentation Type within the AutoContent Wizard

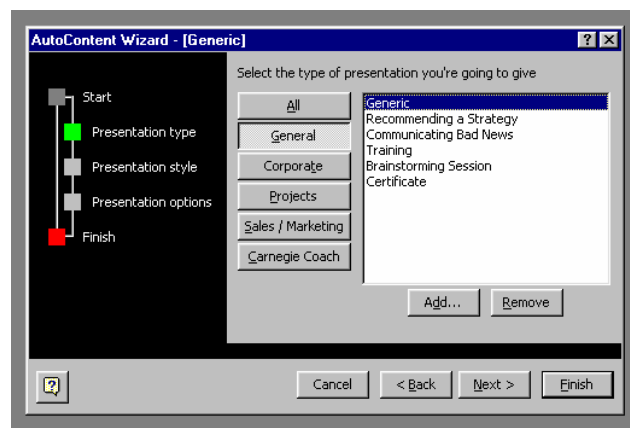


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PowerPoint 2003 - Slide No 36

## Selecting a Presentation Type Within the AutoContent Wizard

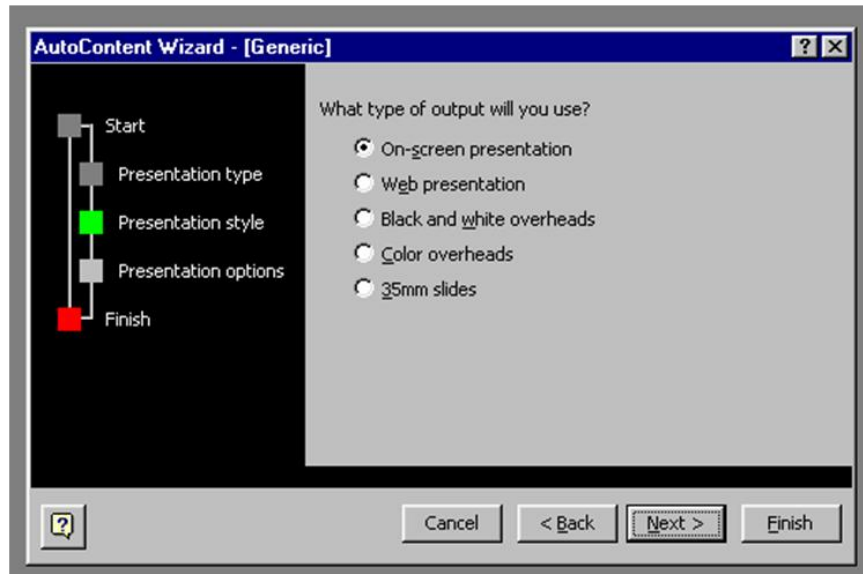
First you need to select the type of presentation that you wish to create. If you use the **All**, then you can use the scroll bar to move down the list and then select the type of presentation that you are interested in.



**NOTE:** Many of the options displayed may not be installed on your system and you may be asked to insert the Microsoft Office installation CD-ROM when you select some of these AutoContent options.

In this example we have selected the **General** button, which displays a number of pre-formatted presentations. In the example illustrated we have then selected the **Generic** AutoContent Wizard. Click on the **Next** button to continue.

## Presentation Type



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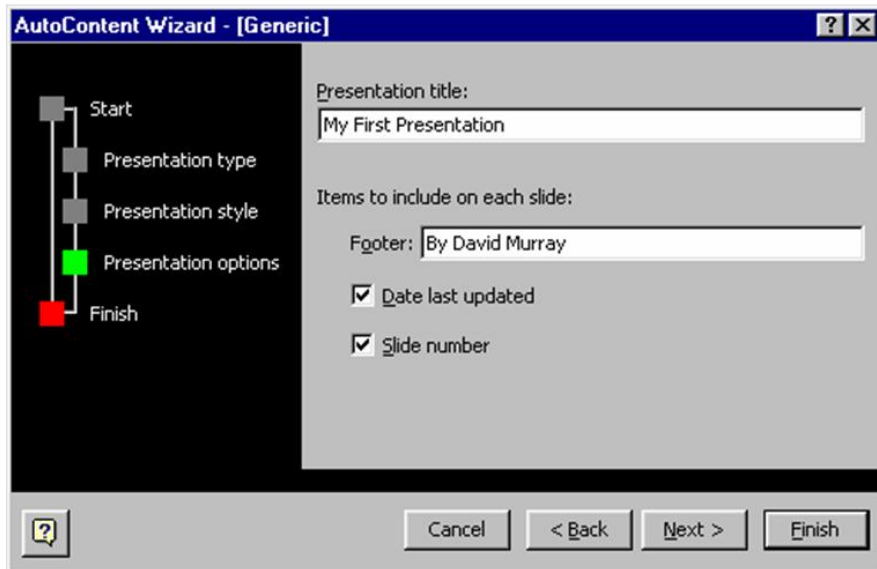
## Presentation Type

The next step is to decide how you will use your presentation once it has been produced. In this case we have selected **On-screen presentation**



- Click on the **Next** button to continue working through the Wizard.

## Presentation Title, Footers, and Slide Numbers



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PowerPoint 2003 - Slide No 38

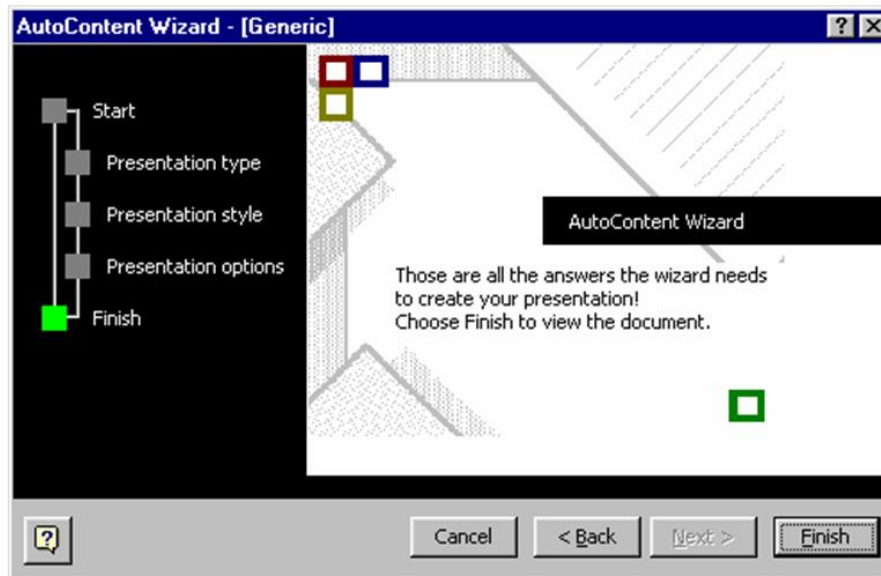
---

### Presentation Titles, Footers and Slide Numbers

You can enter a title name for the presentation, details of your name and organization, plus any additional information that you wish to be recorded.

- Click on the **Next** button to continue working through the Wizard.

## Completing the Wizard



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PowerPoint 2003 - Slide No 39

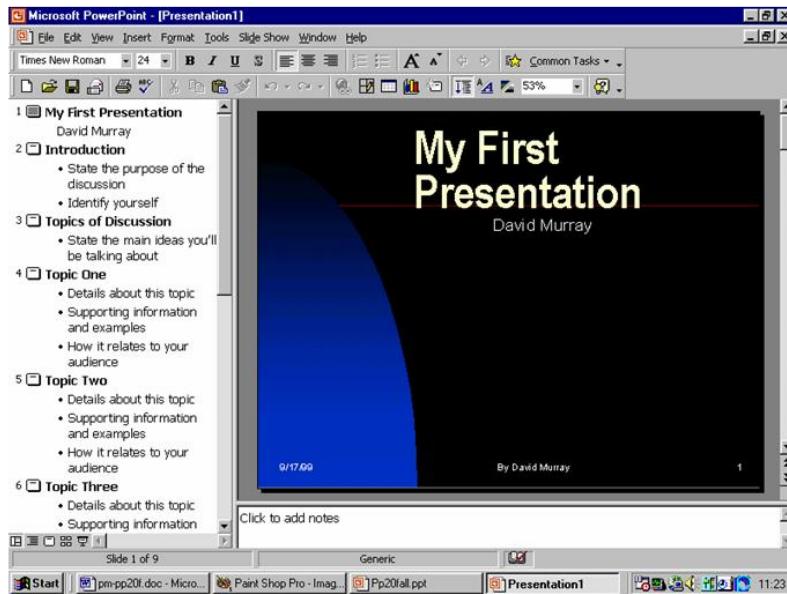
---

## Completing the Wizard

- Click **Finish** to complete the AutoContent Wizard

From this point you need to open each slide and, using the guidelines supplied, modify the content to meet your requirements and needs.

## The Finished Presentation



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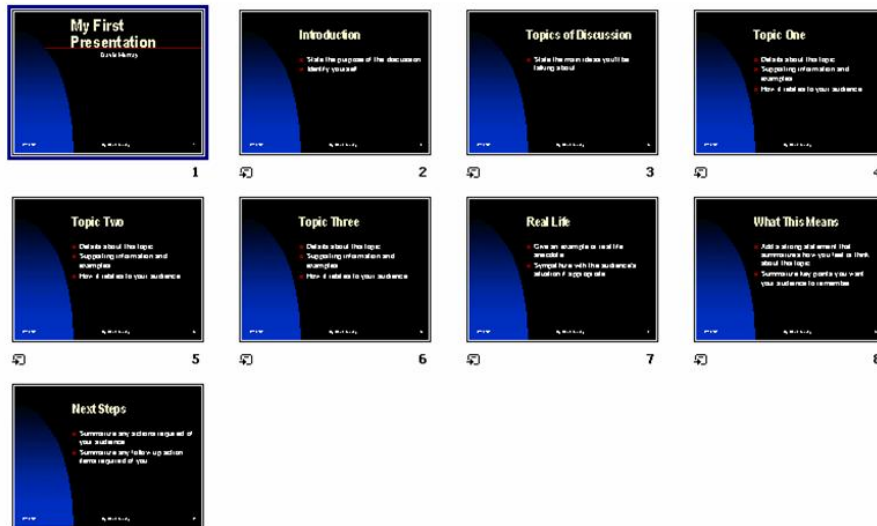
PowerPoint 2003 - Slide No 40

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## The Finished Presentation

The above title slide was produced using the AutoContent Wizard.

## The Presentation Content

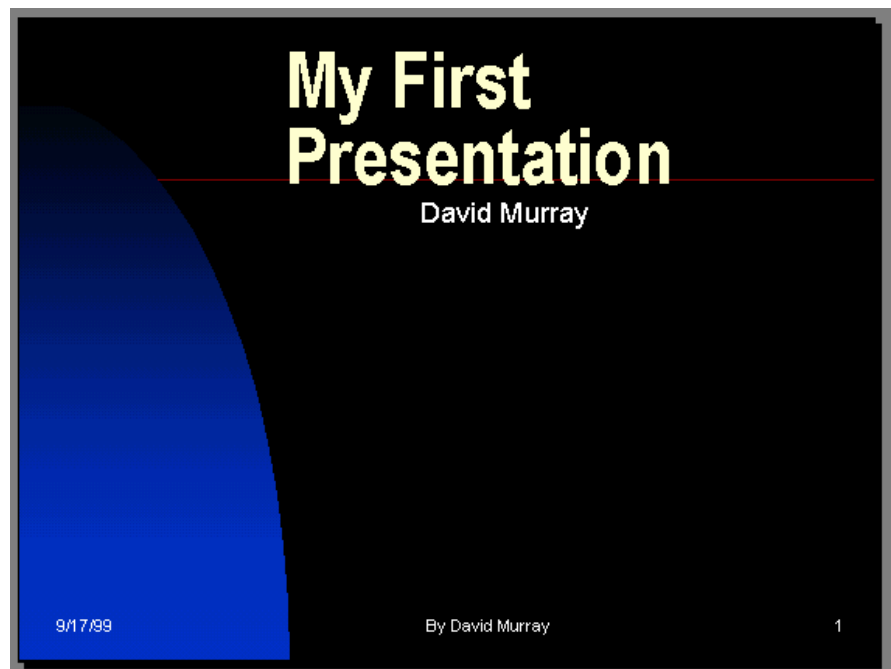


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PowerPoint 2003 - Slide No 41

## The Presentation Content

The slide above shows the contents of the presentation displayed in Slide Sorter View. Below is a view (in Slide View) of the opening slide.





## Review Questions



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### Review Questions – How Would You ...

1.	Use the AutoContent Wizard when you open PowerPoint?
2.	Use the AutoContent Wizard if you have already opened PowerPoint?
3.	Select the Presentation Type?
4.	Enter title slide details?



