

Microsoft® PowerPoint 2007 Intermediate

A Workshop for San Diego State University Faculty and Staff



NOTE:

This handout was not designed to be a standalone tool to teach the reader to do the task. It was designed as a review for the individual that has previously taken the applicable BATS workshop.

Where to Find Help When You Need It

Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://its.sdsu.edu/~bats/>

Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location: Adams Humanities, 1109
Phone Number: x45727
Semester Hours: 7:30am – 6:00pm Monday -Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348 **E-mail:** helpline@mail.sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824 **E-mail:** staffhelp@sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

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CUSTOMIZING THE BACKGROUND

When you create a presentation, you can choose from a variety of Themes residing in PowerPoint. Themes allow you to give your presentation a special appearance. Generally you want to select a Theme that complements the information contained in the presentation.

Create New Theme If you don't want to use any of the canned Themes, you can create your own custom Theme.

To create your own Theme:

1. Open a new PowerPoint presentation.
2. Select one of the standard Themes.
3. You can modify the selected Theme a variety of ways:
 - a. **Change colors** – Click on the **Design Tab**, and choose **Colors** in the Themes group. Choose the color scheme you prefer, or click the on **Create New Theme Colors** option to create your own custom colors.
 - b. **Change fonts** – Click on the **Design Tab**, and choose **Fonts** in the Themes group. Choose the font type you prefer.
 - c. **Change effects** – Click on the **Design Tab**, and choose **Effects** in the Themes group. The effect you choose will affect the look of tables, text, charts, diagrams, shapes and pictures.
 - d. **Apply background style** – Click on the **Design Tab**, and choose **Background Styles** in the Background group. Choose from the displayed backgrounds or click on **Format Background** to access additional options. You can choose to apply a solid color for the background, a gradient fill (a blending of colors), texture or an image as the background.
4. To save your custom Theme, click on the **Design Tab**, then click on the **Drop Down Arrow** and choose **Save Current Theme**.

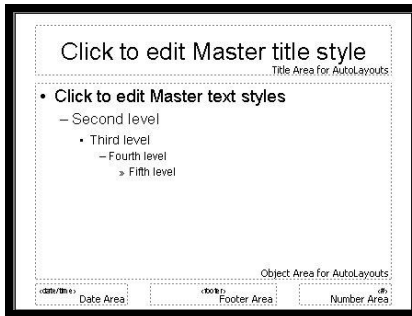
SLIDE MASTER

The Slide Master exists to give you a uniform look to all your slides. It contains details about the fonts, placeholders, background and color scheme in use.

You can modify the Slide Master in a variety of ways.

Each Slide Master contains separate Masters (Layout Masters) for the various types of slide layouts used in the presentation.

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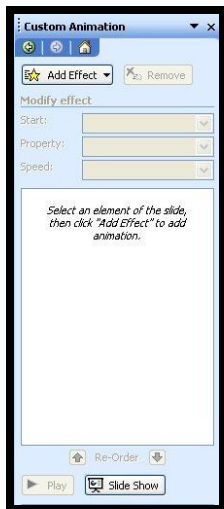
Changes you make to the Slide Master are propagated to all the slides in the presentation. However you can override any formatting in the Slide Master by making changes to the Layout Masters.

You can change the default fonts, placeholders, background design, color scheme and bullets, or you can add a logo to the Masters.

To modify the Slide Master:

1. Click on the **View** tab and then click on **Slide Master** in the Presentation group.
2. Select the area you wish to modify and then apply the formatting or other changes you desire.
3. When finished click the **Slide Master** tab and then click on **Close Master View** button in the Close group.

CUSTOM ANIMATION



To create an animation, activate the **Task Pane** and choose **Custom Animation**.

Select some text or an object in your slide and then click the **Add Effect** button. The following four effect options are available:

- **Entrance** – The effect you choose determines how the selected text or object enters the slide.
- **Emphasis** – These options allow you to add emphasis to the selected text or object.
- **Exit** - The effect you choose determines how the selected text or object exits the slide.
- **Motion Paths** - Sets a directional path that the selected text or object follows. You can choose from some set paths or you can draw a custom path based on a line, curve, freeform, or scribble shape.

NOTE: Use the Preview button at the bottom of the pane to see your animation in action.

Animation Order

The order of the text or object animations you have selected can be seen in the Task Pane.



To change the order of the animated text or objects, simply click on the item in the pane and drag it to the desired position. The animations will take place in the order shown.

Modify Animation

Once the animation has been selected you can make modifications to the default way it works.

Start – Indicate how you would like the animation to start when the slide is activated:

- **On Click** – the animation starts when the presenter clicks the mouse or presses the <Enter> key.
- **With Previous** – the animation starts at the same time the previous animation starts.
- **After previous** - the animation starts when the previous animation has completed.

Property – This window will change based on the animation selected. At times you may see “Direction” or “Spokes” or a property specific to the selected animation or it may be grayed out.