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## Creating a Simple Text Slide

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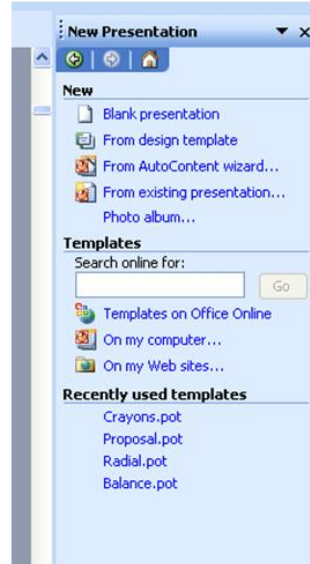
---

### Learning Module Objectives

**When you have completed this learning module you will have seen how to:**

- Create a new presentation
- Select a slide layout
- Enter titles and primary bullets
- Enter a new line that is not preceded by a bullet point
- Increase and decrease the space between lines
- Create sub-level bullets
- Promote and demote sub-level bullet points
- Create a Text Slide in Outline View
- Start a New Slide in Outline View
- Insert a new slide
- Reduce the view of a slide to title only
- Expand a collapsed slide
- Collapse all slides
- Expand all slides
- Create a Summary Slide
- Toggle “Show Formatting” display

## Creating a New Blank Presentation



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PowerPoint 2003 - Slide No 44

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## Creating a New Blank Presentation

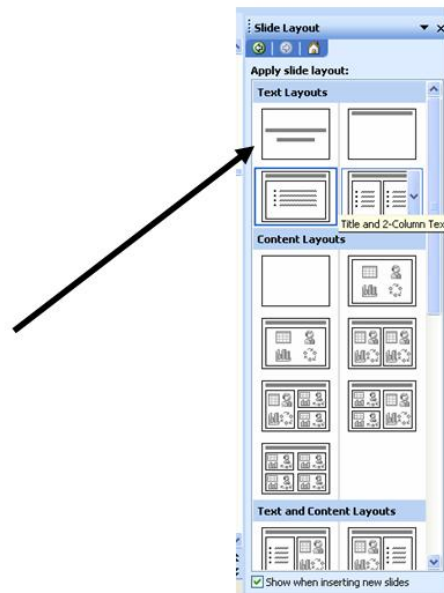
**To create a new presentation when you start PowerPoint**

- Start PowerPoint.
- Select **Blank Presentation** from the dialog box.
- Click **OK**.

**To create a new presentation once PowerPoint is “up and running”**

- Either open the **File** menu and select **New**.
- Select **Blank Presentation** from the dialog box.
- Click **OK**.

## Selecting a Slide Layout



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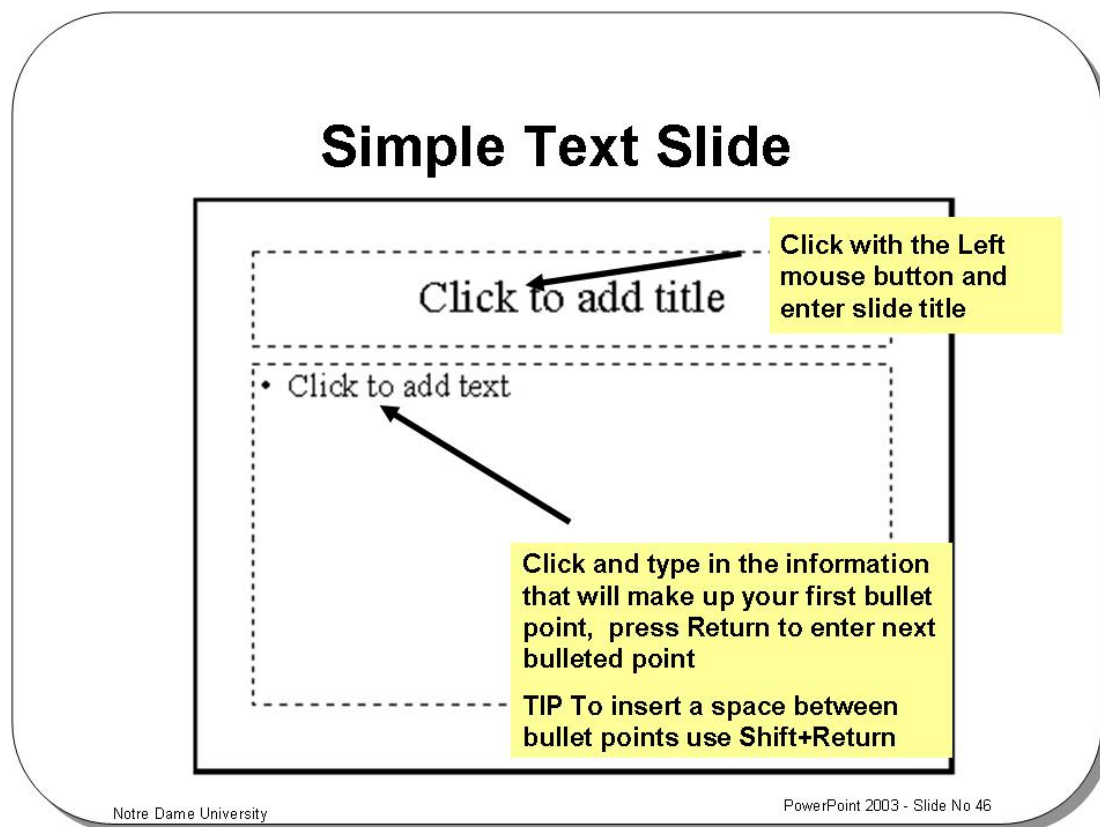
PowerPoint 2003 - Slide No 45

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## Selecting a Slide Layout

**To select a slide layout**

- From the **New Slide** dialog box, select the required slide layout. In the example shown the **Title Slide** layout has been selected.
- Click on the **OK** button to confirm your slide layout selection.



## Simple Text Slide

### To enter title and primary bullets

To create a slide with a title and a set of primary bullet points do the following:

- Click on the "**Click to add title**" section of the slide and enter your slide title.
- Click on the "**Click to add text**" section of the slide and enter the text for the first bullet point.
- Press **Enter** and type in the information making up the next bullet point.
- Continue until you have typed in all your bullet point information (strongly suggest a maximum of 6 per slide).

### To enter a new line that is not preceded by a bullet point

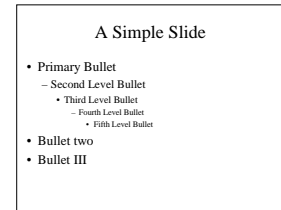
- At the end of a line, instead of pressing the Enter key, press **Shift+Enter**. This will jump the cursor down to the next line without preceding the line by a bullet point symbol.

**What is demotion and promotion of paragraphs?**

Demoting a paragraph means that the paragraph will be indented from the left. Also the type of bullet symbol used will change. A demoted paragraph can be promoted at any time, causing the paragraph to move to the left (and again the bullet symbol will change). Use demotion and promotion of paragraphs to break up the appearance of your bullet point and to highlight your main points within a slide.

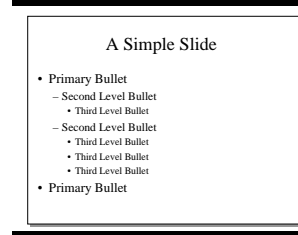
**To demote bullets using the Tab key**

- Press the **Tab** key to create a sub-level bullet prior to entering bullet text.
- Each **Tab** moves one level down.



**To promote sub-level bullets using the tab key**

- Press the **Shift-Tab** key to promote sub-level bullets prior to entering bullet text.



**To demote bullets using the Demote icon**

- Select bullet points and adjust the levels (individually or by group) using the **Demote** icon on the **Format** toolbar.



**To promote bullets using the Promote icon**

- Select the bullet points and adjust the levels (individually or by group) using the **Promote** icon on the **Format** toolbar.



## To Insert a New Slide



You can insert a new slide at any time  
when creating or editing a presentation

---

## To Insert a New Slide

### To insert a new slide using the keyboard

- If you are working in Normal or Slide View and wish to enter a title for a new slide, press **Ctrl+Enter** and you will automatically generate a new slide.

### To insert a new slide using the mouse

- Position the cursor within the presentation where you wish to insert the new slide and click on the **New Slide** icon.



## Deleting and re-ordering slides within a presentation

- **Make sure that you can:**
  - Select a slide
  - Delete a slide
  - Re-order the slides within your presentation



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PowerPoint 2003 - Slide No 48

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## Deleting and re-ordering slides within a presentation

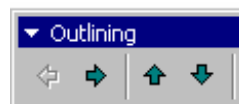
**To delete a slide** Select the slide icon in Normal View and press the **Delete** key. The slide icons are displayed down the left hand side of the screen in Normal and Outlining view

**To re-order the slides within a presentation**

- If necessary display the presentation in Outline or Normal View.
- Use the mouse to drag the slide icons up or down the page.

Alternatively display the Outlining toolbar (by clicking on the **View** drop down menu, selecting **Toolbars**, and then selecting **Outlining**). Use the **Move Up** or **Move Down** icons.

**NOTE:** If the **Move Up** or **Move Down** icons are not active within the Outlining toolbar, it is most likely because you have not yet selected a slide icon (displayed down the left hand side of the screen in Normal and Outlining view).



## Manipulating slides in Outline View

- Make sure that you know how to:
  - Move slides/bullets
  - Reduce the view of a slide to title only
  - Expand a collapsed slide
  - Collapse all slides
  - Expand all slides
  - Create a Summary Slide
  - Toggle 'Show Formatting' display



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PowerPoint 2003 - Slide No 49

## Manipulating Slide Information within Normal and Outline View

To reduce the display of a slide to title only

- Select the slide by clicking on the **Slide Icon**.
- Click the **Collapse** icon and the slide view will change to show only the title with a line underneath to signify that it has been collapsed.



To expand a collapsed slide

- Select the slide you wish to expand by clicking on the **Slide Icon**
- Click the **Expand** icon and the slide view will change to show the full contents of the slide.



To collapse all slides

- Click the **Collapse All** icon and the outline will change to show only the slide titles, each with a line underneath to signify that it has been collapsed.



To expand all slides

- Click the **Expand All** icon and the outline will change to show the full content of each slide.



To create a Summary Slide

- To produce a summary of all the slides in a presentation, make sure that you are in **Outline** view. Click on the first slide to select it. Depress the **Shift** key and click on the last slide within the presentation. Release the **Shift** key and all the slides will remain selected. Click on the **Summary Slide** icon and a slide containing summary information is automatically produced.



To toggle "Show Formatting" display

- Click the **Show Formatting** icon to either turn the display of formatting on or off.



## Creating Notes for your Slides

- In Normal View enter accompanying notes for each slide in the Notes section



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## Creating Notes for your Slides

### To create notes for a page

- Display your presentation in Normal View and click on the area displaying the message "**Click to add notes**".
- Enter the required text.

## Review Questions



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### Review Questions – How Would You ...

1.	Create a new presentation when you start PowerPoint?
2.	Create a new presentation once PowerPoint is "up and running"?
3.	Select a slide layout?
4.	Enter title and primary bullets?
5.	Enter a new line that is not preceded by a bullet point?
6.	Increase the space between bullet points?
7.	Decrease the space between bullet points?
8.	Create sub-level bullets using the Tab key?
9.	Promote sub-level bullets using the Tab key?
10.	Create sub-level bullets using the Demote icon key?
11.	Create sub-level bullets using the Promote icon?
12.	Create a Text Slide in Outline View?
13.	Switch to Outline View and start a new presentation?
14.	Enter slide titles?

15.	Add bullet points?
16.	Demote bullet level in Outline view using the Tab key?
17.	Demote bullet level in Outline view using the Demote icon key?
18.	Start a New Slide in Outline View?
19.	Insert a New Slide using the keyboard?
20.	Reduce the view of a slide to title only?
21.	Collapse a slide?
22.	Expand a collapsed slide?
23.	Collapse all slides?
24.	Expand all slides?
25.	Create a Summary Slide?
26.	Toggle "Show Formatting" display?
27.	Create slide notes in Normal View?



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# Formatting and Proofing Text

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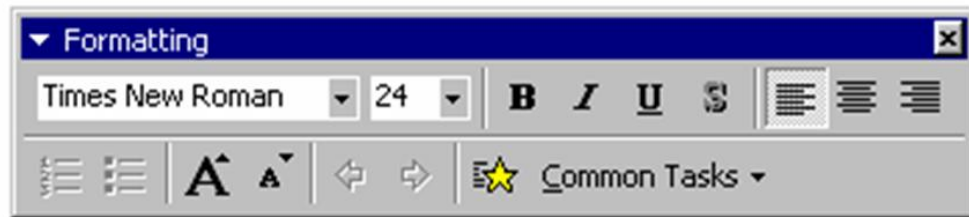
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## Learning Module Objectives

**When you have completed this learning module you will have seen how to:**

- Select a word
- Select characters using the mouse
- Select characters using the Keyboard
- Select all text within a text box
- Change font or typeface
- Change font size
- Embolden text
- Italicize text
- Underline text
- Add a shadow to text
- Change text color
- Adjust text alignment
- Adjust paragraph spacing
- Format text using the Format drop down menu
- Set the default text formatting for all new objects

## Formatting Options



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## Formatting Options

### Background

Placing text onto a slide as we have seen is a relatively easy thing to do. If you format slide text it allows you to add impact and "color" to your presentation.

Text formatting can be used to enhance text in a number of ways as follows:

- Font or Typeface
- Type size
- Bold
- Italic
- Underline
- Shadow
- Color
- Alignment
- Paragraph spacing
- Bullets

Each of the above options has a different effect on the person viewing the slide. We will now look at each in turn.





**SELECT! then DO!**

**REMEMBER**

To format text you should first select  
the required text

*Then apply the formatting*



---

## Select Then Do!

Remember, in PowerPoint as in all Microsoft Windows applications you should first select the item you wish to adjust and then apply the formatting.

You should note that it is possible to select either single or multiple objects.




- To select a word**
- Placing the cursor within a word will allow the application of formats to a single word.
- To select characters using the mouse**
- Position the mouse pointer at the point where you wish to start selecting text.
  - Depress the left mouse button.
  - Move the mouse in any direction.
  - When the required text is highlighted, release the mouse button and the text will remain selected.
- To select characters using the Keyboard**
- While holding down the **Shift** key select the characters you wish to format with the up, down, left, and right cursor keys.
- To select all text within a text box**
- If you wish to apply formatting to all text within a text box you need to carry out the following steps.
- **Click on a text item within the text box you wish to select. A “gray” box/frame will appear around the text.**
  - Click on the “gray” box to make it active.
  - Any formatting now applied will effect all the text within the text box.







## Text Formatting

- Sample text normal
- **Sample text** **Bold**
- *Sample text* *Italic*
- Sample text Underlined
- Sample text **Shadowed**
- **Sample text** **Red**
- **Sample text** ***Bold, Italic, Underlined and Red***

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## Text Formatting

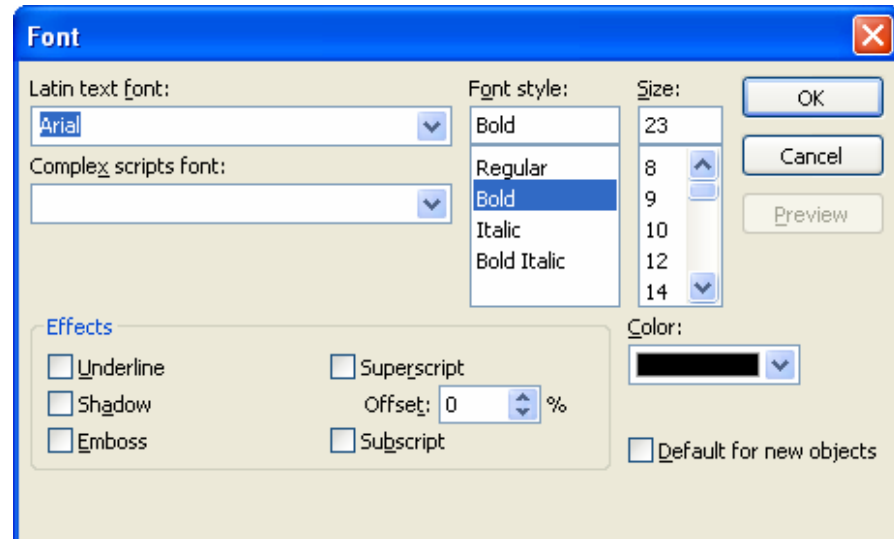
- |                                   | Mouse  | Keyboard   |
|-----------------------------------|--|--|
| <b>To change font or typeface</b> | <ul style="list-style-type: none"><li>• Select text to be changed.</li><li>• Click on the <b>Font</b> drop down arrow.<br/></li><li>• Select desired font.</li></ul>  | <ul style="list-style-type: none"><li>• Select text to be changed.</li><li>• Press the <b>Ctrl+Shift+F</b> key combination.</li><li>• Press the <b>Down Arrow</b> key.</li><li>• Select the desired font.</li><li>• Press <b>Enter</b>.</li></ul>          |
| <b>To change font size</b>        | <ul style="list-style-type: none"><li>• Select text to be changed.</li><li>• Click on the <b>Size</b> drop down arrow and select the size you require<br/></li></ul> <p><b>OR</b> click on the <b>Increase</b> or <b>Decrease Font</b> icons.<br/></p> | <ul style="list-style-type: none"><li>• Select text to be changed.</li><li>• Press the <b>Ctrl+Shift+P</b> key combination.</li><li>• Press the <b>Down Arrow</b> key.</li><li>• Enter or select the desired size.</li><li>• Press <b>Enter</b>.</li></ul> |

	<b>Mouse</b>	<b>Keyboard</b>
<b>To format text as bold</b>	<ul style="list-style-type: none"> <li>• Select text to be changed.</li> <li>• Click on the <b>Bold</b> icon.</li> </ul> 	<ul style="list-style-type: none"> <li>• Select text to be changed.</li> <li>• Press the <b>Ctrl+B</b> key combination.</li> </ul>
<b>To format text as italic</b>	<ul style="list-style-type: none"> <li>• Select text to be changed.</li> <li>• Click on the <b>Italicize</b> icon.</li> </ul> 	<ul style="list-style-type: none"> <li>• Select text to be changed.</li> <li>• Press the <b>Ctrl+I</b> key combination.</li> </ul>
<b>To format text as underlined</b>	<ul style="list-style-type: none"> <li>• Select text to be changed.</li> <li>• Click on the <b>Underline</b> icon.</li> </ul> 	<ul style="list-style-type: none"> <li>• Select text to be changed.</li> <li>• Press the <b>Ctrl+U</b> key combination.</li> </ul>
<b>To format text as shadowed</b>	<ul style="list-style-type: none"> <li>• Select text to be changed.</li> <li>• Click on the <b>Shadow</b> icon.</li> </ul> 	
<b>To format text as with a color</b>	<ul style="list-style-type: none"> <li>• Select text to be changed.</li> <li>• Click on down arrow to the right of the <b>Font Color</b> icon (located on the <b>Drawing</b> toolbar).</li> </ul>  <ul style="list-style-type: none"> <li>• Select desired color from the <b>Color Palette</b> displayed.</li> </ul>	
<b>To adjust text alignment</b>	<ul style="list-style-type: none"> <li>• Select text to be changed.</li> <li>• Click on the appropriate <b>Alignment</b> icon.</li> </ul> 	<ul style="list-style-type: none"> <li>• Select text to be changed.</li> <li>• Choose one of following:                             <ul style="list-style-type: none"> <li><b>Ctrl+L</b> - Left</li> <li><b>Ctrl+R</b> - Right</li> <li><b>Ctrl+E</b> - Center</li> <li><b>Ctrl+J</b> – Justify (i.e. align text on the left and right edges).</li> </ul> </li> </ul>

**To format text using the Format drop down menu**

Extra font formatting effects are available within the **Format** menu. To access the font formatting menu and apply these other formats:

- Select text to be changed.
- Open the **Format** menu and select the **Font** option to display the **Font** dialog box.
- Select the appropriate items from those available.



**To set the default text formatting for all new objects**

The extra items available include **Emboss, Superscript, and Subscript**, and all items selected here can be made default by selecting the **Default for new objects** check box.

## Review Questions



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### Review Questions – How Would You ...

1.	Select a word?
2.	Select characters using the mouse?
3.	Select characters using the Keyboard?
4.	Select all text within a text box?
5.	Change font or typeface?
6.	Change font size?
7.	Embolden text?
8.	Italicize text?
9.	Underline text?
10.	Add a shadow to text?
11.	Change text color?
12.	Adjust text alignment?
13.	Adjust paragraph spacing?
14.	Format text using the Format drop down menu?
15.	Set the default text formatting for all new objects?



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# Pictures and Backgrounds

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## Learning Module Objectives

**When you have completed this learning module you will have seen how to:**

- Draw a line
- Give the line a new style
- Draw rectangles and ovals
- Draw a Freeform shape
- Edit a Freeform shape
- Add an AutoShape
- Change to a different AutoShape
- Select a single object
- Deselect a selected object
- Select more than one object at a time
- Select objects using the Selection Tool
- Select all the objects on a slide
- Cycle round all the objects within a slide
- Group objects
- Un-group objects
- Un-group using a pop-up menu
- Regroup objects
- Re-size Objects
- Re-size an object to exact percentages
- Constrain objects when you re-size them
- Align Objects
- Move Objects
- Enable "Snap to grid"
- Rotate Objects
- Cut, Copy, Paste and Duplicate objects
- Move Objects Forwards and Backwards
- Create a color scheme
- Change color schemes
- Add a Custom Background
- Display the drawing pop-up menu
- Select an object
- Draw a line
- Draw an arrowhead line
- Draw an oval
- Insert a Text Box
- Insert a WordArt object
- Fill an object with a color, texture or picture effects
- Modify the font color
- Add a 3-D effect to a selected object

## The Drawing Toolbar

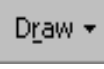
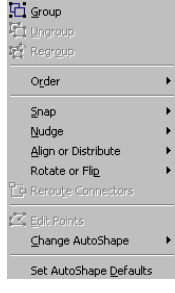

- To display this toolbar, click on **View**, select **Toolbars**, and select **Drawing**





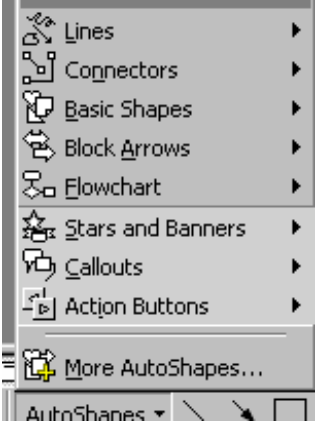








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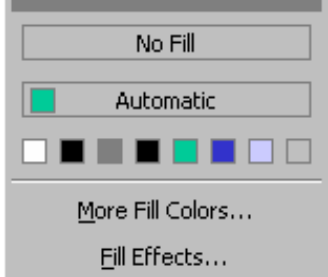

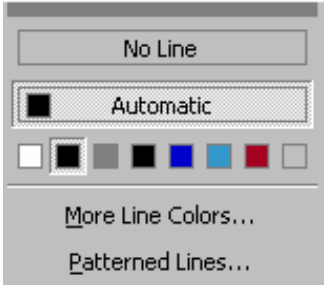

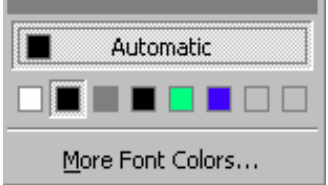

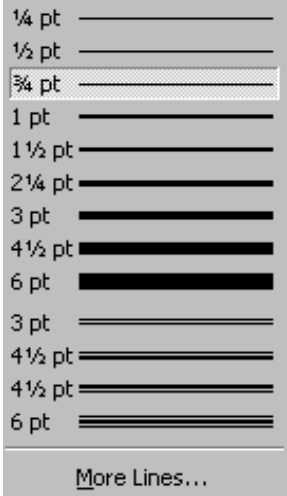

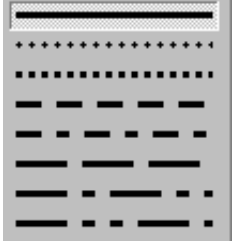
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
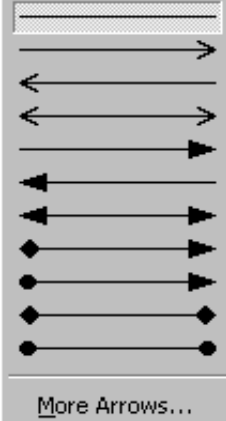

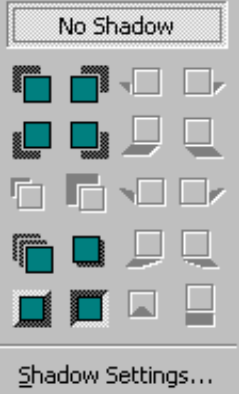

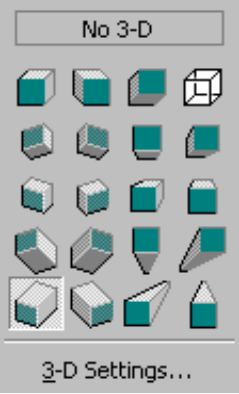
## The Drawing Toolbar

<p><b>To display the drawing pop-up menu</b></p>		<p>Displays a pop-up menu allowing you to manipulate drawing objects.</p>	
<p><b>To select an object</b></p>		<p>Select the object that you click on. To select multiple objects keep the <b>Shift</b> key depressed.</p>	



<p><b>To free rotate an object</b></p>		<p>Allows you to rotate an object by dragging with the mouse.</p>	
<p><b>To display the AutoShapes pop-up menu</b></p>		<p>Displays the <b>AutoShapes</b> pop-up menu, from which you can select the category of AutoShape that you require.</p>	
<p><b>To draw a line</b></p>		<p>Allows you to draw a line by dragging using the mouse. <b>TIP:</b> To draw a line that is perfectly horizontal or vertical, depress the <b>Shift</b> key while dragging.</p>	
<p><b>To draw an arrowhead line</b></p>		<p>Allows you to draw an arrowhead line by dragging using the mouse.</p>	
<p><b>To draw a rectangle</b></p>		<p>Allows you to draw a rectangle by dragging using the mouse. <b>TIP:</b> To draw a perfect square, depress the <b>Shift</b> key while dragging.</p>	
<p><b>To draw an oval</b></p>		<p>Allows you to draw an oval by dragging using the mouse. <b>TIP:</b> To draw a perfect circle, depress the <b>Shift</b> key while dragging.</p>	
<p><b>To insert a Text Box</b></p>		<p>Allows you to insert a Text Box by dragging using the mouse.</p>	
<p><b>To insert a WordArt object</b></p>		<p>Allows you to insert a WordArt object which can be formatted using a range of advanced text formatting tricks</p>	
<p><b>To insert a clipart image</b></p>		<p>Allows you to insert clipart into your presentation</p>	

<p><b>To fill an object with a Color, texture or picture effects</b></p>		<p>Allows you to fill an object with colors, texture or even pictures.</p>	
<p><b>To format line objects</b></p>		<p>Allows you to format the color of a line or add pattern effects.</p>	
<p><b>To modify the font color</b></p>		<p>Allows you to change the font color for selected text.</p>	
<p><b>To modify the style of a selected line</b></p>		<p>Allows you to set the line style and thickness. Allows you to choose from a range of preformatted options displayed within a pop-up.</p>	
<p><b>To set the type of dashed line used</b></p>		<p>Allows you choice from a range of preformatted dashed style options displayed within a pop-up.</p>	

<p><b>To set the type of arrowhead line used</b></p>		<p>Allows you choice from a range of preformatted arrow style options displayed within a pop-up.</p>	
<p><b>To add a shadowed effect to a selected object</b></p>		<p>Allows you choice from a range of preformatted shadow effect options displayed within a pop-up.</p>	
<p><b>To add a 3-D effect to a selected object</b></p>		<p>Allows you choice from a range of preformatted 3-D effect options displayed within a pop-up.</p>	

## Using the Drawing Tools

- Allows you to create and manipulate drawing objects



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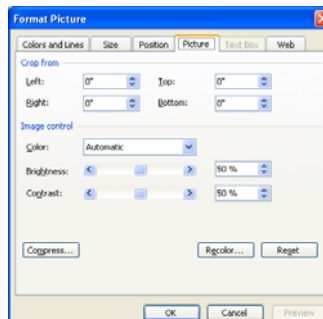
## Using the Drawing Tools

- To draw a line**
- Select the **Line** icon from the **Drawing** toolbar. The mouse pointer changes into a cross-hair pointer when moved over the slide.