Speed – You can control how fast the animation moves by choosing one of the following:

- Very fast
- Fast
- Medium
- Slow
- Very Slow
-

Additional Options

Additional options are available to help you ensure that your animation works the way you want it to work.

To set additional options click the black, down facing arrow next to an animated item in the Custom Animation list. A window with two or three tabs displays, and the following options are available:

Effect Tab

- **Direction** - Control the direction of a selected animation
- **Sound** - Choose a sound effect from the drop-down list
- **Volume** - Control the volume of a chosen sound
- **After Animation** - Specify how to end your animation
- **Animated Text** - Choose a method for introducing text: All at Once, By Word, or By Letter

Timing Tab

- **Start** - Specify whether you want to start the animation On Click, With Previous (simultaneous with the previous animation in the list), or After Previous (after the previous animation in the list).
- **Delay** - Enter the delay in seconds
- **Speed** - Select a speed level, from very slow to very fast
- **Repeat** - Indicate how many times you want an animation to repeat
- **Rewind when Done Playing** - Select this check box if you want to rewind (return to original position) after playing.
- **Triggers** - Click the Triggers to specify animation triggers

Chart or Text Animation - This tab appears when you have animated some text on the slide or if you have placed a chart in your presentation.

If you animate your bulleted items so that they appear one at a time, you are focusing attention on items that you are currently talking about.

Fancy animations such as swirl or zoom should generally be avoided. These animation types are distracting. The audience becomes more focused on the “special effect” as opposed to the content that you are introducing.

MORE ANIMATION Animation can have several purposes, but one of the most important purposes is to help the viewer focus on the point being made.

The following steps will take you through the creation of an Oval and attaching the animation to make it direct the viewer’s attention to the point being made.

1. Click on the **Insert** Tab, and then click on the **Shapes** in the Illustrations Group.
2. Click on the **Oval Shape** and draw an Oval on the slide. Use the sizing handles to resize the shape if necessary.
3. Double click the **Oval** to activate the Drawing Tools Tab.
4. Click on **Shape Fill** and choose **No Fill**.
5. Click on **Shape Outline** and modify the color of the shape and the weight if desired.
6. Drag the shape over the text you want attention drawn to.
7. With the Oval selected, click on the **Animations Tab** and then click on **Custom Automation**. The Task Pane on the right of the screen will open.
8. Click on **Add Effect** and then click on **Entrance** Effect. Choose the **Fly In** effect.
9. In the **Start** window, choose how you want the animation to start.
10. Choose the **Direction** and **Speed** desired.
11. Click on the **Play** button to see the animation.

COMBINING PRESENTATIONS

You have the option of taking slides from “Presentation A” and combining them with the slides in “Presentation B”.

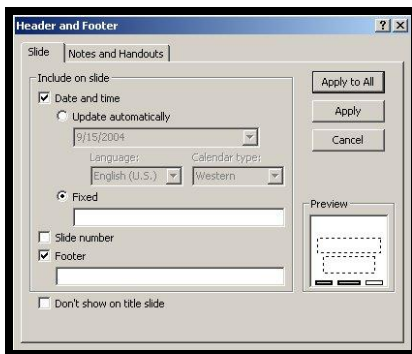
To insert slides from another presentation:

1. Select the slide after which you want to start inserting other slides.
2. Click on the **Home Tab**, click on **New Slide** and then click on **Reuse Slides**. The Reuse Slides Task Pane will open.
3. Click on the **Browse button**, click on the **Browse file** option, and navigate to the presentation you want to import slides from. The slides from that presentation will appear in the Task Pane.
4. To insert a single slide, click on the **slide**. To insert all slides, **right click on any slide** and choose **Insert All Slides**.

5. If you check the **Keep Source Formatting** box, the inserted slides will keep the formatting applied to them in the old presentation. If you leave this check box blank, the inserted slides will take on the formatting applicable to your new presentation.
6. If you want to apply the current Theme to all slides or to selected slides, right click on a slide you want to apply the current Theme to and choose either **Apply Theme to All Slides** or **Apply Theme to Selected Slides**.
7. Click the **Close** button to exit the Task Pane.

HEADER/FOOTER

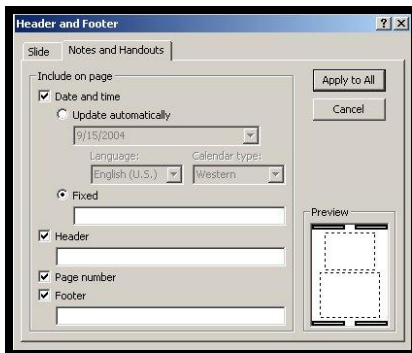
You can include text, slide or page numbers and dates at the top or bottom of your slides or notes and handouts.



Headers and footers can apply to all slides or selected slides. When a header or footer is applied to notes and handouts they are applied to all notes and handouts.

To apply a header or footer:

1. Click on the **Insert Tab** and then click on **Header & Footer** in the Text group.
2. To put a header/footer on Slides, select the **Slide** tab. To put a header/footer on Notes and Handouts select the **Notes and Handouts** tab.