- Click at the location where you want the line to begin and drag. Release the mouse button when you want the line to end.
- A line appears between the beginning and end point.

- To format a line**
- Select the line to which you want to apply a new style and double click on it to display the **Format AutoShape** dialog box.



- Modify options as required.

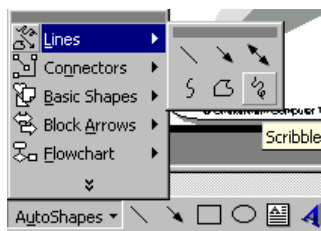
**To draw rectangles and ovals**

- Select the **Rectangle** or **Oval** icon from the **Drawing** toolbar. The mouse pointer changes into a cross-hair pointer when moved over the slide.
- Click at the location where you want the rectangle or oval to begin and drag to draw the object.
- When you have finished, release the mouse button.

**NOTE:** When using any of the basic drawing tools, you can use the **Shift** key to constrain your shape. For example, if you wanted to draw a perfect square using the **Rectangle** tool, hold down the **Shift** key while you drag to create the shape. The rectangle will be constrained, and the result is a square.

**To draw a Freeform shape**

- The **Scribble Tool** allows you to draw freeform shapes by hand.
- Click on the **AutoShapes** button on the **Drawing** toolbar to display the **AutoShapes** menu.
- Select **Lines** and then click on the **Scribble** icon. The mouse pointer changes to a pen when moved over the slide.

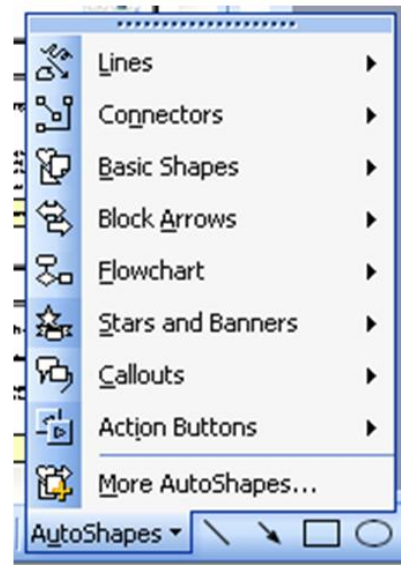


- Click at the location where you want to begin drawing and drag to draw the object.
- When you have finished, release the mouse button.

## AutoShapes

- Click on the **AutoShapes** button on the **Drawing** toolbar to display the **AutoShapes** menu

To adjust the shape further, select the shape and drag the adjustment handles



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## AutoShapes

### What is an AutoShape?

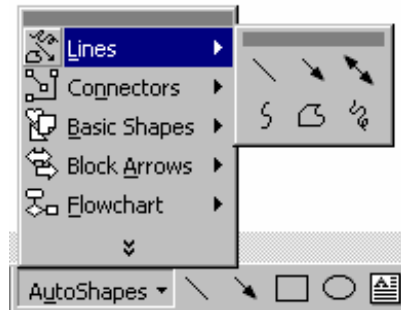
- An AutoShape (as the name suggests) is a shape that can be automatically generated for you. These range from a simple line to a complex 3-D shape. Once created that are easily manipulated and formatted.

### To add an AutoShape

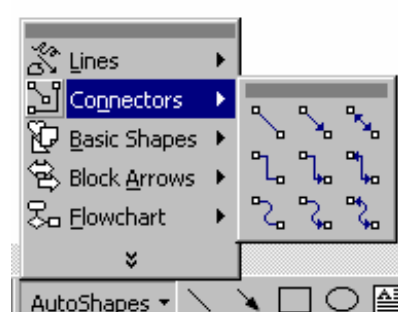
- Click the **AutoShapes** button on the **Drawing** toolbar to display the **AutoShapes** menu. Click on the **AutoShape** you require to select it.
- Position the mouse pointer at the location where you want the **AutoShape** to begin. Hold down the left-hand mouse button and drag to position the **AutoShape** on the slide.
- Release the mouse button when the shape is the size and proportion you require.
- If you want to adjust the shape further, select the shape and drag the adjustment handle.

**The AutoShape menus**

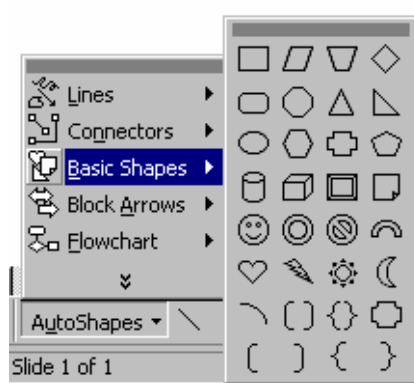
**Lines**



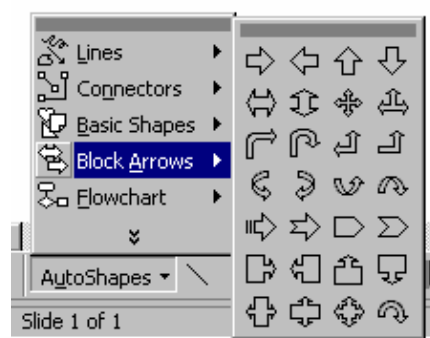
**Connectors**



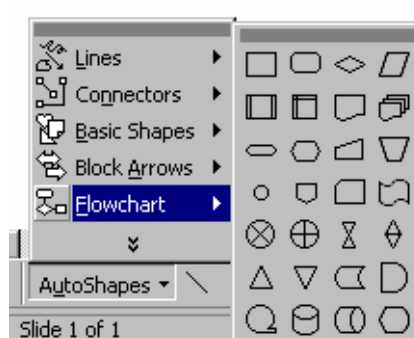
**Block Shapes**



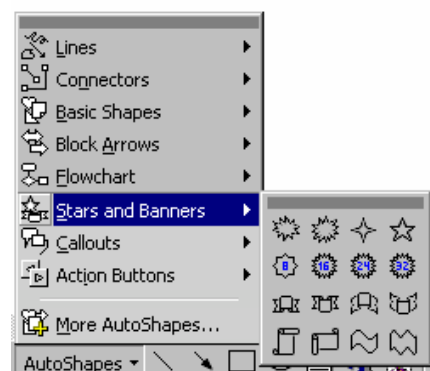
**Arrow shapes**



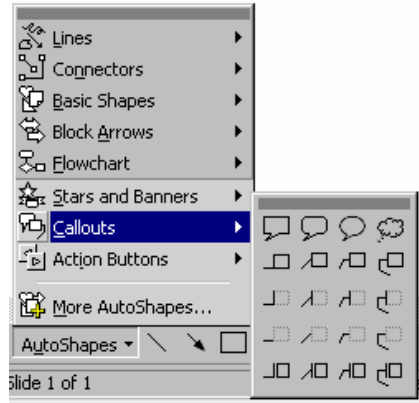
**Flowchart shapes**



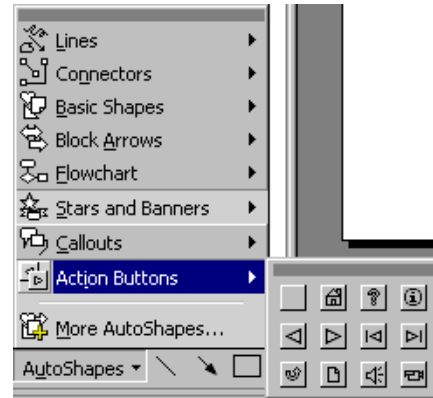
**Stars and banners**



**Callouts**



**Action Buttons**





## Using Clipart

- A wide range of Clip Art is available
  - There is even more on the Microsoft Office installation CD-ROM or available from the Internet!



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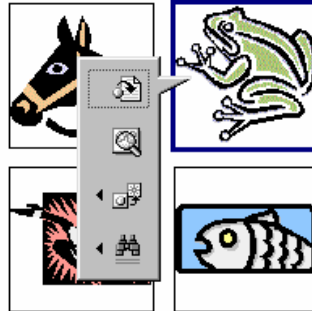
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## Using Clipart

- To insert Clipart**
- Click on the **Insert Clip Art** icon, located in the **Drawing** toolbar. You may see a small dialog box reminding you that there is much more clip art available on the Microsoft Office CD-ROM installation disk. If you do see this informational dialog, press **OK** to continue.
  - A gallery of clipart will be displayed.
  - Select the group that matches your requirements, such as Academic or animals.

- Make sure that the **Pictures** tab is displayed. Use the scroll bars to scroll down through the available clip art.
- Click once on the Clipart that you wish to insert. In the example shown the **frog** picture has been selected.



- Clicking on the first item in the pop-up menu (**Insert clip**) will paste the clipart into the presentation. You may continue inserting other clipart into you presentation, and when finished, close the clipart dialog box.

**To search for clipart pictures**

- In the **Search for clips** section of the clipart dialog box, enter a word and press **Enter**. In the example shows, the search word used was **computer**.

**To insert sounds or motion clips**

- Note that as well as static clipart you can use the **Insert ClipArt** dialog box to insert sounds and motion clips.

## Selecting Objects

- **It is important to know:**
  - How to select a single object
  - How to deselect a selected object
  - How to select more than one object at a time
  - How to select objects using the Selection Tool
  - How to select all the objects on a slide

To deselect objects:

Click on the selected object whilst holding down the **SHIFT** key

To select a single object:

Click on it

To select multiple objects:

Press the **SHIFT** key and click on the next object you wish to select

To select all objects:

Press **CTRL+A**

## Selecting Objects

### To select a single object

- Place the mouse pointer over a visible area of the object.
- Click on the object to select it.

### To deselect a selected object

- Click on the selected object while holding down the **Shift** key to deselect it.

### To select more than one object at a time

- Click on the first object you want to select.
- Press the **Shift** key and click on the next object you wish to select. The first object remains selected.
- Continue selecting objects as required.

**NOTE:** If you deselect a particular object by clicking on it while pressing the **Shift** key, no other selected objects will be affected.

### To select objects using the Select Objects icon

- Click on the **Select Objects** icon on the **Drawing** toolbar.
- Drag a box around the objects you wish to select.
- Release the mouse button to select the objects.

**NOTE:** Make sure the box completely surrounds the objects you want selected. If an object is only partly surrounded, it will not be included in the selection.

### To select all the objects on a slide

- Choose **Select All** from the **Edit** menu, or press **Ctrl+A**.

**Everything on the slide is selected, including titles, graphs, and bulleted text.**

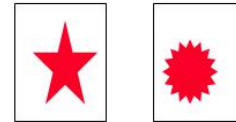
**Any changes you make will affect all the selected objects on the slide.**

### To cycle round all the objects within a slide

- Select one object.
- Then use **Tab** key to cycle through all the objects of the slide (use **Shift+Tab** to cycle through in the reverse direction).

## Grouping and Un-grouping Objects

- Grouped objects are treated as one single object
- To group objects:
  - Select the objects you wish to group
  - From the Draw menu, select Group



To ungroup objects  
Select Ungroup from the Draw  
menu

## Grouping and Un-grouping Objects

### Background

Objects can be grouped together so that they are treated as one single object. Once the objects have been grouped, any attributes applied to the single object will affect each separate object in the group.

### To group objects

- Select the objects you wish to group, either by clicking on each object while holding down the **Shift** key, or by using the mouse to drag a selection rectangle around each object you want to select.
- Click the **Draw** icon on the **Drawing** toolbar to display the **Draw** menu and select **Group**.
- The handles around each individual object disappear, and handles are displayed around the selection rectangle that encompasses the object group.
- Click on any of the objects to select the object group.

### To un-group objects

- To work on each object individually, you need to un-group the object.
- Select the group by clicking on one of the objects.
- Click the **Draw** icon on the **Drawing** toolbar and select **Ungroup**.
- The handles around the group disappear, and the handles are restored for each object.

### To un-group using a pop-up menu

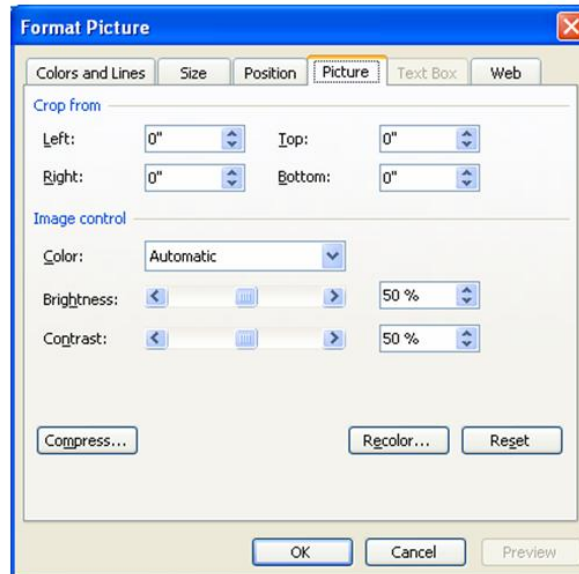
- Select a grouped object and then right click to display the pop-up menu.
- Select **Grouping** and then the **Ungroup** command.
- The handles around the group disappear, and the handles are restored for each object.

### To regroup objects

- To regroup the most recently un-grouped objects, select one of the objects from the group. Click the **Draw** icon on the **Drawing** toolbar and select **Regroup**.

## Re-sizing Objects

- Right click on the object
- From the shortcut menu, select **Format** and click on the **Size** tab on the dialog box displayed



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## Re-sizing Objects

### To re-size an object

- Click on the object to select it. Click on one of the re-size handles around the object. The mouse pointer changes to a cross-hair pointer.
- Drag the re-size handle until the object is the size you require, and release the mouse button.

### To re-size an object to exact percentages

- Right click on the object and from the shortcut menu select **Format**.
- Click on the **Size** tab to display the **Size** folder.
- To re-size the selection by an exact percentage, adjust the **Height** and **Width** spin boxes in the **Scale** section of the dialog box.
- Select **OK**.

### To constrain objects when you re-size them

- To re-size an object vertically, diagonally, or horizontally from one corner, so that the height to width relationship of the object is maintained. Hold down the **Shift** key and click on one of the corner handles then drag to re-size.
- To re-size an object from the center outwards. Click on one of the corner handles and then hold down the **Ctrl** key and drag to re-size.
- To re-size an object vertically, diagonally, or horizontally from the center outwards. Click on one of the corner handles and then hold down **Ctrl+Shift** and drag to re-size.

### To re-size a line

- Click on the line to select it. Re-size handles are displayed at each end of the line.
- Drag the re-size handles to increase or decrease the length of the line.
- An image of the line is displayed as you drag to enable you to see the effect of re-sizing it.
- The opposite end to the one you are dragging remains anchored. This enables you to change the position of the line, to extend it, or shorten it.

**NOTE:** Press **Shift** while re-sizing a line if you want it to stay at the same angle.

## Aligning Objects

- Select the objects to be aligned
- Click the Draw icon on the Drawing toolbar to display the Draw menu.
- Select Align or Distribute to display the alignment sub-menu.



- Effect of aligning to the right

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## Aligning Objects

### To align objects using the Draw menu

- Select the objects you wish to align.
- Click the **Draw** icon on the **Drawing** toolbar to display the **Draw** menu.
- Select **Align or Distribute** to display the alignment sub-menu.
- Choose the type of alignment you want. The selected objects align according to your selection.

**NOTE:** Objects are aligned according to their selection rectangles, rather than the shapes themselves.

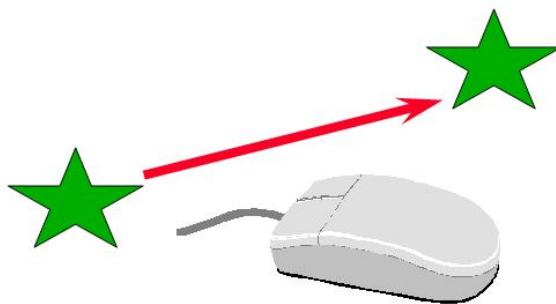
### To align objects using guides

- You can also align objects using vertical and horizontal guides.
- From the **View** menu select **Guides**, or click the right-hand mouse button to display the **Shortcut** menu, and select **Guides**.
- Vertical and horizontal dotted lines are displayed showing the center point of the slide.
- Click on the vertical or horizontal dotted line and drag the line. A **Guide** indicator is displayed with a number indicating, in inches, how far you have moved from the center of the slide.

**NOTE:** If the **Guide** indicator jumps numbers as you drag the **Guides**, switch off the **Snap to Grid** command in the **Draw** menu.

## Moving Objects

- Drag and drop, using the mouse



Select the object  
Keep the left hand mouse button depressed  
Move the mouse pointer to the desired location  
Release the mouse

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## Moving Objects

### To move an object

- If the object is filled, place the mouse pointer anywhere on the object to select it. If it is a drawn object or picture, click on its border to select it.
- Press the left-hand mouse button and drag. As you drag the object, a dotted outline of it is displayed.
- Move the outline to the new location and release the mouse button.

### To enable "Snap to grid"

- Click the **Draw** icon on the **Drawing** toolbar to display the **Draw** menu.
- Select **Snap** and make sure that "**To Grid**" is selected. Once enabled, an invisible grid is placed on the screen and when you drag objects they jump from one grid line to the next. This helps in the alignment of objects.

### To disable "Snap to grid"

- Click the **Draw** icon on the **Drawing** toolbar to display the **Draw** menu.
- Select **Snap** and make sure that "**To Grid**" is not selected.

### To temporarily disable "Snap to grid"

- Depress the **Alt** key while dragging the object.

## Rotating Objects



- **Objects can be rotated as individual objects, or as groups or multiple selections**
  - Select the object (or group) you wish to rotate
  - Click on the **Free Rotate** tool on the **Drawing** toolbar
  - Place the **Free Rotate** pointer over one of the object's re-size handles
  - Drag the pointer and rotate the outline of the selection to the position you require

You may also use the **Rotate** or **Flip** command within the **Draw** drop down menu, which also allows you to **Rotate Left** or **Rotate Right** by 90 degrees

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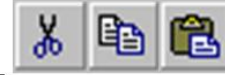
## Rotating Objects

- |  |  |
|--|--|
| <b>To rotate objects</b>                             | <b>Objects can be rotated as individual objects, or as groups or multiple selections. You can rotate objects in various ways.</b>  |
| <b>To rotate an object using the Drawing toolbar</b> | <ul style="list-style-type: none"> <li>• Select the object or group you wish to rotate.</li> <li>• Click on the <b>Free Rotate</b> tool on the <b>Drawing</b> toolbar. The mouse pointer changes to the <b>Free Rotate</b> pointer.</li> <li>• Place the <b>Free Rotate</b> pointer over one of the re-size handles.</li> <li>• Drag the pointer and rotate the outline of the selection to the position you require.</li> </ul>   |
| <b>To rotate an object using the Draw menu</b>       | <ul style="list-style-type: none"> <li>• Select the object or group that you wish to rotate.</li> <li>• Click the <b>Draw</b> icon on the <b>Drawing</b> toolbar to display the <b>Draw</b> menu.</li> <li>• Select <b>Rotate</b> or <b>Flip</b> to display the <b>Rotate</b> or <b>Flip</b> sub-menu.</li> <li>• Here you can choose to <b>Free Rotate</b> an object, or to <b>Rotate Left</b> or <b>Rotate Right</b> by 90 degrees.</li> <li>• You can also flip the selection to turn the object or group horizontally or vertically by choosing <b>Flip Horizontal</b> or <b>Flip Vertical</b>.</li> <li>• Click the option you require to select it.</li> </ul> |



## Cutting, Copying, Pasting and Duplicating

- **Cut, Copy and Paste**



- Objects can be cut, copied and pasted using icons on the **Standard** toolbar (or **Edit** menu commands)
- Whenever you use the cut and copy commands, a copy of the object is placed on the **Clipboard**

- **Duplicating**

- When you duplicate an object, a copy of it is not stored on the **Clipboard**
- Duplicating an object means that you make a copy of it which is placed on the slide, slightly offset from the original object

Duplicate Keyboard shortcut: Ctrl+D

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## Cutting, Copying, Pasting and Duplicating

### Background

Graphic objects can be cut, copied and pasted on a PowerPoint slide using the **Cut**, **Copy**, and **Paste** icons on the **Standard** toolbar, or the commands in the **Edit** menu. Objects can be cut and copied from one slide to another, or from one presentation to another. Whenever you use the cut and copy commands, a copy of the object is placed on the **Clipboard** until you paste it into another location. The **Duplicate** command is different. When you duplicate an object, a copy of it is not stored on the **Clipboard**. Duplicating an object means that you make a copy of it which is placed on the slide, slightly offset from the original object.

### To copy and paste an object

- Select the object you wish to copy and from the **Edit** menu, select **Copy** to place a copy of the object on the **Clipboard**. The object remains on the screen.
- Position the cursor at the location where you want to paste the object from the **Clipboard**. This can be on the same slide, or on a different slide.
- From the **Edit** menu, select **Paste**. A copy of the object is placed on the slide at the location of the cursor.

**NOTE:** To quickly copy and paste objects use the **Copy** and **Paste** icons on the **Standard** toolbar.

**To cut and paste an object**

- Select the object you wish to cut and from the **Edit** menu, select **Cut** to remove the object from the slide and place it on the **Clipboard**.
- Position the cursor at the location where you want to paste the object from the **Clipboard**. This can be on the same slide, or on a different slide.
- From the **Edit** menu, select **Paste**. The object is placed on the slide at the location of the cursor.

**NOTE:** To quickly cut and paste objects, use the **Cut** and **Paste** icons on the **Standard** toolbar.

**To duplicate an object**

- Select the object you wish to duplicate.
- Select **Duplicate** from the **Edit** menu.
- The duplicate is displayed on top of the object. Click and drag to position the duplicate in the location required.

**To duplicate an object by dragging**

- Select the object you wish to duplicate.
- Press the **Ctrl** key (a plus sign is displayed next to the pointer) and drag a copy of the object to a new location.

## Moving Objects Forwards and Backwards

- The placement of objects can be modified using:
  - Bring to Front
  - Send to Back
  - Bring Forward
  - Send Backward



**Frog in front**



**Frog behind**

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## Moving Objects Forwards or Backwards

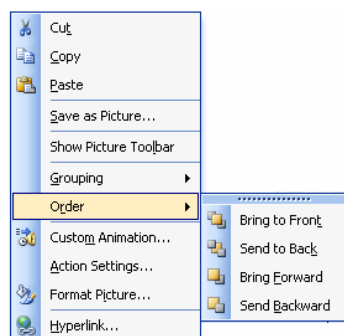
### Background

When you draw objects on a slide, the first object you draw is on the bottom, and the last object you draw is on the top. The placement of objects can be changed using the Bring to Front, Send to Back, Bring Forward and Send Backward commands.

### To bring objects forwards or send them backwards

**NOTE:** This is only relevant where two objects overlap on the slide.

- Select the object you wish to move forward or backwards.
- Right click to display a pop-up menu, as illustrated.



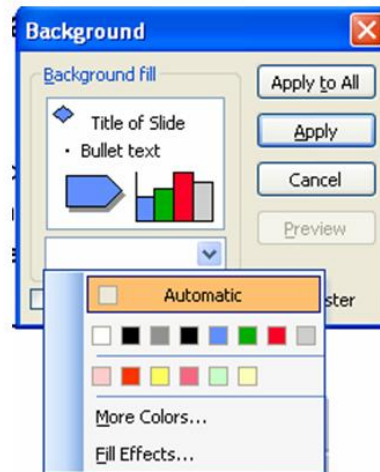
- Select **Order** to display the **Order** sub-menu.
- Select **Bring To Front** or **Send To Back**.
- The selected object is moved to the top or bottom of the stack.

## Adding a Custom Background

- Allows you to add a background that will suit your presentation

- Choose from

- Shaded
- Patterned
- Textured
- Picture
- Other Color



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## Adding a Custom Background

### To add a shaded background

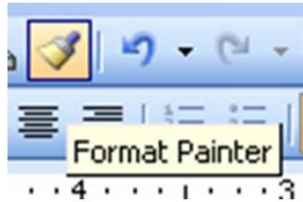
PowerPoint offers a choice of backgrounds where a solid color gradually changes from light to dark or dark to light. The color of the shading can be adjusted to suit your requirements.

- Select **Background** from the **Format** menu, to display the **Background** dialog box.
- In the **Background** box click the down arrow in the bottom right of the **Background fill** box to display the drop down menu.
- Select **Fill Effects** to display the **Fill Effects** dialog box.
- Select the **Gradient** tab to display the **Gradient** folder.
- The **Colors** section of the dialog box allows you to choose from a range of preset colors or select up to two of your own. Select options as required. A sample of the fill effect is shown in the bottom right corner of the **Fill Effects** dialog box.
- The **Shading Styles** section of the dialog box allows you to select the orientation of the fill effect. Select the required option.
- The **Variants** section of the dialog box allows you to select from up to four different versions of the fill effect. Select the **Variant** you require.
- Select **OK** to return to the **Background** dialog box.
- To change the background color of the current slide only, click on **Apply**. To change the background color of all slides in the presentation, click on **Apply To All**.

**NOTE:** You can see the effect that changes to a color scheme has had on your presentation by changing to **Slide Sorter View**.

## The Format Painter

- This allows you to copy formatting information from one object to other



- Double click to allow multiple copies of the formatting to be applied to objects

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## The Format Painter

### To copy a Color Scheme from one slide to another

- The simplest way to apply a color scheme to another slide, or another presentation, is to use the **Format Painter** tool.
- First select text or an object to which you have applied formatting.
- Click on the **Format Painter** icon on the **Standard** toolbar

**OR** if you intend to copy the color scheme to more than one slide, double-click on the **Format Painter** icon.

- The formatting information is picked up from the selected object and the mouse pointer changes to an arrow with a paintbrush attached.
- Select the object to which you want to apply the formatted information by clicking on them.
- If you were copying the color scheme to more than one object, then when finished you will need to press the **Esc** key to cancel the **Format Painter**.

## Review Questions



### Review Questions – How Would You ...

1.	Draw a line?
2.	Draw rectangles and oval?
3.	Edit a Freeform shape?
4.	Add an AutoShape?
5.	Change to a different AutoShape?
6.	Select a single object?
7.	Select more than one object at a time?
8.	Select all the objects on a slide?
9.	Cycle round all the objects within a slide?
10.	Group objects?
11.	Un-group objects?
12.	Re-size Objects?
13.	Constrain objects when you re-size them?
14.	Align Objects?

15.	Move Objects?
16.	Enable "Snap to grid"?
17.	Rotate Objects?
18.	Cut, Copy, Paste and Duplicate objects?
19.	Move Objects Forwards and Backwards?
20.	Add a Custom Background?
21.	Display the drawing pop-up menu?
22.	Insert a Text Box?
23.	Insert a WordArt object?
24.	Fill an object with a color, texture or picture effect?