NOTE: By default, Notes and Handouts include page numbers, but you can turn these off.

3. If you want to change the font style for headers and footers or the position, size, and formatting of the placeholders that contain headers and footers, make the changes on the slide master, notes master, or handout master.

PACKAGE FOR CD

The Package For CD option allows you to save your presentation in a way that it can be used on another computer even if that computer doesn't have PowerPoint and even if that computer doesn't have the fonts you used in the presentation.

You can also package one or more presentations into a folder on your computer or at a network location instead of onto a CD.


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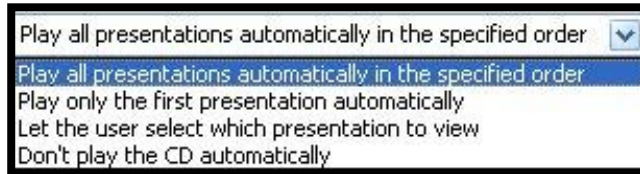


To copy the presentation to a CD:

1. Insert a CD into the CD drive.
2. Click on the **Microsoft Office** button, click on **Publish** and then click on **Package for CD**. Name the CD if desired.
3. To include additional presentations or files, click **Add Files**. Choose all the files you want to include on the CD and then click **Add**.
4. Click **Options** to change the following default settings:



- To not include the PowerPoint Viewer, uncheck the **PowerPoint Viewer** check box.
- To choose how the presentations will play in the viewer list, click on the  and choose from the following options:



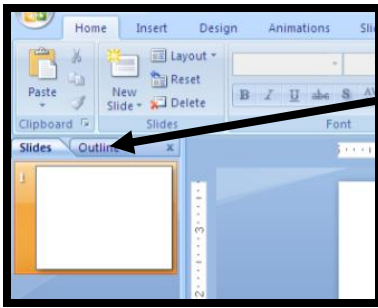
- To include linked files check the **Linked Files** box.
 - To include TrueType fonts, check the **Embedded TrueType fonts** box.
 - To assign a password to open or edit the presentation, type the password that you want to use.
 - When finished, click **OK**.
5. To copy the file(s) to a CD, click **Copy to CD**.

WORKING IN THE OUTLINE MODE

You can use the Outline tab in Normal view to create and easily organize and rearrange the slides in your presentation.

The Outline Tab is located on the left side of the window and shares the pane with the Slides tab.

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You can create the text of your presentation completely in the Outline mode. To start, click on the **Outline** tab.

With the Outline area active, start typing the text of your slide.

PowerPoint gives you some tools to use when working in the Outline mode. If you use the right mouse button and click in the Outline area you will be presented with a pop-up window that gives you the following options:

New Slide – Choosing this option will cause a new slide to be created.

Delete Slide – This will delete the active slide.

Promote – Changes the selected text's outline level to the previous level. For example, promoting text at outline level 2 moves it to level 1. Promoting text at outline level 1 moves it to a slide title level.

- Pressing **Shift + Tab** does the same thing.

Demote – Changes the selected text's outline level to the next level. For instance, demoting text at the outline level 3 moves it to level 4. Demoting text at the slide title level moves the text to the previous slide.

- Pressing the **Tab key** does the same thing.

Move Up – Moves the selected text to that it appears before the previous item in the outline.

Move Down – Moves the selected text so that it appears after the next item in the outline.

Collapse – Hides all body text for the selected slides.

Expand – Displays all body text for the selected slides.

Collapse All – Hides all body text in the outline.

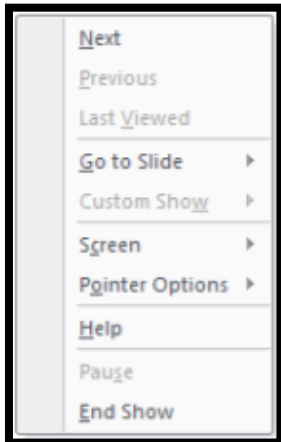
Expand All – Displays all body text in the outline.

Show Text Formatting – Shows the actual presentation font formatting on the Outline Tab.

PRESENTATION TIPS

1. Pressing the “B” key while the presentation is running will cause the screen to go black. A mouse click or a keystroke will start the presentation running again.
2. Pressing the “W” key while the presentation is running will cause the screen to go white. A mouse click or a keystroke will start the presentation running again.

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3. Pressing Ctrl + P while presenting will activate the pen tool.
4. Pressing the E key while presenting will erase all the on screen annotations.
5. Click once with the right mouse button and a menu will appear giving you the option to move forward or backward in the presentation, go to a specific slide or end the presentation. In addition you can activate the various pointer options from this menu.
6. To quickly go to a specific slide while presenting, enter the slide number and press the <Enter> key.
7. Choose a background that lends itself to the presentation topic. For instance use a map for a geography or history lesson.
8. Choose a background that will not distract your audience from your presentation.
9. Limit the use of the slide transition feature to one or two different transitions.
10. Keep the use of animation to a minimum to prevent distracting the audience.