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# Printing a Presentation

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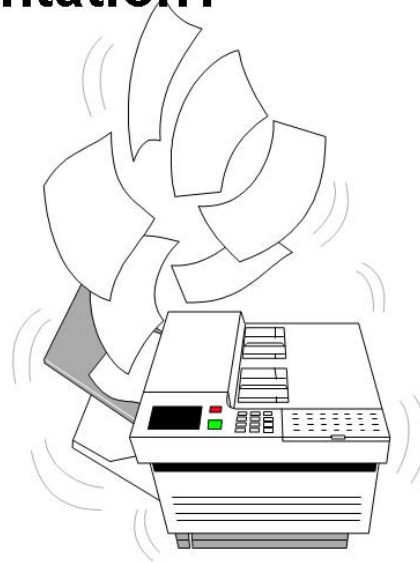
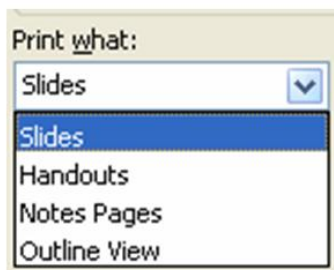
## Learning Module Objectives

**When you have completed this learning module you will have seen how to:**

- Print acetates
- Print delegate handouts
- Print presenters notes
- Print a presentation outline

## How do you want to print your Presentation?

- Slides
- Handouts
- Notes Pages
- Outlines



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PowerPoint 2003 - Slide No 74

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## How do you want to print your Presentation?

### Background

If you wish to give your presentation using any of the following methods you will need to output through a printer.

- Acetates for overhead projection.
- Delegate Handouts (2, 3, or 6 slides per page).
- Presenters Notes.
- Presentation Outline.

### Printing Acetates

The printing of acetates can be achieved directly onto acetate (always check your printer is capable of this) or onto paper for copying onto acetate sheets.

### Printing Delegate handouts

These can be printed in three formats either 2,3, or 6 slides per page.

When printing 2 or 6 slides per page you are in effect producing a visual record of the presentation and there is little space for the addition of notes by delegates.

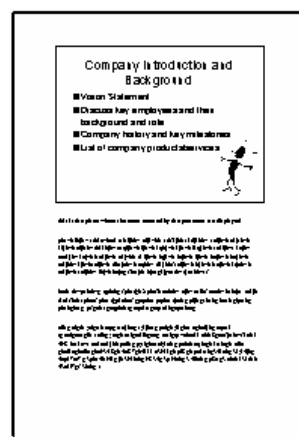
The 6 slides per page handout is very useful as a quick visual reference for the presenter.

When a 3 slide handout is produced the slides are placed on the left hand side of the page with space for notes to the right of each slide and as such are useful if your delegates are likely to want to make notes.

**Printing Presenters Notes**

**Presenter's notes are produced within Microsoft PowerPoint and effectively have a single slide on the page with notes entered by the presentation creator. (See right)**

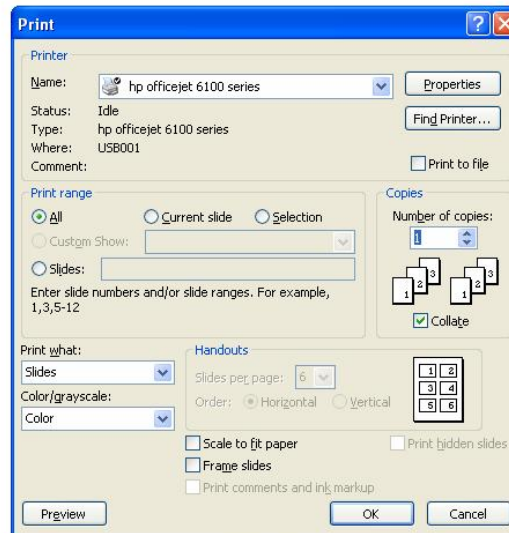
If the creator has not entered any notes presenters notes are printed with a single slide at the top of each page. This will allow for presenters to Write (or Scribble) their own directions etc.



**Printing a Presentation Outline**

When the presentation outline is printed the output is simply a text-based outline of the presentation. It can contain only slide titles, or it can be the full presentation content.

## The Print Dialog Box



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PowerPoint 2003 - Slide No 75

## The Print Dialog Box

The **Print** dialog box, as shown above, has four distinct sections, **Printer**, **Print range**, **Copies** and **Print what**.

### The Print dialog box – *Printer* section

This section displays information regarding the currently selected printer. You can change the printer setup via the **Properties** button. If you want to print to a file check the **Print to file** check box.

### The Print dialog box – *Print range* section

This section enables you to define what to print. The options available are:

- **All** - the whole presentation
- **Current slide** - the currently selected slide
- **Selection** - a subset of the presentation selected by the mouse
- **Slides** - a selection of contiguous and/or non-contiguous slides

### The Print dialog box – *Copies* section

This region of the dialog box allows you to enter the number of copies required and whether you want them collated or not.

### The Print dialog box - *Print what* section

This is the final area of the dialog box and it contains the following options:

<b>Print what</b>	Slides, Handouts (2, 3 or 6), Notes Pages, Outline View
<b>Print hidden slides</b>	Yes/No
<b>Black &amp; white</b>	Yes/No
<b>Scale to fit paper</b>	Yes/No
<b>Frame slides</b>	Yes/No

**To print acetates**

- Open the **File** menu.
- Select the **Print** option.
- If required select the appropriate printer.
- Select the required print range.
- Select the number of copies.
- Select **Print what – Slides**.
- **NOTE:** Check **Pure black and white** box if colored output is not required.
- Check the **Scale to fit paper** box.
- Check the **Frame Slides** box if you require your slides to be framed.
- Click **OK** to commence printing.

**To print delegate handouts**

- Open the **File** menu.
- Select the **Print** option.
- If required select the appropriate printer.
- Select the required print range.
- Select the number of copies.
- Select **Print what - Handouts** (appropriate version).
- Check **Pure black and white** box if colored output is not required.
- Click **OK** to commence printing.

**To print presenters notes**

- Open the **File** menu.
- Select the **Print** option.
- If required select the appropriate printer.
- Select the required print range.
- Select the number of copies.
- Select **Print what - Notes Pages**.
- Check **Pure black and white** box if colored output is not required.
- Click **OK** to commence printing.

**To print a presentation outline**

- Open the **File** menu.
- Select the **Print** option.
- If required select the appropriate printer.
- Select the required print range.
- Select the number of copies.
- Select **Print what - Outline View**.
- Check **Pure black and white** box if colored output is not required.
- Click **OK** to commence printing.

## Review Questions



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### Review Questions – How Would You ...

1.	Print acetates?
2.	Print delegate handouts?
3.	Print presenter's notes?
4.	Print a presentation outline?

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# Creating and Running a Slide Show

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## Learning Module Objectives

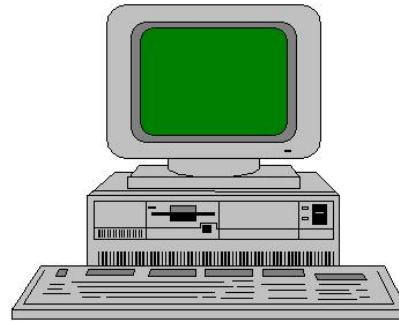
**When you have completed this learning module you will have seen how to:**

- Set up a slide show
- Start a slide show
- Move to the next slide
- Move to a previous slide
- Return to the first slide
- Exit a screen show
- Add transitions to a slide show
- Set timings for a slide show
- Add annotations during a slide show
- Hide slides in a slide show
- Make a slide title drop in during a show
- Make text build one paragraph at a time
- Make text “drive” into the slide
- Make text “fly” into the slide
- Make text “shutter” into the slide
- Make text or object flash
- Make text/objects appear from the top right of a slide
- Make text appear one character at a time
- Make text “rain” from the top of a slide
- Display the Meeting Minder dialog box while editing a slide
- Display the Meeting Minder dialog box while running a slide show
- Display the slide show shortcuts

## What is a Slide Show?



- You may want to run your presentation as an electronic slide show from your computer
  - Each slide in your presentation, along with its text, art, and graphics, takes up the whole screen
  - All other screen elements are hidden



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## What is a Slide Show?

### Background

Rather than printing out your presentation, you may want to run it as an electronic slide show on your computer.

This means that each slide in your presentation, along with its text, art, and graphics, takes up the whole screen. All other screen elements are hidden.



## Navigation Through a Slide Show

- You need to be able to move forwards and backwards through your on-screen slide show
- This allows you to take questions and be more flexible



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### Navigating Through a Slide Show

**To start a slide show**

- Click the **Slide Show** icon or select the **Slide Show** command from the **View** menu.

**To move to the next slide**

Use any of the following options:

- Left Mouse Click
- N
- Space Bar
- Right Arrow
- Down Arrow
- Enter
- Page Down
- Right Click - Select from Pop-up Menu

**To move to a previous slide**

Use any of the following options:

- Backspace
- P
- Left Arrow
- Up Arrow
- Page Up
- Right Click - Select from Pop-up Menu

**To return to the first slide**

- Press both mouse buttons for 2 Seconds.

**To blank the screen to black**

- Press **B** once to apply.
- Press **B** once more to remove.

**To blank a screen to white**

- Press **W** once to apply.
- Press **W** once more to remove.

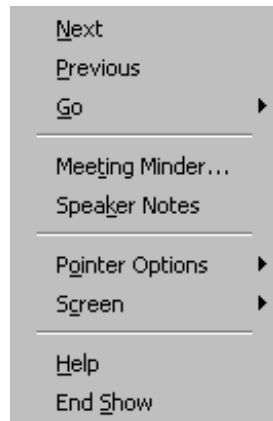
**To exit a screen show**

Use any of the following options:

- **Esc**
- **Ctrl+Break**
- **“\_”**

**The slide show "right click menu"**

Right clicking within the slide show will display the following pop-up menu, allowing you to navigate through the presentation.



## Slide Show Transitions

- Change to **Slide Sorter** view by clicking on the **Slide Sorter** button
- Select **Slide Transition** from the **Slide Show** menu



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PowerPoint 2003 - Slide No 80

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## Slide Show Transitions

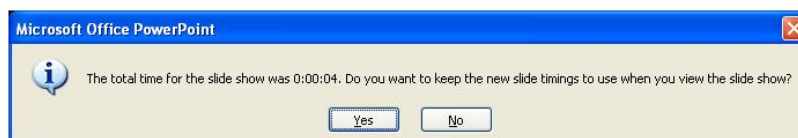
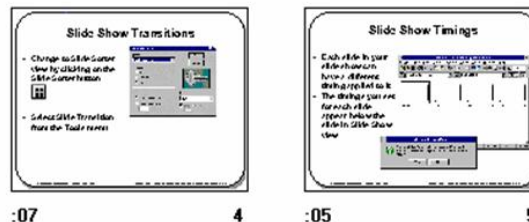
To add transitions to a slide show

Transitions are special effects you can add to a slide show to determine how one slide moves to the next.

- Change to **Slide Sorter** view by clicking on the **Slide Sorter** icon.
- Select **Slide Transition** from the **Slide Show** menu, to display the **Slide Transition** dialog box.
- Select the transition you require from the **Effect** drop down list.
- Click on the transitions to see a preview of them applied to the picture in the **Preview** box. To see the transition again, click on the picture.
- Select how fast you want the transition to take place by selecting **Slow**, **Medium**, or **Fast**. You can preview the speed you have chosen in the **Preview** box.
- To change the transition of the current slide only, click on **Apply**. To change the transition of all slides in the presentation, click on **Apply To All**.

# Slide Show Timings

- Each slide in your slide show can have a different timing applied to it
- The timings you set for each slide appear below the slide in Slide Sorter view

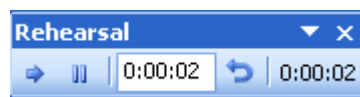


## Slide Show Timings

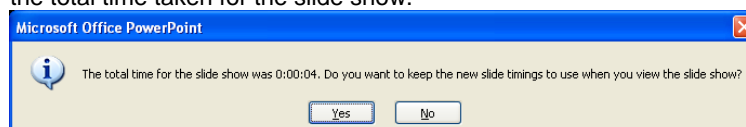
### To set timings for a slide show

Each slide in your slide show can have a different timing applied to it. For instance, the first slide may appear for 10 seconds, the second for 20 seconds, the third for 5 seconds. You can set timings in the following ways.

- You can set timings, by allowing PowerPoint to set the times for you.
- **Select Rehearse Timings from the Slide Show menu.**
- The slide show appears on the screen. In the top left-hand corner of the screen a button is displayed with a clock. The clock shows you how long the slide has been on the screen. When you are ready to move to the next screen, click anywhere on the slide, or on the clock button.



- When you reach the end of the presentation a dialog box is displayed telling you the total time taken for the slide show.



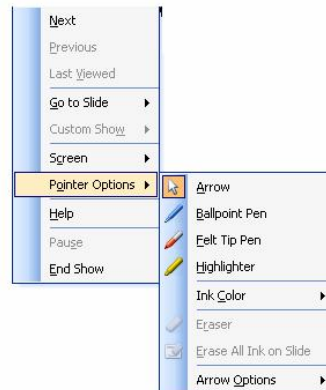
- You will be asked if you want to record the new timings and use them in slide show view. Select **Yes** to record the new timings, or **No** to cancel them.

### To see the timing for each slide

Switch to **Slide Sorter** view and the timings for each slide will be displayed below the slide.

## Slide Show Annotations

- It is possible to add freehand annotations to draw attention to a particular part of the slide



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## Slide Show Annotations

### To add annotations during a slide show

When you are running a slide show it is possible to add freehand annotations to draw attention to a particular part of the slide.

- Begin the slide show.
- Click the right mouse button to display the shortcut menu.
- Select **Pointer Options** from the pop-up menu displayed.
- Select **Pen** from the sub-menu displayed.
- Hold down the left mouse button to write or draw on the screen.
- To erase annotations during a slide show press the **E** key. When you move to the next slide the annotations will disappear.
- When finished, press the **Esc** key to turn the feature off.

## Hidden Slides

- **Select the slide(s) you wish to hide**
  - The slide will be hidden during a slide show
  - In **Slide Sorter** view an icon appears below the slide, which contains the slide number with a line through it, to indicate that it is hidden



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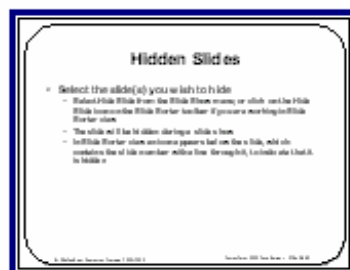
## Hidden Slides

### To hide slides in a slide show

- Select the slide(s) you wish to hide.
- Select **Hide Slide** from the **Slide Show** menu, or click on the **Hide Slide** icon on the **Slide Sorter** toolbar if you are working in **Slide Sorter** view.
- The slide will be hidden during a slide show.
- In **Slide Sorter** view an icon appears below the slide, which contains the slide number with a line through it, to indicate that it is hidden.
- During a slide show, if you wish to display a hidden slide right-click on the preceding slide to display the shortcut menu, select **Go** and then **Hidden Slide** or simply press the **H** key.

### To see which slides are formatted as hidden

- Switch to slide sorter view and the hidden slide(s) will be indicated as illustrated below.

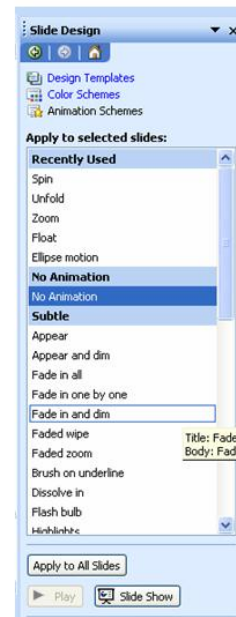


### To display a hidden slide during a slide show

Within the slide show right-click on the slide that precedes the slide that is hidden. Click on the **Go** command, and then click on the hidden slide to display it.

## What are Animation Effects?

- Animation effects allow you to add a range of special effects to your slide shows!



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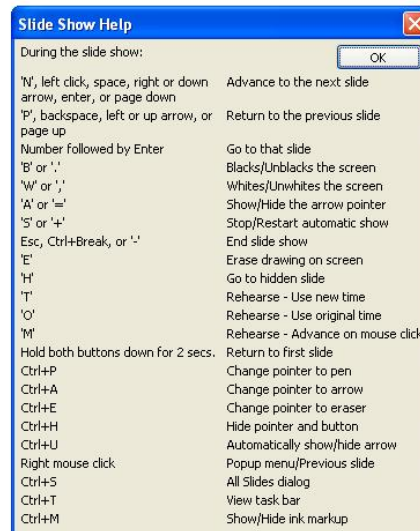
## What are Animation Effects?

**To display the animation toolbar**

- Click on the **View** drop down menu and select the **Toolbars** command. From the sub-menu displayed select **Animation Effects**.

## Slide Show Shortcuts

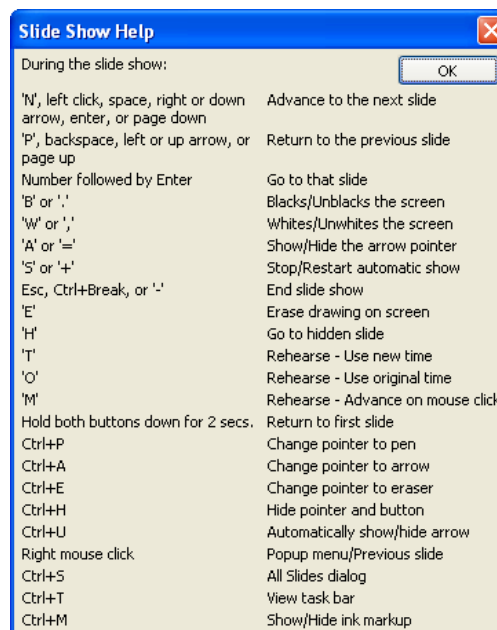
- Press F1 during the Slide Show to display the shortcuts
- In Slide Sorter mode click on the Transition icon to preview the transition effect for that slide



## Slide Show Shortcuts

To display the slide show shortcuts

When the slide show is running press the F1 key to display a list of shortcuts.





## Review Questions



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### Review Questions – How Would You ...

1.	Start a slide show?
2.	Move to the next slide?
3.	Move to a previous slide?
4.	Return to the first slide?
5.	Exit a screen show?
6.	Add transitions to a slide show?
7.	Set timings for a slide show?
8.	Add annotations during a slide show?
9.	Hide slides in a slide show?
10.	Make a slide title drop in during a show?
11.	Make text build one paragraph at a time?
12.	Make text “drive” into the slide?
13.	Make text “fly” into the slide?
14.	Make text “shutter” into the slide?

15.	Make text or object flash?
16.	Make text/objects appear from the top right of a slide?
17.	Make text appear one character at a time?
18.	Make text "rain" from the top of a slide?
19.	Display the Meeting Minder dialog box while editing a slide?
20.	Display the Meeting Minder dialog box while running a slide show?
21.	Display the slide show shortcuts?
22.	Preview the transition effect for a slide?

# **EXERCISE PACK**

## **POWERPOINT 2003**

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## Installing the Sample Files into a Folder

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### Installing the sample files

- Use the Windows Explorer to copy **PowerPoint 2003 samples** from your exercises diskette, just below the **My Documents** folder.



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# Introduction to PowerPoint

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## Opening an Existing Presentation

- Open an existing presentation called **LOOKATME**, which is contained in the folder called: **/MY DOCUMENTS/ PowerPoint 2003 samples**.
- Use the **Page Down** key to view the slides, one at a time.
- Close the file.

## Opening more than one file at a time

- Click on the **Open** icon located on the Standard toolbar.
- Make sure that you can see the files located in the: **/MY DOCUMENTS/ PowerPoint 2003 samples** folder  
Click once on the first file to select it.
- Depress the **Shift** key, and click once on the last file in the list. Release the **Shift** key and all the files will remain selected.
- Click on the **Open** button and all the files will be opened.
- Even though you have opened more than more presentation, you will only see one slide from a particular presentation displayed on the screen. To switch to another open presentation, click on the **Window** drop down menu and from the list displayed at the bottom of this menu, click on the presentation that you wish to view.

**TIP:** To switch to other open presentations using the keyboard, press **Ctrl+F6**. Try this now!

- Close **all** your files.

## Opening recently used PowerPoint files

- Click on the **File** drop down menu, and from the list displayed, open a recently used PowerPoint file.
- Open the **Options** dialog box and increase the list of recently opened files. To do this click on the **Tools** drop down menu and select **Options**. Click on the **General** tab and increase the value in the **Recently used file list** making sure its check box is selected.

## Investigate the Open dialog options

- Display the **Open** dialog box. Then experiment with moving up one folder level. Experiment with viewing the files properties. Close the **Open** dialog box.

## Saving a presentation with a different file name

- Open a file called **LOOKATME**. Use the **SaveAs** command to re-save this file with a different file name, rename it as **MYPRES1**. Close the file without saving your changes.





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## The PowerPoint Screen and Views

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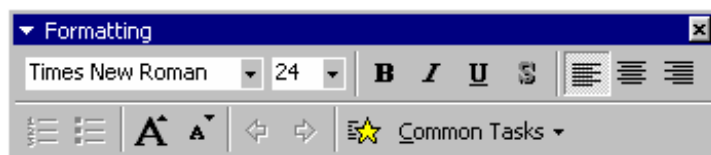
### The Standard Toolbar

- Examine the icons contained within the **Standard** toolbar. At this stage some of the icon names may not mean much, but try to get a feel for what is available via this toolbar. You may like to experiment with using some of the icons! You can also use the **Help** to gather additional information.



### The Formatting Toolbar

- Examine the icons contained within the **Formatting** toolbar. At this stage some of the icon names may not mean much, but try to get a feel for what is available via this toolbar. You may like to experiment with using some of the icons! You can also use the **Help** to gather additional information.



### Status Bar

- Open a file called **LOOKATME**.
- Examine the information displayed via the Status Bar.

### The View Icons

- Examine how this presentation looks using the various views listed below. Use the view icons location at the bottom-left of the screen.



- Normal
  - Outline View.
  - Slide View.
  - Slide Sorter View.
  - Slide Show View.
- Close the file without saving any changes you may have made.



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## Using AutoLayout

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### Creating a Title slide

- Re-start PowerPoint and when the first dialog box is displayed select the **Blank Presentation** option and click on the **OK** button.
- When the **New Slide** dialog box is displayed make sure that the **Title Slide** is highlighted (i.e. the first box is selected) and then click on the **OK** button.
- Click on the area of the slide displaying the text “**Click to add title**” and enter some text such as **My first presentation**.
- Click on the area of the slide displaying the text “**Click to add sub-title**” and enter some text, such as your name.

### Creating a Bulleted List Slide

- Click on the **Insert** drop down menu and select the **New Slide** command.
- Select the next AutoLayout option called **Bulleted List** and click on the **OK** button.
- Click on the area of the slide displaying the text “**Click to add title**” and enter a short title for this slide.
- Click on the area of the slide displaying the text “**Click to add text**” and enter a few *short* lines of text (pressing the **Enter** key at the end of each line).

### Creating a Two Column Text Slide

- Click on the **Insert** drop down menu and select the **New Slide** command.
- Select the next AutoLayout option called **2 Column Text** and click on the **OK** button.
- Click on the area of the slide displaying the text “**Click to add title**” and enter a short title for this slide.
- Click on the first area of the slide displaying the text “**Click to add text**” and enter some text such as **My first presentation**.
- Click on the second area of the slide displaying the text “**Click to add text**” and enter a few *short* lines of text (pressing the **Enter** key at the end of each line).

### Creating a Table Slide

- Click on the **Insert** drop down menu and select the **New Slide** command.
- Select the next AutoLayout option called **Table** and click on the **OK** button.
- Double click on the **Table** icon to add a table.
- Use the defaults within the dialog that is displayed and click on the **OK** button.
- A table will be inserted. Enter some text into the first table cell.
- Press the **Tab** key to jump to the next slide and enter more text in the cell.
- Repeat this procedure until you have entered some text into each cell.
- Click once on the slide on an area outside the table. This will de-select the table and allow you to continue.

### Creating a Text and Chart Slide

- Click on the **Insert** drop down menu and select the **New Slide** command.
- Select the next AutoLayout option called **Text & Chart** and click on the **OK** button.
- Click on the area of the slide displaying the text “**Click to add title**” and enter a short title for this slide.
- Click on the area of the slide displaying the text “**Click to add text**” and enter a few *short* lines of text.
- Double click on the **Chart** icon to add a chart.
- Click once on the slide on an area outside the chart. This will de-select the chart and allow you to continue.

## Using Other AutoLayout formats

- If you have time, experiment with some of the other AutoLayout formats that are available.
- Close the file without saving your changes.

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## Wizards for AutoContent and Look

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### Starting the AutoContent Wizard – When you start PowerPoint

- Re-start PowerPoint.
- Click on the **AutoContent Wizard** option displayed in the first dialog box that you see.
- Click on the **OK** button.
- Follow through the AutoContent wizard, and after each step, click on the **Next** button.
- When you reach the final step of the wizard, the presentation will be produced for you.
- You may find that the presentation is displayed in **Outline** view, in which case if you wish to see how the actual slides look, click on the **Slide View** icon (located at the bottom, left of the screen). Use the **Page Down** key to move through the presentation.
- Close the file without saving your changes.

### Starting the AutoContent Wizard – Once PowerPoint has already been started

- Click on the **File** drop down menu and select the **New** command, in the dialog box displayed select the **General** tab.
- Click on the **AutoContent Wizard** icon and then click on the **OK** button.
- This time try creating a presentation of a different type.
- When you have finished experimenting with this presentation, close the file without saving your changes.
- Experiment with creating other presentations using the AutoContent wizard that sound like they may be useful to you. Try to get a feel for what is available using this powerful presentation creation technique.
- Close the files you have created without saving your changes.



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## Creating a Simple Text Slide

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### Creating a New Blank Presentation in Slide Layout View

- If necessary close PowerPoint and then re-start it.
- Create a new presentation using a front **Title Slide** AutoLayout.
- Then add a few more slides using the **Bulleted List** AutoLayout.

### Modifying Your Slides

- Experiment with entering a new line that is not preceded by a bullet point. To do this press **Shift+Enter** and the end of a line (instead of Enter). When you enter a line of text it will not be preceded by a bullet.
- Experiment with demoting bullets using the **Tab** key.
- Experiment with promoting sub-level bullets using **Shift-Tab**.
- Experiment with demoting bullets using the **Demote** icon.
- Experiment with promoting bullets using the **Promote** icon.
- Close the file without saving your changes.

### Create a Text Slide in Outline View

- Start a new presentation and switch to **Outline** View.

### Adding Slide Titles

- Experiment with entering a few slide titles while in Outline View

### Adding Bullet Points

- Experiment with adding a few lines of bulleted text in Outline mode.

### Sub-Level Bullets

- Experiment with demoting bullet levels in Outline view using the **Tab** key.
- Experiment with demoting bullet levels in Outline view using the **Demote** icon.
- Experiment with promoting sub-level bullets in Outline view using the **Shift-Tab** key.
- Experiment with promoting sub-level bullets in Outline view using the **Promote** icon.

### To Start a New Slide in Outline View

- Experiment with inserting new slides.

### Manipulating Slides in Outline View

- Experiment with moving slides/bullets.
- Experiment with reducing the view of a slide to title only.
- Experiment with expanding a collapsed slide.
- Experiment with collapsing all slides.
- Experiment with expanding all slides.
- Experiment with creating a Summary Slide.
- Experiment with toggling the "Show Formatting" display.
- Close the file without saving your changes.





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## Formatting and Proofing Text

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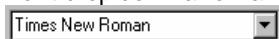
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### Select Then Do!

- Open a file called **SELECT**.
- **Experiment with selecting a word.** To do this place the cursor within a word and double click.
- **Experiment with selecting characters using the mouse.** To do this position the mouse pointer at the point where you wish to start selecting text. Depress the **left mouse button** and move the mouse in any direction. When the required text is highlighted, release the mouse button and the text will remain selected.
- **Experiment with selecting characters using the Keyboard.** To do this hold down the **Shift** key and select the characters you wish to format with the **up, down, left, and right** cursor keys.

### Text Formatting

- **Experiment with changing the font type.** To do this select text to be changed then click on the **Font** drop down arrow and select the required font.



- **Experiment with changing font size.** To do this select text to be changed and then click on the **Size** drop down arrow and select the size you require.



- **Experiment with making text bold.** To do this select text to be changed and then click on the **Bold** icon.



- **Experiment with displayed text in italics.** To do this select text to be changed and then click on the **Italic** icon.



- **Experiment with underlining text.** To do this select text to be changed and then click on the **Underline** icon.



- **Experiment with giving text a shadow effect.** To do this select text to be changed and then click on the **Text Shadow** icon.



**Experiment with changing text color.** To do this select text to be changed and then click on down arrow to the right of the **Font Color** icon (located on the **Drawing** toolbar).



- **Experiment with adjusting text alignment.** To do this select text to be changed and then click on the **Alignment** icons.



- **Experiment with formatting text using the Format drop down menu.** To do this select text to be changed. Open the **Format** menu and select the **Font** option to display the **Font** dialog box. Select the appropriate items from those available.
- Close the file without saving your changes.

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## Pictures and Backgrounds

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### Using the Drawing Tools

- Create a new presentation.
- **Experiment with drawing a line.** To do this select the **Line** icon from the **Drawing** toolbar and the mouse pointer changes into a cross-hair pointer when moved over the slide. Click at the location where you want the line to begin and drag. Release the mouse button when you want the line to end and a line appears between the beginning and end point.



- **Experiment with formatting your line.** To do this select the line double click on it to display the **Format AutoShape** dialog box and then experiment with using the options displayed.
- **Experiment with draw rectangles and ovals.** To do this select the **Rectangle** or **Oval** icon from the **Drawing** toolbar and the mouse pointer changes into a cross-hair pointer when moved over the slide. Click at the location where you want the rectangle or oval to begin and drag to draw the object. When you have finished, release the mouse button. Again experiment with formatting the objects that you have created by double clicking on them and using the options in the dialog box displayed.

### AutoShapes

- **Experiment with adding AutoShapes.** To do this click the **AutoShapes** button on the **Drawing** toolbar to display the **AutoShapes** menu. Move up or down the pop-up menu to displayed groups of different types of AutoShapes, such as **Lines** or **Block Arrows**. From the sub-menu displayed, click on the AutoShape you require to select it. Position the mouse pointer at the location where you want the AutoShape to begin. Hold down the **left-hand mouse button** and drag to position the AutoShape on the slide. Release the mouse button when the shape is the size and proportion you require.
- **Experiment with formatting the AutoShape objects that you have created.** To do this double click on the AutoShape and used the options in the dialog box that is displayed.
- Close the file without saving your changes.

### Using ClipArt

- Create a new presentation.
- Click on the **Insert Clip Art** icon, located in the **Drawing** toolbar. You may see a small dialog box reminding you that there is much more clip art available on the Microsoft Office CD-ROM installation disk. If you do see this informational dialog, press **OK** to continue. A gallery of clipart will be displayed. Select the group that matches your requirements, such as **Academic** or **Animals**.
- Click on the piece of clip art you wish to insert into your slide, a pop-up menu will be displayed. Click on the **Insert Clip** icon (located at the top of the pop-up menu).
- Close the Insert Clip Art dialog box.
- Close the file without saving your changes.

## Selecting Objects

- Open a file called **OBJECTS**.
- **Experiment with selecting and deselecting single objects.** To do this click on an object to select it and then click on something else to de-select it.
- **Experiment with selecting more than one object at a time.** To do this click on the first object you want to select and then press the **Shift** key. Keeping the **Shift** key depressed, click on the next object you wish to select and the first object remains selected. Continue selecting objects as required.
- **Experiment with selecting all the objects on a slide.** To do this click on the **Select All** command from the **Edit** menu, or press **Ctrl+A**.
- **Experiment with cycling round all the objects within a slide.** To do this select one object. Then use **Tab** key to cycle through all the objects of the slide (use **Shift+Tab** to cycle through in the reverse direction).
- Close the file without saving your changes.

## Grouping and Un-grouping Objects

- Open a file called **OBJECTS**.
- **Experiment with grouping objects.** To do this select the objects you wish to group, either by clicking on each object while holding down the **Shift** key, (or by using the mouse to drag a selection rectangle around each object you want to select). Click the **Draw** icon on the **Drawing** toolbar to display the **Draw** menu and select **Group**. The handles around each individual object disappear, and handles are displayed around the selection rectangle which encompasses the object group. Select the grouped object group and you will find that dragging and dropping moves all the objects that have been grouped.
- **Experiment with un-grouping objects.** To do this select the grouped objects. Click the **Draw** icon on the **Drawing** toolbar and select **Ungroup**. The handles around the group disappear, and the handles are restored for each object. Clicking on something else to de-select the objects and then you will find that you can use drag and drop to move the individual objects once again.
- **Using right clicking to group and un-group.** Select two separate objects and then right click. Use the pop-up menu to first group these objects and then to un-group them.
- Close the file without saving your changes.

## Re-sizing Objects

- Open a file called **OBJECTS**.
- **Experiment with re-sizing objects.** To do this click on an object to select it. Click on one of the re-size handles around the object and the mouse pointer changes to a cross-hair pointer. Drag the re-size handle until the object is the size you require, and release the mouse button.
- **Experiment with re-sizing an object to exact percentages.** To do this right click on the object and from the shortcut menu select **Format**. Click on the **Size** tab to display the **Size** folder. To re-size the selection by an exact percentage, adjust the **Height** and **Width** spin boxes in the Scale section of the dialog box. Select **OK**.
- **Experiment with resizing while keep the height and width proportions the same.** To do this hold down the **Shift** key and click on one of the corner handles of a selected object then drag to re-size.
- Close the file without saving your changes.

## Aligning Objects

- Open a file called **OBJECTS**.
- Experiment with aligning objects. To do this select the objects you wish to align. Click the **Draw** icon on the **Drawing** toolbar to display the **Draw** menu. Select **Align or Distribute** to display the alignment sub-menu. Choose the type of alignment you want and the selected objects align according to your selection.
- Close the file without saving your changes.

## Moving Objects

- Open a file called **OBJECTS**.
- **Experiment with moving objects.** To do this select an object and then drag and drop it to the new location.
- Experiment with using “Snap to grid” and moving objects. To do this click on the **Draw** icon on the **Drawing** toolbar to display the **Draw** menu. Select **Snap** and make sure that “**To Grid**” is selected. Once enabled, an invisible grid is placed on the screen and when you drag objects they jump from one grid line to the next. This helps in the alignment of objects.
- Close the file without saving your changes.

## Rotating Objects

- Open a file called **OBJECTS**.
- **Experiment with rotating objects.** To do this select the object you wish to rotate. Click on the **Free Rotate** tool on the **Drawing** toolbar. The mouse pointer changes to the Free Rotate pointer. Place the Free Rotate pointer over one of the re-size handles and drag the pointer and rotate the outline of the selection to the position you require.
- Close the file without saving your changes.

## Cutting, Copying, Pasting and Duplicating

- Open a file called **OBJECTS**.
- **Experiment with copying objects to the Clipboard and them pasting them back to your presentation.** To do this select the object you wish to copy and from the **Edit** menu, select **Copy** to place a copy of the object on the Clipboard. The object remains on the screen. Position the cursor at the location where you want to paste the object from the Clipboard. From the **Edit** menu, select **Paste** and a copy of the object is placed on the slide at the location of the cursor.
- **Experiment with duplicating objects using the drop down menus and also by using “drag and drop” techniques.** To do this select the object you wish to duplicate. Press the **Ctrl** key (a plus sign is displayed next to the pointer) and drag a copy of the object to a new location.
- Close the file without saving your changes.

## Moving Objects Forwards and Backwards

- Open the file called **ONTOP**.
- **Experiment with using the Bring To Front and Send To Back commands.** To do this select the object you wish to move forward or backwards and when you **right click** a pop-up menu is displayed. Experiment with using the options within this pop-up menu.
- **Experiment with using the Bring Forward and Send Backward commands.** Use the techniques outlined above.
- Close the file without saving your changes.

## Using Color Schemes

- Open the file called **LOOKATME**.
- **Experiment with applying color schemes.** To do this from the **Format** menu, select **Slide Color Scheme** to display the **Color Scheme** dialog box. Click on the **Standard** tab and select one of the standard schemes. Click on the **Preview** button to see the effect that the select option will have on any slide that you have created. Click on the **Apply to All** button to apply the scheme to all the slides in the Presentation or on the **Apply** button to just apply the color scheme to the current slide.

## The Drawing Toolbar

- Examine the icons contained within the Drawing toolbar. You may like to experiment with using some of the icons! You can also use the on-line Help to gather additional information.

## The Format Painter

- Create a new slide and enter a few paragraphs of text. Format each paragraph using different types of fonts, different font colors, different fonts sizes etc. Then experiment with using the Format Painter. To do this, first select some text and then click on the **Format Painter** icon in the Standard toolbar (OR if you intend to copy the color scheme to more than one slide, double-click on the Format Painter icon). The formatting information is picked up from the selected text and the mouse pointer changes to an arrow with a paintbrush attached. Select the some other text to which you want to apply the formatted information by clicking on them.
- Close the file without saving your changes.

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## Printing a Presentation

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### The Print Dialog Box

- Examine the options available via the **Print** dialog box.
- If you are connected to a printer, experiment with using some of these options.

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# Creating and Running a Slide Show

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## Running a Slide Show

- Open a file called **LOOKATME**.
- Run the slide show. To do this click the **Slide Show** icon.

## Navigating Through a Slide Show

- **Experiment with moving to the next slide.**  
To do this use any of the following options:  
**Left Mouse**  
**N**  
**Space Bar**  
**Right Arrow**  
**Down Arrow**  
**Enter**  
**Page Down**  
**Right Click - Select from Pop-up Menu**
- **Experiment with moving to the previous slide.**  
To do this use any of the following options:  
**Backspace**  
**P**  
**Left Arrow**  
**Up Arrow**  
**Page Up**  
**Right Click - Select from Pop-up Menu**
- **Experiment with returning to the first slide.** To do this depress both mouse buttons for 2 seconds (or press the **Home** key).
- Experiment with blanking the screen. To do this press **B** once to apply. Press **B** once more to remove.

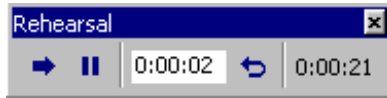
## Slide Show Transitions

- Experiment with adding transitions to the slide show. To do this change to **Slide Sorter** view by clicking on the **Slide Sorter** icon. Select **Slide Transition** from the **Slide Show** menu, to display the **Slide Transition** dialog box. Select the transition you require from the **Effect** drop down list. Click on the transitions to see a preview of them applied to the picture in the **Preview** box. To see the transition again, click on the picture. Select how fast you want the transition to take place by selecting **Slow**, **Medium**, or **Fast**. You can preview the speed you have chosen in the **Preview** box. To change the transition of the current slide only, click on **Apply**. To change the transition of all slides in the presentation, click on **Apply to All**.



## Slide Show Timings

- Experiment with setting timings for your slide show. To do this select **Rehearse Timings** from the **Slide Show** menu. The slide show appears on the screen and in the top left-hand corner of the screen a button is displayed with a clock. The clock shows you how long the slide has been on the screen. When you are ready to move to the next screen, click anywhere on the slide



When you reach the end of the presentation a dialog box is displayed telling you the total time taken for the slide show. Select **Yes** to record the new timings.

To see your slide show timings that you have just recorded. Switch to Slide Sorter view and the timings for each slide will be displayed below the slide.

## Slide Show Annotations

- Experiment with adding annotations to your slide show. To do this begin the slide show and click the right mouse button to display the shortcut menu. Select **Pointer Options** from the pop-up menu displayed. Select **Pen** from the sub-menu displayed. Hold down the **left mouse button** to write or draw on the screen. To erase your annotations during a slide show press the **E** key. When finished, press the **Esc** key to turn the feature off.

## Hidden Slides

- Experiment with hiding slides in a slide show.** To do this select the slide(s) you wish to hide. Select **Hide Slide** from the **Slide Show** menu, or click on the **Hide Slide** icon on the Slide Sorter toolbar if you are working in Slide Sorter view. The slide will be hidden during a slide show.
- Experiment with displaying hidden slides during a presentation.** Run a slide show, and right-click on the preceding slide to display the shortcut menu, select **Go** and then **Hidden Slide** (or simply press the **H** key).
- Close the file without saving your changes.

## The Animation Effects Toolbar

- Open a file called **LOOKATME**.
- Use the Save As command to save the file as **MYMOVE**.
- Experiment with making a slide title drop in during a show.** To do this click on the **View** drop down menu and select the **Toolbars** command. From the sub-menu displayed select **Animation Effects**. Select the required effect.
- Experiment with making text build one paragraph at a time.
- Experiment with making text “drive” into the slide.
- Experiment with making text “fly” into the slide.
- Experiment with making text or objects flash.
- Experiment with making text/objects appear from the top right of a slide.
- Experiment with making text appear one character at a time.
- Experiment with making text “rain” from the top of a slide.
- Close the file and save your changes.